

## MILLWOOD PLANNING COMMISSION

### REGULAR MEETING SEPTEMBER 26, 2011 MEETING MINUTES

1. Call to Order. Mr. Stravens called the meeting to order at 6:05 PM. Commission members present were: Bobbie Beese, Dan Hansen, Kelly Stravens, Josey Booth and Laura Burrill. Staff present: Tom Richardson, City Planner, and Ray Oligher, Assistant Planner.

2. Approval of Minutes. The August minutes were accepted without change. Mr. Hansen moved to approve, Mr. Stravens seconded, passed unanimously.

3. Public Hearing:

#### 2011 Capital Facilities Plan – Annual Update

Mr. Richardson presented the tables with proposed projects that will make up the Capital Facilities plan for 2011. Minor changes were made: to include the possibility of grant funding to reduce the City's cost for canoe access to the river and to move that project onto the short-term list, ADA accessibility to City Park was also moved to the short-term list, remove the word 'replace' from the rehabilitation of the city pool. Mr. Stravens moved to recommend the list, with changes, to the City Council for passage. Motion seconded by Ms. Burrill. Motion passed unanimously.

#### CPA 1102: C-2 Zone Updates

The public hearing on CPA 1102 was reopened.

Verbiage on stormwater control was re-added back from an earlier version after being removed by mistake. No major changes were made to the original stormwater regulations. Verbiage was removed from the paving section to remove redundancies and clarify the meaning of the section.

General building heights in the zone were maintained at 35' and the residential incentive was retained by allowing 3 full stories, and a height of 45', when residential is included in the structure. Required floor space for the residential incentive was reduced to a minimum of 25%.

Small changes were made to the landscaping section to clarify rules for landscaping requirements when setbacks do, or do not, exist. Requirements for a sprinkler system were removed. Small changes were made to clarify parking and screening regulations as well. Removed the phrase "to provide personal safety" from lighting regulations because of the ambiguity of the term.

Motion to close the public hearing on the C-2 zone updates was made by Ms. Burrill, seconded by Mr. Booth. Motion passed unanimously. This completed the initial rewrite of the chapter. Staff will send the updates out to the business community for review and place it on the website.

#### CPA 1103: Maximum Lot Coverage Updates

Mr. Richardson presented the current regulations and proposed changes. Instead of looking at every zone at once, Ms. Beese was concerned that we should possibly wait until after the Shoreline Management planning has been completed before looking at the areas close to the river. Her suggestion was to separate the zones and tackle the commercial areas closer to Trent first. There was general agreement that commercial and industrial zones should be tackled first.

Mr. Stravens asked that a “standardized” or “representative” lot, in each of the zones, could be modeled with different percentages of pervious surfaces to understand how parcels will be affected. A good example for a model in the C-1 zone is Walgreens. We should start with lots in the commercial zones, industrial and then residential. Staff will create these models for the next meeting.

Motion to continue the public hearing on the Maximum Lot Coverage to the next meeting was made by Mr. Stravens. Seconded by Ms. Burrill and passed unanimously.

#### 4. Staff Report.

Mr. Oligher presented the current status of the Shoreline Master Plan Update. The documentation for Phase I and Phase II was provided to the Planning Commission for this meeting. These phases will become the introduction to the final plan.

Ecology has given us their comments on the output for phases 1 and 2 and was very pleased with the results so far. There was discussion on the next phase and what will be included in the public visioning session, which is tentatively planned for the end of October. The entire community will be invited. The commission was adamant and unanimous in their desire that the goals, policies and regulations that come from the public meeting truly reflect the input from the public and are not modified to reflect the wishes of the State.

The Planning Short Course on Friday, 9/23, 1:30 – 4:30 on the Riverpoint Campus was attended by Mr. Booth and Mr. Oligher. Copies of the handout information for the legal portion of the course will be sent to staff and available to the Planning Commission at the next meeting.

#### 5. Public Comments. No comments.

The next Planning Commission meeting will be held on Monday, October 24.

6. Adjournment. Mr. Stravens moved for adjournment. Motion seconded by Mr. Hansen. Motion passed unanimously. The meeting was adjourned at 8:07 p.m.

---

Chairperson

---

Secretary