

**CITY OF SEDRO-WOOLLEY**  
**PLANNING COMMISSION MEETING**

**April 21, 2009**

**Minutes**

**CALL TO ORDER:** Chairman Rick Judd called the meeting to order at [6:33 p.m.]

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:** Present: Commissioners, Rick Judd, Brett Sandstrom, Tom Gardner, Terry Carter, Pat Huggins, Tom Peterson

Commissioner Jim Johnson-absent

**STAFF:** City Planner/Building Official Jack Moore, Senior Planner John Coleman, Permit Technician Jo Ann Lazaron

**APPROVAL OF AGENDA:** Approved

**CONSENT AGENDA:** Minutes from the previous meeting-Approved

**GENERAL PUBLIC COMMENTS:**

1. Brian Hanson- 789 Hillcrest Drive Burlington- Brian (Developer) addressed the Planning Commission reference the Long Plat over at Sapp Place. Brian explained that the children's play area originally was quite larger when first planned but this area has gotten smaller due to the engineering's review recommendations requiring more area for retention. Brian indicated that he has purchased two heavy duty park benches for this area has been working with the City on getting a multi-function piece of equipment for that area. His concern was that the area is small he would like to see something go in there that would look good and last over time.

Chairman Rick Judd posted a question to the City Planner Jack Moore of the possibility of Brian contributing money into a park fund instead of putting in some play equipment? City Planner Jack Moore advised that there is no mechanism in place at this time for developers to do this. The plat was approved by the Planning Commission with the condition that the playground equipment be approved by the City Planner. Staff has given playground information to Brian reference recent plats that have been approved by the Planning Commission for consideration. City Planner Jack Moore advised that at this point the playground equipment needs to be installed or Brian can look into appealing the Planning Commission decision.

City Planner Jack Moore commented that this plat is part of the reason why the Planning Commission is now working on the topic of a park fund or other way to enhance more parks within the city. This park in question might meet city code but is it functional.

## **PUBLIC HEARINGS: Open- 6:49 pm**

### **1. Essential Public Facilities Development Regulations-**

City Planner Jack Moore advised that in front of the Planning Commission tonight is the final draft of the permanent ordinance for the Essential Public Facilities (“EPF”). The Planning Commission will be asked to recommend to the City Council to adopt the Essential Public Facilities ordinance and SCTD Siting Map that regulate siting of Essential Public Facilities.

Staff is recommending approval.

PUBLIC COMMENT: None

A motion was made by Commissioner Tom Peterson to recommend to the City Council to approve the attached zoning ordinance and SCTF Siting Map that regulate siting of Essential Public Facilities.

Commissioner Brett Sandstrom seconded the motion.

Planning Commission discussion:

1. City of Mount Vernon’s recent passing of their Essential Public Facilities ordinance and the changes that were made to it.
2. Discussion on the responsibilities of the Hearing Examiner and Essential Public Facilities permits (Civil issues)
3. Commissioner Brett Sandstrom asked City Planner Jack Moore if the distance that the City of Mount Vernon is using (1000 square feet) in their ordinance is the same square feet that the city is thinking about using. City Planner Jack Moore advised that the City of Mount Vernon has a larger zoning area and if the City of Sedro-Woolley were to use that distance it would overlay the entire town.

Vote taken

Commissioners Pat Huggins, Brett Sandstrom, Terry Carter, Tom Peterson, Tom Gardener-Yes  
5-0

Motion passed

### **2. Design Review Standards including signs -**

The City Council directed the Planning Commission to consider revising the design standards for signs and the design standards and guidelines for the Central Business District. Jack summarized the process the Planning Commission took to come to the proposed revisions to the standards.

City Planner Jack Moore introduced exhibit “A” which is the proposed revisions to the design standards and guidelines.

**Awnings:**

He noted that permanent awnings constructed of wood or metal and that meet all other design review standards are encouraged but if a fabric awning is desired there are reasons that an acrylic type fixed frame is recommended over a retractable type.

**Signage:**

The historical note on when and why these design standards were adopted was taken out.

The Art Nouveau influence is encouraged but not required.

The square footage, height and setback restrictions *shall comply* with the City of Sedro-Woolley Municipal code.

Flashing, animated, rotating, changing message signs and signs that combine a white background with internal illumination are specifically prohibited. Exposed neon illumination or shielded external illuminations are accepted alternatives.

Internally light, back-light signs are allowed but no *white background color is allowed*.

Electronic signs (Flashing and animated and changing messages signs) are not allowed in the Central Business District.

Staff is recommending that the Planning Commission recommend to the City Council to approve the changes to the Design Standards and Guidelines as attached in Exhibit A.

PUBLIC COMMENT: Open 7:08 p.m.

Steve O’Neill- The Roost- Steve had questions reference LED changeable signs. Steve also encourages more code enforcement of the sign ordinance.

PUBLIC COMMENT- closed 7:12 p.m.

Commissioner Terry Carter made a motion to recommend that the City Council approved the changes to the Design Standards and Guidelines as attached in Exhibit A.

Commissioner Tom Peterson seconded the motion

Planning Commission discussion:

1. Spell out more alternatives for citizen to use. What types are allowed and what is not.
2. Discussion on white background

Vote – Commissioner Pat Huggins, Brett Sandstrom, Terry Carter, Tom Peterson, Tom Gardener-yes

5-0

Motion carried.

**Closed public hearing at 7:17 p.m.**

**DESIGN REVIEW:**

1. Coho Liquidation Sign application- 408 Metcalf Street #SN-3-09

Senior Planner John Coleman gave a brief background on an application for a façade sign in front of Coho Liquidation at 408 Metcalf Street #C. Staff recommends approval of the sign application without a border/frame due to the location of the sign on the building.

