

**CITY OF SEDRO-WOOLLEY
PLANNING COMMISSION MEETING
MINUTES
April 19, 2022**

CALL TO ORDER: Chair Joe Fattizzi called the meeting to order at (6:32 pm).

PLEDGE OF ALLEGIANCE:

ROLL CALL:

- Present Commissioners: Danielle Freiberger, Joe Franett, Joe Fattizzi, Eric Johnson, and Stacy Penno, Silas Maddox
- Absent Commissioners: Pat Huggins
- Present Staff: John Coleman, Mark Freiberger and Katie Quinn

APPROVAL OF CONSENT AGENDA/MINUTES: Minutes from March 15, 2022 approved with changes.

GENERAL PUBLIC COMMENTS: There were no general comments submitted.

PUBLIC HEARING:

1. Updates to the Transportation Element of the Sedro-Woolley Comprehensive Plan. File #CPA-1-22

Mr. Mark Freiberger gave a brief overview of the changes and made two recommendations.

1. Update the transportation element to consistently list the LOC for minor arterials as level D rather than level C as it was previously listed in T7.3
2. Remove Hodgkin Road arterial extension project from the project list Comprehensive Plan chapter 3 for the 5 main reasons as listed in the packet. This will also effect the next edition of the transportation impact schedule and will remove about 2 million dollars from the project list values. He does not anticipate any impact on the new impact fees from this change based on recent inflation he assumes fees will rise regardless.

Commissioner Fattizzi opened the public hearing for comments and none were given. After some discussion Commissioner Maddox made a motion to adopt the proposed changes to the Transportation Element as presented by staff. Commissioner Stacy Penno seconded. The motion passed 6-0.

2. Updates to the Capital Facilities Element of the Sedro-Woolley Comprehensive Plan to address School Capital Facilities Plan and School impact fees. File #CPA-2-22

Commissioner Eric Johnson recused himself from this discussion due to a potential conflict of interest, as he is a member of the School Board. Mr. John Coleman gave a brief introduction as discussed in the Planning Commission meeting on March 15th. Mr. Coleman and planning staff recommended that the Planning Commission make the recommendation of adoption of the School District Capital Facilities Plan and amending our municipal code to adopt the new school

impact fees as proposed by the school district. Commissioner Joe Fattizzi opened to public comment as there was no one in the facility or virtually to comment the public hearing was closed. Commissioner Danielle Freiburger made a motion to recommendation that the city council adopt the proposed amendments to incorporate the 2022 Sedro-Woolley School District Capital Facilities Plan into the Sedro-Woolley Capital Facilities Element and make amendments to Chapter 15.64 SWMC to incorporate the School District's updated school impact fees. Commissioner Stacy Penno seconded the motion. The motion carried 4-1 with Commissioner Franett in opposition.

UNFINISHED BUSINESS:

1. Updates to the Sedro-Woolley Design Review Standards and Guidelines manual to address buildings in the Central Business District.

Mr. John Coleman stated that after some review of the terms mullions and muntions and confirmed that the description and photo were correct as previously provided. There was some discussion on if what was provided in the staff memo included the correct photo and or description. The commissioners other than Commissioner Joe Franett felt the words were correct and just the photo needed to be updated. Staff will amend the photo to the correct information prior to approval of the Commissioners at the next meeting.

The Planning Commission discussed the roofline of the three quadrants in the Central Business District to be flat roofs with parapets. A significant factor in that would be building heights and that it was understood that the Planning Commission's stance that the guidelines would gradually ease in the entry areas on Metcalf, State and West Ferry Street with more flexibility and in all other areas. The Planning Commission was ok with various roof forms and heights and he felt that was clarified on page 6 of the memo numbers 7, 8 and 9. The Commissioners all reviewed those sections and a discussion of where these requirements would be implemented, it was agreed to update the terminology to former tracks in number 7. It was agreed that these requirements for number 7 were within the "blue line". It was clarified that anything in the CBD core area is going to be required to have flat roofs with parapets. Mr. Coleman asked the Commissioners for input on what guidelines they would like to see for the areas outside of the CBD core area. The discussion continued regarding styles the Commissioners wanted to see. Commissioner Joe Fattizzi asked how this was going to impact the residential existing homes in this area and a discussion of the intent of these requirements ensued. It was determined that section 8 needed more clarification as it seemed to be confusing and hard to interpret. It was agreed that what was more important than the number of floors was the actual height of the building, and it was discussed what height and how that would be determined. It was agreed that changing 8 to read buildings over two-stories or a specified height at the peak. Mr. Coleman asked the Commission if they wanted gable roofs along Ferry Street in the future if a large project came in as expected and all agreed they did not. It was also agreed to clarify it was "Over 2 stories or more than 30' outside of the blue line shall have traditional commercial flat roofs or parapets." The Commission then moved on to number 9, pitch and gable requirements were discussed Commissioner Joe Fattizzi suggested to list more of what we didn't want then what we did want. It was also decided that the defined area was incorrect. Mr. Coleman proposed to make it outside the blue line and the main drag, and minimum pitch of 6/12 for a gable roof and if they wanted a flatter roof they could do a shed roof. Commissioner Maddox proposed a number 10

that would state “All commercial buildings regardless of height with no residential should have a flat roof with parapets or a shed roof”. Mr. Coleman thanked the Commissioners for all the hard work and stated that he thought the planning staff had some more work to do on this section and enough information to review and make changes to these sections as suggested.

The commission then moved into number 10 and brick building requirements Mr. Coleman proposed “Outside of the blue line and not on State, Ferry, or Metcalf Street this standard does not apply on residential only buildings”, the commissioners countered that proposal and agreed that outside these areas they did not think it mattered so it was agreed this did not apply to residential or commercial.

The Commission then moved on the streetscape and lighting. Commissioner Joe Franett suggested that rather than describing the 3 major areas each time if we could create a way to more easily describe the locations without full description and only list the full description once. Multiple ideas were suggested, sectors 1-3, Outer CBD, Arterial CBD, Main Streets, Secondary CBD, Historic District, Main Streets, Surrounding Streets, Historic Downtown, Modern Downtown, Entry Streets, Contemporary Streets. A final decision was not made, Mr. Coleman agreed to take another review of it and suggest something to the Commissioners at the next meeting.


The Commission then began the discussion about whether the city should require street lighting, how it would be controlled and what requirements would be put in place. It was agreed that getting exact matches may not be an option and the details would need to be ironed out and that the lighting was a very important feature for the city and some type of continuity is needed and design standards from the Commission is required. Staff will refine these standards to include, acorn, cut off, steel pole and pole height he will also refine the trigger to require these improvements. Commissioner Silas Maddox requested another meeting prior to the public hearing. Mr. Coleman suggested discussing this section at the next Public Hearing and hopes to have the guidelines ready for Public Hearing at the meeting on May 17, 2022. Commissioner Silas Maddox requested a Microsoft Word copy of this document for review prior to the next meeting.

NEW BUSINESS: None

PLANNING COMMISSION DISCUSSION/INFORMATION ITEMS: None

DISCUSSION ITEMS: None

ADJOURNMENT: (Time: 8:33 p.m.)

 6-21-2022

PLANNING COMMISSION CHAIRMAN

PLANNING COMMISSION SECRETARY
Members of public in attendance: 0