



PLANNING COMMISSION

Meeting Notes of April 4, 2018

Members present: Jim Farrell, Lamont King, Charles Mathews, Joel Metlen, Carrie Pellett, Bill Relyea (arrived at 6:25 pm) and Gary Walvatne

Members absent:

Staff present: John Boyd, Planning Manager

(00:00:06)

WORK SESSION - CALL TO ORDER

Chair Walvatne called the meeting to order in the Council Chambers at City Hall.

(00:00:16)

APPROVAL OF MEETING NOTES: MARCH 7, 2018

Commissioner Jim Farrell **moved** to approve the meeting notes of March 7, 2018.

Vice Chair Charles Mathews **seconded** the motion.

Ayes: Commissioner Joel Metlen, Commissioner Carrie Pellett, Commissioner Jim Farrell, Vice Chair Charles Mathews, Commissioner Lamont King and Chair Gary Walvatne

Nays: None

Abstentions: None

The motion passed 6-0-0

(00:01:06)

PUBLIC COMMENT RELATED TO LAND USE ITEMS NOT ON THE AGENDA

None

(00:01:17)

DEBRIEF: CITY COUNCIL/PLANNING COMMISSION JOINT WORK SESSION

Chair Walvatne pointed out the reason for meeting tonight is to follow up on the joint work session with Council on Monday evening; to prioritize and set a schedule for items the PC wants to do. Mr. Boyd explained these are items to be placed on the docket and targeted for action if approved by Council. Council could adopt the docket, modify it or discuss it further.

They reviewed the items discussed at the work session and compiled the attached list.

(01:27:18)

ITEMS OF INTEREST FROM THE PLANNING COMMISSION

Commissioner Farrell announced a fundraiser for Bolton Primary School.

Vice Chair Mathews asked about upcoming meetings. Mr. Boyd gave a brief update of projects that will be coming before the commission. The next few months look busy.

The commissioners would still like to have a meeting with Public Works. They are not looking for a presentation, but rather a discussion to find ways Public Works can provide information that would benefit the commissioners when an application comes before them.

Chair Walvatne explained the CCI is working on some changes that will be presented to City Council in the near future. These changes will then be directed to the Planning Commission.

Also for discussion is the CCI bylaws and proposed changes. Chair Walvatne explained how those changes impact the PC and Neighborhood Association Presidents.

(01:42:12)

ITEMS OF INTEREST FROM STAFF

Nothing in addition to the project calendar discussed earlier.

(01:42:20)

ADJOURNMENT

There being no further business, Chair Walvatne adjourned the meeting.

High Priority: Planning Commission recommends action be set in the docket. Items prioritized.

- 1) **Street width.** Review CDC and fire code to consider if any conflicting requirements exist for street width. This project would also consider the need to assure on-street parking is allowed.
- 2) **Major/Minor Utility.** Residential zoning identifies a use defined as a major utility. The use requires a conditional use permit while minor utilities do not. The question remains whether a conditional use permit is required. The definitions exist and may require additional discussion to provide clarity.
- 3) **Traffic Study.** Revisit the code criteria to consider when a study is required and the extent of the area covered by the study. The goal is to provide greater flexibility to require a traffic study and, if needed, broaden the area required in that study.
- 4) **Day Care.** Analysis is required to consider if an update to city code is needed to assure the City code meets state requirements. The City Attorney may be required to consider whether city home rule provides the City with reasonable authority to have criteria that are more restrictive (allow less children in a day care) than state requirements.
- 5) **20% Retention of Trees.** A review should clarify the intent of the code and the process that should guide tree protection.

Items that are not a high priority. Planning Commission requests Council feedback on the issues. For example, the Planning Commission considers school parking for a proposed facility, but not typically enforcement at an existing facility.

Parking formula:

Elementary schools – excess parking is provided under the current formula.

Middle school – is a new formula required?

High School -- not enough parking is provided under the formula as applied at WLHS.

Public Use Zone – consideration of a new Comprehensive Plan and Zoning designation along with new regulations in the CDC for city-owned property. This may also extend to schools, state lands, and agreed-upon public uses. This project recognizes the review criteria differ from residential and commercial lands and has special needs for flexibility or types of uses. A public use zone may be applicable for the City's Waterfront planning.