

CITY OF SEDRO-WOOLLEY
PLANNING COMMISSION MEETING

February 16, 2010

Minutes

CALL TO ORDER: Chairman Rick Judd called the meeting to order at [6:37 p.m.]

PLEDGE OF ALLEGIANCE:

ROLL CALL: Present: Commissioners, Rick Judd, Terry Carter, Pat Huggins, Jim Johnson, Tracey Donovan, Stephanie Lokkebo

Commissioner Tom Gardner has submitted his resignation from the Planning Commission.

STAFF: Jack Moore, John Coleman

APPROVAL OF AGENDA: Approved

CONSENT AGENDA: Minutes from the previous meeting-Approved

GENERAL PUBLIC COMMENTS: None

UNFINISHED BUSINESS:

1. Election of 2010 Chairman and Vice-Chairman-

Pat Huggins nominated Rick Judd as the 2010 Chairman and seconded by Jim Johnson. Rick Judd nominated Pat Huggins for the Vice-Chairman position for 2010.

Both positions were unanimously approved but the Planning Commission.

2. Discussion with the Chamber's Business Development Team reference design review-

City Planner/Building Official Jack Moore briefed the Planning Commission on his recent meeting with Mary McGoffin and other members of the Chamber and the team's marketing ideas and goals for the City of Sedro-Woolley.

Mary McGoffin, the representative for the Chamber's business development team arrived and briefed the commission on the goals and ideas of the team:

- Team to perform a building inventory of the City (Office space square footage, Industrial and Commerical area).

- Team to perform a business community survey and get feedback on the business community's perception, public safety issues, what type of new businesses would compliment their existing business.
- Recruiting new businesses to fill all the unoccupied businesses in town.
- Team believes this to be a five (5) year plan and they feel that the City is a working partner in all of these goals.
- Discussion on resources for small business loans. (Skagit Council of Government loan program, Information on loan resources can be added in the Chamber's newsletter).
- Idea of a permanent Christmas tree and associated park for the City.
- Discussion of enhancing and enlarging the City's library programs.

3. Review and propose revisions to the Parks sections of the municipal code and design review manual-

City Staff and the Planning Commission ensued in discussion on several topics reference the 2010 Planning Commission work plan concerning parks-

- Reviewing the Planning Commission Parks sub-committee recommendations and their document "Funding Sources for Park Land Purchases".
- Ideas on the acquisition and managing of new parks.
- Discussion on Chapter 17.38 SWMC. (Exhibit B)
 - A. Required standards for parks in developments-Discussion on the minimum allowed at this time for developments.
 - B. Public parks-establishing better polices for public parks
- Possible goal to update and clarify the design standards and guidelines manual that address park and open space development including: Additional standards for multi-family developments and standards for mixed commercial developments.
- Parks and Recreation element of the comprehensive plan.
- Discussion on putting together a field trip to look at small private parks and a few public parks within the City. Staff will put together a list, put out flyers at the parks and advertise the field trip for March 4th starting at 2:30 pm so that the public could attend and discuss any concerns or give suggestions.
- Discussion on the City establishing its own plant and tree nursery. Chairman Judd suggested the newly acquired site next to the wastewater treatment plant.
- Mary McGoffin recommended establishing a Park Commission and she expressed her concerns on using just impact fees to acquire new parks. She also would like to see wetland areas designed so that they are more of a visual feature instead of a stormwater pond with a chainlink fence around it. She gave the example of the wetland area over in the Eaglemount Golf Course in Mt. Vernon.
- Discussion on the newly formed Parks board created by the City council and possibly assisting the parks department in getting this program off the ground by using volunteers to

donate time and materials for parks. City Planner Jack Moore will contact the Parks Department on this goal.

- **Park Improvement Zones-**

- A. Discussion on starting with the sub-area transportation zones to create overlying park improvement zones.
- B. Discussion on the setting a minimum size of a development that would require them to create an on-site park area or donate to a public park amenity.
- C. Discussion on creating a Parks Commission and having them hold public meeting and coming up with a plan for where the parks are needed and what they should look like and then the developer could either build the park or put money into the land bank.
- D. Discussion of alternative ideas of park use instead of play equipment that only gets used ten percent of the time.

- **Park Land Bank-**

- A. Discussion on the process the Planning Commission would like to see happen reference code changes concerning the idea of a park land bank. Staff and the Planning Commission would like to see the Parks Board Commission get active first; hold public meetings then look at code changes.
- B. Discussion on how the Parks Board will be organized and what would their responsibilities be? City Planner Moore advised that he will talk to Shane Walley and Nathan Salseina and get their ideas and goals and bring it back to the Planning Commission.
- C. Planning Commission to work on the private parks regulations as the Parks Board is being organized.

- **Joint City/Neighborhood Partner-**

- A. Discussion on having a City Volunteer Day and possible projects to get accomplished.
- B. Convert some alleys to parks and trails.
- C. Hold citizen workshop.
- D. Traffic circles discussion.
- E. Planning Commission would like to review the Sedro-Woolley Public Works Standards and come up with some new ideas or try to enhance the standards that are already in place.
- F. City Planner Jack Moore briefed the Planning Commission on his field trip he had with Kristy Carpenter and Tom Slocum reference an idea of doing a rain garden design in the public parking lots downtown. Jack will re-contact them to see where this possible project is at.

- **Multi-Use Land Purchases-**

- A. Redesigning stormwater ponds for multi-purpose areas (parks).

- B. Discussion on extending walkway from McGarigle Rd to the sewer-line path at Northern State area.
- C. Brickyard Creek Path-walking paths in the buffers, utility easements etc.
- D. Discussion on trails or parks under powerlines.
- **Parks Trust Fund-**
 - A. Parks Trust Fund could be set up and run by the Parks Board.
- **Fee Parks-**
 - A. More fee parks would be a great addition to the City.
 - B. Discussion on areas that would be popular for fee parks within the City.

Topic for next Planning Commission meeting: Look at basic requirements for residential play areas for developments.

NEW BUSINESS: None

COMMISSION DISCUSSION/INFORMATION ITEMS:

City Planner Jack Moore briefed the Planning Commission on the changes and status of the Comprehensive Plan Amendments that was approved by the City Council. The City Council did publicly give their appreciation to the Planning Commission for all their hard work and all the open houses/workshops that were held reference the comprehensive plan amendments.

Stephanie Lokkebo suggested having a Planning Commission table at the Woodfest in April to encourage communication between the public and the Planning Commission.

ADJOURNMENT – [Time 8:43 p.m.]

PLANNING COMMISSION CHAIRMAN

PLANNING COMMISSION SECRETARY

Attendance: 0