

1. CALL TO ORDER

Chairperson Rick Sullivan called the regular meeting to order at 6:02 pm.

a. Roll Call

Members present: Chairperson Rick Sullivan, Vice-Chair Matt Rasmussen, Commissioners Richard Skreen, Ryane Olin, Lisa White, and David VanCamp.

Staff present: Contracted Planners Cristina Haworth and Reese McMichael, Mayor Paul Helenberg, and Secretary Karlene Akesson

2. CITIZEN COMMENTS

There were no public comments at this time.

3. REPORTS

a. Contracted City Planner

Planner Cristina Haworth gave a verbal report.

b. Building & Planning

4. PUBLIC HEARING - MORATORIUM - LEGAL NONCONFORMING LOTS DRAFT REGULATIONS

Chairperson Rick Sullivan closed the Planning Commission Regular Meeting and opened the Public Hearing regarding the Moratorium/Legal Nonconforming Lots - Draft Regulations at 6:03pm.

a. CRMC 16.34 BLA - Amended (Draft)

City Planner Cristina Haworth presented.

b. CRMC 16.37 Table of Requirements - Amended (Draft)

City Planner Cristina Haworth presented.

c. CRMC 17.16 Definitions - Amended (Draft)

City Planner Cristina Haworth presented.

d. CRMC 17.55 - Addition (Draft)

City Planner Cristina Haworth presented. City Planner Haworth recommended considering combining CRMC 17.55 and 17.78 for simplicity's sake.

e. CRMC 17.78 - Development on Nonconforming Lots - Addition (Draft)

City Planner Cristina Haworth presented. City Planner Haworth stated there was an oversight in 17.78, where the application of Site Planning Sec. 1, Relationship to the Street, and Building Design sections of the Design Guidelines was accidentally omitted from the Zero Lot Line Development and Cottage Housing sections. City Planner Haworth recommended that those regulations be amended to ensure that the design guidelines apply to these as well.

f. Design Guidelines (Draft)

City Planner Cristina Haworth presented. Planner Haworth suggested, per City staff request, the Planning Commission consider requiring either 1.5 or 2 off-street parking spaces per unit. City Planner Haworth suggested, as a compromise, that if the Planning Commission did want to add more off-street parking, they could allow for administrative relief. This would mean the project proponent may request a reduction in off-street parking requirements if they can demonstrate that the project will not cause an overflow of street parking into surrounding streets or neighborhoods and will not impact sight distance, or the flow of motorized and non-motorized traffic. A parking study or similar information prepared by a qualified professional discipline may be required to support this request. City Planner Haworth recommended, per City staff request, to clarify on page 7 of the Design Guidelines, where landscaping must be planted by adding the words 'on site' to the sentence and recommended changes to clarify how lot coverage is calculated on page 8 of the Design Guidelines. Chairperson Rick Sullivan provided comment.

At 6:22 pm Chairperson Rick Sullivan opened the meeting to Public Comment; there were no comments.

Chairperson Rick Sullivan closed the Public Hearing regarding the Moratorium/Legal Nonconforming Lots - Draft Regulations and reopened the Planning Commission Regular Meeting at 6:23 pm.

Commissioner Matt Rasmusen, Chairperson Rick Sullivan, Commissioners David VanCamp, Ryane Olin, and Mayor Paul Helenberg provided comment. For clarification purposes, Commissioner Richard Skreen asked if the Commissioners were recommending 1.5 or 2 off-street parking spaces for the motion; Chairperson Rick Sullivan stated 1.5; there was no objection to that statement. Commissioner Matt Rasmussen motioned to recommend that the City Council adopt the proposed amendments to CRMC 16.34, CRMC 16.37, and CRMC 17.16 and to adopt the proposed regulations in CRMC 17.55 and CRMC 17.78, including the Design Guidelines: Non-Conforming Lots.

Commissioner Richard Skreen motioned to amend CRMC 17.78 to apply Site Planning Sec. 1, Relationship to Street, and Building sections of the Design Guidelines to zero lot line development projects and to cottage housing development projects.

Commissioner Lisa White motioned to amend Section 4 of the Design Guidelines to require 1.5 off-street parking spaces per unit for zero lot line developments and cottage housing developments unless administrative relief is requested, using the administrative relief language recommended by staff.

Commissioner David VanCamp motioned to amend Section 5 of the Design Guidelines to specify that landscaping must be provided on site.

Commissioner Ryane Olin motioned to amend Section 6 of the Design Guidelines to specify that "lot coverage is calculated using the footprint of all primary and accessory structures on the lot."