Commissioner Patrick Huggins made a motion to approve the sign design for application SN-3-09 for one façade sign at COHO Liquidation located at 408 Metcalf Street #C without the border due to its location which sits far back from the street.

Commissioner Tom Peterson seconded the motion

Vote taken

Commissioners Huggins, Sandstrom, Carter, Peterson, Gardner-yes

5-0

Motion carried

2. Mestizo Mexican Restaurant-617 Metcalf Street #SN-4-09

Senior Planner John Coleman gave a brief background of the sign application. This is for one façade sign and one double-sided sign hanging from the underside of the covered walkway located at 617 Metcalf Street. This will replace the old Los Pinos Restaurant sign.

Staff is recommending approval with two conditions:

1. A decorative edge is added to the signs
2. The internally illuminated function of the cabinets is disable.

Commissioner Pat Huggins made a motion to approve the sign permit application SN-5-09 for one façade sign and one double-sided sign hanging from the underside of the covered walkway in front of Mestizo Mexican Restaurant at 617 Metcalf Street subject to the following conditions:

1. A decorative edge be added to the signs
2. The internally illuminated function of the cabinets not be used unless internally illuminated signs in the CBD are approved by the City Council allowing it.

Commissioner Brett Sandstrom seconded the motion

Planning Commission discussion:

1. Internally function not to be use until the sign ordinance is changed or approval by city council.
2. Procedure of the approval tonight and what would happen when the council passes the new Central Business District standards and guidelines.

Vote taken

Commissioners-Huggins, Sandstrom, Carter, Peterson, Gardner-yes

5-0

Motion carried

**UNFINISHED BUSINESS:**

1. Park Committee Report-Commissioner Pat Huggins briefed the Planning Commission and Staff on the background, challenges and goals the park committee foresees in the future on creating new parks and enhancing old parks within the City of Sedro-Woolley (See handout)

At the next Planning Commission meeting the target is to take some of these goals and go forward with them.

**NEW BUSINESS: None**

**PUBLIC HEARING – RE-OPEN AT 7:43 p.m.**

**2009 Comprehensive Plan Docket:**

- **CPA-1-09 – Economic Development Element update-**

Senior Planner John Coleman gave a brief background on the process of updating the City’s comprehensive plan by December 1, 2012.

John asked the Planning Commission to review the docket and come back to the next meeting with ideas and suggestions for staff. A brief discussion ensued to include:

- Updating the Commercial, Central Business District, correcting the Auto-Oriented Commercial, light and heavy industrial, these comprehensive plan destinations are no longer in our municipal code.
- Describing the goals and the concept of the Central Business District
- The re-locating of certain items out of the comprehensive plan that should be in the City code.
- Noticing that certain information is outdated and needs to be updated
- Discussion that the economic development strategy should have much more detail than it does.
- A brief summary on goals of the City Council and economic development

- **CPA-2-09 – Public Utilities Element Update-**

Senior Planner John Coleman briefed the Planning Commission on the proposal to update the Public Utilities Element of the Comprehensive Plan.

The utilities element consisting of the general location, proposed location, and capacity of all existing and proposed utilities, including, but not limited to, electrical lines, telecommunication lines, and natural gas lines that are not public facilities. The public utilities element was last updated in 2005 and Staff is suggesting that minor modifications and updates should be necessary to improve the element and bring it in alignment.

Electricity, Natural Gas, Water, Telecommunications, Cable

Staff is asking the Planning Commission to review this element and come back with comments at the next meeting.

- **CPA-3-09 – Goals & Policies section reformatting**

Senior Planner John Coleman gave a brief history on the goals and policies section. The various elements have been revised numerous times including a complete state-mandated review of the comprehensive plan in 2005. It is unclear why the goals and policies in Chapter 9 were orphaned in

a separate section of the plan but staff recommends that they be moved at this time to simplify use of the plan. The remaining goals and their associated policies addressed the following:

Growth management goals, open space, community character, critical and sensitive areas

Staff recommends to relocate the Introduction in Chapter 9 of the Comprehensive Plan to Section 1.04 of the Introduction and Vision Statement chapter of the Comprehensive plan and relocate the Goals and Policies in Chapter 9 of the Comprehensive plan to the Land-Use element.

Discussion of the (UGA) Urban Growth Area-City Planner Jack Moore emphasized that the UGA is all of the city limits and the land outside the city.

- **CPA-4-09 – City-Wide Rezone**

Senior John Coleman suggested that the Planning Commission separate the City-wide rezone into two sections.

- Industrial Zone issues-buffers, industrial properties designations
- Central Business and it's boundaries and requirements

John recommends that the Planning Commission subtract the Central Business District discussion from this comprehensive plan amendment and put it in a future separate docket file.

City Planner Jack Moore advised that if the Planning Commission got into altering all the allowed uses and getting into each zone's destination should require public hearings, work sessions, mailings (utility billings) within the city on a city-wide rezone.

**CLOSED PUBLIC HEARING-8:58 p.m.**

**COMMISSION DISCUSSION/INFORMATION ITEMS:**

1. Memo from Patsy Nelson to Jack Moore- balance of the Parks Reserve Fund (Impact Fees) and the REET fund which can be used on capital projects.
2. Discussion of the moving and upgrading of the Organic Bakery building.
3. Transportation plan-arterial protection question-(Commissioner Brett Sandstrom's handout)

**ADJOURNMENT – [Time 9:12 p.m.]**

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**PLANNING COMMISSION CHAIRMAN**

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**PLANNING COMMISSION SECRETARY**