



1. ROLL CALL

The Planning Commission meeting was called to order at 5:30 pm with the following members present: Logan Leuenberger (4/4), Terry Bisbee (4/4), Jane Gamber (3/4), Valerie Roberts-Ropp (3/4), Darryl Peterson (3/4), and Jon Richardson (4/4) (Chair). Jackson Swearer (3/4) was absent.

Planning Staff present were Ryan Hvitlæk, Director of Planning & Development; Amy Allison, Senior Planner; and Charlene Mosier, Planning Technician.

2. APPROVAL OF MINUTES

The minutes of the February 25, 2020 meeting were approved on a motion by Bisbee, seconded by Leuenberger, passed unanimously.

3. CORRESPONDENCE & STAFF REPORTS

The documents and staff reports were accepted into the official record on a motion by Leuenberger, seconded by Peterson, passed unanimously.

(Roberts-Ropp arrived).

4. STUDY SESSION

a. Commercial Overlay District

Allison presented an overview of the proposed Commercial Overlay District for the East Fourth Avenue, West Fifth Avenue/Nickerson Boulevard and parts of South Main Street. After completion of the R-6 Residential Infill District ordinance adoption, the Planning Commission asked staff to include consideration of an infill commercial district in the 2019 Planning Department Work Plan. A subcommittee was formed and met to consider the target area and determine beneficial regulations. The objective was to study regulatory barriers to redevelopment of these areas and provide a recommendation of how to reduce or remove those barriers.

The analysis included existing uses in comparison to the current zoning district, development of site and surrounding uses. It was determined there are two separate categories regarding regulatory challenges for redevelopment within the target areas. The properties were separated into two sub-districts as well as properties that are suitably zoned. The proposed Commercial Overlay District, as well as the two sub-districts, Traditional Urban Design and Mechanical Commercial, with proposed standards were included in the packet along with a proposed Commercial Overlay District map. The committee determined an overlay district was the best option to proceed because it can adjust specific regulations without changing all regulations related to the development of the properties.

Allison reviewed the proposed district standards for the two sub-districts in a powerpoint presentation. This included Traditional Urban Design Sub-District: Site Orientation/Design Standards, Mechanical Commercial Sub-District: Site Orientation/Design Standards, and General and Supplemental Design Standards. Allison spoke on minimum lot standards, setbacks, parking and drive-thru requirements,

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bicycle parking, building design, building materials, landscaping and screening, and signage requirements.

Richardson asked about installation and maintenance of sidewalks. Allison said it could be required to continue sidewalks if there are existing sidewalks in the neighborhood. Roberts-Ropp said scooters may also need to be considered in parking areas. The consensus was bike racks could be incentivized and not required. Removing unnecessary parking spaces is another option and using the area for outdoor seating rather than unused stalls.

Allison reviewed the proposed Use Table. The table was amended to add the two sub-districts and add "U" representing the Underlying Zoning District. General and Supplemental Design Standards were reviewed, such as codifying specific requirements for building materials and design. Potted plants and window boxes could be used to meet the 20% of lot landscaping. Signage would remain the same as downtown signage requirements in the Traditional Urban Design sub-district.

(Roberts-Ropp left at 6:30 p.m.)

If the Planning Commission directs staff to proceed with the proposed standards, property owners within the district will be contacted and an open-house meeting will be held. Below is potential timeline:

- March 31, 2020 – Commercial Overlay District Open house
- April 14, 2020 – Study Session for Planning Commission review of comments
- May 12, 2020 - Planning Commission Public hearing
- June 2, 2020 - City Council Adoption

Staff recommends moving forward with a public meeting to share proposal with affected property owners.

A motion was made by Bisbee, seconded by Gamber to proceed to conduct a public meeting with property owners and prepare amendments to the Zoning Regulations pertaining to the proposed Commercial Overlay District, passed with the following vote: Yes – Bisbee, Gamber, Leuenberger, Peterson, Richardson.

5. PUBLIC HEARING

- a. None

6. NEW BUSINESS

- a. None.

7. UPCOMING CASES

- a. March 24, 2020
 - Amendment to Use Table for Research and Development Uses – Study Session

Hvitlæk explained this amendment would be for businesses such as software and computer

development companies. Two examples of this type of development would be the former fire station on East Avenue B and the former Dillons building located at 30th Ave and Plum St.

8. ADMINISTRATIVE CASES

- a. SIT20-000001 - Commerce Gardens Phase II for 48 apartments (Under Review)
- b. SIT20-000002 - 36,000 SF Industrial Building J & J Drainage (Under Review).

Hvitløk said a Site Plan application has been submitted by Dane Powers for a new office building to be located at Brentwood and East 23rd Ave.

9. COUNCIL ACTION ON CASES

- a. None.

10. OPEN COMMENTS FROM THE AUDIENCE

- a. None.

11. ANNOUNCEMENTS

- a. None.

12. ADJOURNMENT - The meeting adjourned at 6:45 p.m.

Respectfully Submitted

Charlene Mosier, Planning Technician
Approved this 24th day of Mar 2020

Attest: 

Ryan C. Hvitløk, AICP
Director of Planning & Development