Commissioner Richard Skreen seconded the motion to recommend that City Council adopt the proposed amendments to CRMC 16.34, CRMC 16.37, and CRMC 17.16 and to adopt the proposed regulations in CRMC 17.55 and CRMC 17.78, including the Design Guidelines: Non-Conforming Lots.

Commissioner David VanCamp seconded the motion to amend CRMC 17.79 to apply Site Planning Sec. 1, Relationship to Street, and Building Design sections of the Design Guidelines to zero lot line development projects and to cottage housing development projects.

Commissioner Matt Rasmussen seconded the motion to amend Section 4 of the Design Guidelines to require 1.5 off-street parking spaces per unit for zero lot line developments and cottage housing developments unless administrative relief is requested, using the administrative relief language

recommended by staff.

Commissioner Ryane Olin seconded the motion to amend Section 5 of the Design Guidelines to specify that landscaping must be provided on site.

Commissioner Lisa White seconded the motion to amend Section 6 of the Design Guidelines to specify that "lot coverage is calculated using the footprint of all primary and accessory and accessory structures on the lot."

Motions to recommend that City Council adopt the proposed amendments to CRMC 16.34, CRMC 16.37, and CRMC 17.16 and to adopt the proposed regulations in CRMC 17.55 and CRMC 17.798 including the Design Guidelines: non-Conforming Lots carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Richard Skreen, Ryane Olin, Lisa White, and David VanCamp voted 'Aye'.

5. PUBLIC HEARING - RIBELIN COMPREHENSIVE PLAN AMENDMENT REQUEST

Chairperson Rick Sullivan closed the Regular Planning Commission Meeting and opened the Public Hearing for the Ribelin Comprehensive Plan Amendment/Re-Zone at 6:34 pm.

a. Ribelin Comprehensive Plan Amendment and Rezone - Presentation

City Planner Reese McMichael presented.

b. Staff Report - Ribelin Comprehensive Plan Amendment and Rezone

City Planner Reese McMichael presented.

c. Letter from Skylar & Irina Ribelin submitted on 03/19/2024

d. Ribelin Comprehensive Plan Amendment/Re-Zone Application Materials

Commissioner Richard Skreen asked about the timeline of the other projects (that may be affected by the comprehensive plan). City Planner Cristina Haworth, Commissioner Ryane Olin, Chairperson Rick Sullivan, Commissioners Matt Rasmussen and Richard Skreen provided comment.

Chairperson Rick Sullivan expressed the City should set a date at some point in the year for requests for Comprehensive Plan Amendments to be submitted for that year. Commissioner Richard Skreen, Mayor Paul Helenberg, and Chairperson Rick Sullivan provided comment.

Chairperson Rick Sullivan opened the meeting to public comment. Applicant Skylar Ribelin provided comment. Chairperson Rick Sullivan and Commissioner Richard Skreen provided comment.

Chairperson Rick Sullivan closed the Ribelin Comprehensive Plan Amendment/Rezone Public Hearing and re-opened the Planning Commission Regular Meeting at 6:59 pm.

Commissioners Matt Rasmussen, David VanCamp, and Chairperson Rick Sullivan provided comment. Commissioner Matt Rasmussen motioned, seconded by Commissioner David VanCamp, after discussing the Ribelin Comprehensive Plan Amendment/Re-Zone request, to recommend forwarding the request to the City Council with the Planning Commission's approval. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Richard Skreen, Ryane Olin, Lisa White, and David VanCamp voted 'Aye'.

6. APPROVAL OF MINUTES

a. December 19, 2023 & March 19, 2024 Planning Commission Regular Meeting Minutes

Commissioner David VanCamp motioned, seconded by Commissioner Richard Skreen, to approve the December 19, 2023 minutes as presented. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Richard Skreen, Ryane Olin, Lisa White, and David VanCamp voted 'Aye'.

Commissioner Ryane Olin motioned, seconded by Commissioner Matt Rasmussen, to approve the March 19, 2024 minutes as presented. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Richard Skreen, Ryane Olin, Lisa White, and David VanCamp voted 'Aye'.

7. OLD BUSINESS

8. NEW BUSINESS

9. ADJOURNMENT

Vice-Chair Matt Rasmussen motioned, seconded by Commissioner Ryane Olin, to adjourn the regular meeting. All were in favor.

At 7:05 pm, Chairperson Rick Sullivan adjourned the Planning Commission regular meeting.

Karlene Akesson, Secretary