

Planning Commission Regular Meeting Minutes

Wednesday,
February 7, 2018
7:00 p.m. to 9:00 p.m.
Town Hall Meeting Room

Note: The Action Minutes represent a summary of presentations given and actions taken. A failure in the recording software has resulted in the lack of audio recording of this meeting.

1. Call to Order (7:00)

Chair Quisenberry called the meeting to order.

2. Roll Call (7:01)

Planning Commission Members Present

Mr. Cliff Quisenberry – Chair
Mr. Frank Boykin – Acting Chair
Mr. Steve Smith – Co Vice Chair
Mr. Ken Campbell
Mr. Tony Paulson
Ms. Tonya Mushallo

Planning Commission Members Excused

Mr. David Graybill

Staff Present

David Swindale, Director, Planning and
Development Services
Jeff Boers, Principal Planner
Becky Metcalf, Project Assistant

3. Approval of Minutes (7:00)

MOTION by Commissioner Boykin and seconded by Commissioner Mushallo to approve the minutes of the January 3, 2018 Planning Commission meeting as submitted. The motion was approved.

4. Public Comment (7:01)

There was no public comment.

5. Study Session: Amendment of Drive-Through and Drive-Up Standards and Community Commercial Zone Design Standards (7:01)

Director Swindale reviewed the staff report and materials in the agenda packet. Attachments B and C are staff-recommended amendments to deal with the issue of grade separation. Director Swindale encouraged the commissioners to consider broadening the language in Attachment B so that it can apply to locations other than the Green Firs Shopping Center.

Commission discussion included the following:

- Starbucks added a plaza in front of their store and a walkway down from Bridgeport Way to meet the standards.
- What is definition of grade? Grade is a slope.

- It is hard to determine an appropriate grade that would apply to all properties and types of buildings.
- “Change in elevation” may be better terminology than grade. The difference in elevation can preclude businesses from building up to the sidewalk.
- The original intent of the drive-through and drive-up facilities requirements was to allow flexibility but still provide pedestrian access.
- In keeping with the City’s pedestrian friendly image, exceptions should be allowed in extreme cases only. 3 feet does not seem extreme, and a drive-through would be precluded, which maintains the original intent of the design standards.
- The existing drive-throughs all appear to be appropriate for each site. Currently, businesses along Bridgeport will not have consumers walk in off the sidewalk unless they are transit users who have been dropped off by the bus. The drive-throughs that run along arterials (such as McDonalds at 19th and Mildred) seem appropriate because consumers will not have to walk through drive-through traffic in the parking lot to reach the store. A reasonable way for people who arrive in cars to access shops remains necessary.
- There is concern that loosening these guidelines opens the door for more drive-throughs, which goes against the original intent of the design standards and runs counter to the city vision of walkability.
- There was discussion of “pedestrian friendly” as a goal or ideal and who it is serving. Apartment dwellers on Bridgeport are a smaller portion of UP residents than those who would drive into the commercial area and shop from outlying residential areas.
- A reassessment of what the City wants in the comprehensive plan regarding walkability should be done before making more significant changes.
- It is clear from the resolution’s instructions what result is desired, but there is no way to achieve those results and remain true the original intent and vision for the City as walkable.
- Provide the option of a variance or a conditional use permit in centers such as Green Firs. These areas are already auto-intensive. Provide exception in centers only.
- How are side and rear yards defined if they are on corners of arterials? Front yard is the lot line that abuts a street. Rear yard is that line that is parallel to and furthest from the front. All lots are required to have at least one front yard and one rear yard.
- A suggestion was made to use the guideline of an elevation of greater than 6 feet with a grade of greater than 150% that would trigger an exception. Elevation would refer only to the existing grade level.
- Page B-1, “D. Standards”, refers to drive-throughs as non-conforming. If the amendments being considered are approved, the drive-throughs become conforming. The language under “D. Standards” will need to be revised to account for this.
- Consider allowing this exception only for shopping centers that meet the elevation and grade requirements.
- There is a difference if the slope is down from the street or up. Properties below street level keep the cars a bit hidden. There is more visual impact when it is an upward grade from the street. Also, properties above street level could be a safety issue.
- Commission consensus is that an exception is triggered when there is an elevation of greater than 6 feet with a grade of greater than 150% and this only applies if the property is on a down slope rather than above the street level. No variances will be allowed. The exception applies to level 2 commercial centers only.

6. Study Session: Shoreline Master Program Periodic Update (8:26)

Principal Planner Boers introduced the project and provided background information on the required update. The City needs to review any changes in state law and requirements since the comprehensive update of the SMP was adopted in 2015 as well as consistency between

the recently updated Comprehensive Plan and the SMP. The City will receive a \$15,000 grant to do this work. Ecology has provided a checklist of state laws amended during the past decade and a guidance narrative regarding the implications of those changes. Public outreach will be required and will probably be more time-intensive than the actual code review.

Next steps include Planning Commission study sessions, public outreach, and a Commission public hearing, before the Commission forwards its recommendation to Council.

A revised draft Public Participation Plan was distributed (attached to these minutes). Principal Planner Boers reviewed this plan in detail. Ecology staff has reviewed this public participation plan and feel it is very doable. It is not a rigid plan, and can be adjusted as the update work progresses.

Commission discussion:

- No ad hoc committee will be required for this process
- The City has social media presence through Twitter, a Facebook account and a new program called Flashvote. It was suggested that our specific social media venues be detailed as part of our project timeline.

7. Staff Comments (8:45)

Project Assistant Metcalf announced two upcoming events: Partner UP at University Place Modern Dentistry on Feb. 8 from 5-7 p.m. and a ribbon cutting for the Gyro Mediterranean Grill on Monday, Feb. 12 from 4:30 to 6 p.m. All commissioners are invited to attend.

Director Swindale stated that he has received a design review application for the next building on lot 3 at the Village at Chambers Bay. The developer would like to be breaking ground by May 1 this year.

8. Commission and Liaison Comments (8:49)

Chair Quisenberry thanked Commissioner Boykin for chairing the meeting in his absence on January 3, 2018.

Commissioner Paulson attended an emergency preparedness class put on by police department earlier today. He encouraged all Commissioners to think about preparations. There will be a UW Urban studies forum on February 15. Ms. Metcalf was asked to send out information regarding this event to Commissioners.

Chair Quisenberry asked about upcoming short courses put on by the state.

9. Adjourn (8:54)

MOTION: by Commissioner Smith and seconded by Commissioner Mushallo to adjourn the meeting. The motion was approved unanimously.

Submitted by:

Becky Metcalf, Project Assistant
Community and Economic Development

Approved as amended: February 21, 2018