

PLANNING COMMISSION / CITY COUNCIL JOINT SESSION AGENDA

Special Meeting
6:00 p.m.

Wednesday, February 29, 2012
Woodland Community Center
782 Park Street, Woodland, Washington

PRESENTATION

1) Presentation – Clark County Aging Readiness Task Force

Clark County and its cities are anticipating rapid aging of our residents. By 2025, one in four residents will be 60 or better and people older than 85 will increase by 50 percent. To prepare, the county appointed an Aging Readiness Task Force which held five community workshops: Healthy Communities, Housing, Transportation, Supportive Services, and Community Engagement to assess our community's readiness to serve as a home for an aging population and identify necessary resources and services not in place at this time. Ideas gleaned from the workshops, surveys, and best practices from other communities were used to develop the plan. County staff will provide Council an overview of the plan and seek Council's agreement to join the County Commissioner's in implementing the plan.

WORKSHOP

1) Setting 2012 Planning Commission Goals and Priorities

- Proposed 2012 Work Items
- 2011 Progress Report
- Ad Hoc Committee Recommendations

ADJOURN

cc: Post (City Hall Annex, Library, Post Office, City Hall)
City of Woodland website
Planning Commission (5)
City Council (7)
Mayor
CWCOG
Department Heads (5)

Annual Planning Commission Work Items (Proposed)

1. Shoreline Master Program (SMP) Update

- The City received a \$50,000 grant to update its SMP over the next three years. Consultant work products must be reviewed by staff and the Planning Commission.

2. Comprehensive Plan and Map Amendments

- A number of property owners have expressed interest in rezoning their property in 2012. The city is obligated to consider these changes annually.

3. Amend Code To Address Electric Vehicle Battery Charging Stations

- The State requires that the development regulations of all jurisdictions must allow electric vehicle battery charging stations in all areas except those zoned for residential or resource use, or critical areas. The deadline for this code amendment was July 1, 2011 (RCW 36.70A.695).

4. Expirations for Variances and Site Plan Approval (LU# 210-912)

- This is a proposed zoning text change that would set expiration periods on Site Plan Approval and Variance Approvals. The amendment was undertaken because the current code sets no expirations for these approvals. A draft ordinance is currently undergoing a legal review.

5. Creation of a Historic Preservation Ordinance (LU# 211-906)

- Enacting a Historic Preservation Ordinance was a 2011 priority for the Planning Commission and the Planning Department. The Commission considered a model ordinance in 2011 but administrative burdens and concerns about the actual number of historic structures in Woodland made this option less desirable.

6. Pet and Domestic Animal Code Amendment (LU# 211-912)

- The Planning Commission initiated this amendment because the current code can be construed as saying that up to four cows, horses, pigs, etc. are allowed within city limits regardless of lot size. Changes were also needed to modernize the code to adjust for new trends in raising chickens, bees, miniature farm animals, etc. Staff has been instructed to initiate SEPA.

7. Non-conforming Uses Zoning Code Text Change (LU# 211-913)

- Amendments are being sought to address a number of issues. The existing code uses terms such as "actively used" that are undefined and difficult to interpret. Further, our existing code is unclear on what changes in use are (un)acceptable when dealing with a property with non-conforming use rights. Finally, the Hearing Examiner's Final Order on the 208 Buckeye (Foglia House) matter called into question current code language and the way the ordinance has been administered. A draft ordinance is currently going through a legal review.

8. An Ordinance That Would Amend The Administrative Appeals Process (LU# 210-917)

- Clarify the City's SEPA appeal procedures and authority by making them consistent with the SEPA statute.
- Clarify the review procedures and authority for appeals of administrative (staff) decisions or interpretations of the Woodland Municipal Code.
- To clarify other review and appeal procedures and authorities.

Non-Negotiable Work Items

2011 Work Priorities - Currently Underway

Annual Planning Commission Work Items (Proposed)

9. Amending Off-Site Improvement Standards for Commercial and Residential Zoning Districts

- This was a 2011 priority but to date no progress has been made on a zoning code amendment. An amendment would clarify requirements for extending water and sanitary sewer mains, right-of-way dedications, and half-street improvement requirements associated with development proposals in commercial and residential zoning districts. Improvements have been clarified for industrial districts. ****Staff recommends putting this on the back burner in 2012****

10. Develop Standards for Solar Panels and Wind Turbines

- This was a 2011 priority but to date no progress has been made on a zoning code amendment. Currently the WMC sets no parameters for solar panels and wind turbines. As these devices become more popular, they may result in issues related to safety, vibration, noise, view, aesthetics, etc. The PC discussed the option of opening up the conditional uses in the LDR districts to include uses like wind turbines. ****Staff recommends putting this on the back burner in 2012****

11. Revise Woodland's Critical Areas Ordinance to Address Department of Ecology Concerns

- Following a Department of Ecology review of Woodland's Critical Areas Ordinance, we received an analysis of changes that need to be made so that the WMC is consistent with Ecology's guidance on wetland protections. Further, the WMC does not adequately address wetland mitigation bank credit use. This is an option highly recommended by the Army Corps of Engineers and Ecology, and an option that business has expressed interest in using.

12. Review and Provide a Recommendation on the Ad Hoc Committee's List of Expanded Uses for the C-1 (Central Business) District (Possible Zoning Code Text Change)

13. Develop Procedures for Processing Boundary Line Adjustments and Requirements for Approval

- The WMC does not clearly address procedures for processing or approving boundary line adjustments. The code appears to lump BLAs together with Short Subdivisions, asking proponents to provide the same level of information and to go through the same procedural steps. The state specifically exempts boundary line adjustments from subdivision regulation. Simple procedures and criteria for approval need to be established.

~~14. The Zoning Of Medical Marijuana Dispensaries And Collective Gardens~~

2011 Priority Work Items - No Work To Date

Additional 2012 Work Items

Progress Report

Proposed 2011 Goals & Priorities

Mandatory

1. Participate in the Shoreline Master Program Update (Clark County)
 - ****WORK ITEM NO LONGER APPLICABLE**** - Woodland was notified by DOE that it would be required to create its own Shoreline Management Program. All of Woodland, including areas within Clark County, will be subject to the new Woodland Shoreline Management Program. Woodland is in the initial stages of our own 3-year update period.
2. Find Funding for Floodplain Certification
 - ****COMPLETED**** - The City helped the Consolidated Diking Improvement District No. 2 connect with Clark County to use CDBG funds to partially fund dike certification. This would be a cost savings because it would allow the ACOE to complete certification rather than going with a private consulting firm. According to Jim Donald, an agreement to utilize these CDBG funds is currently underway.

Committed to Completing in 2011

1. PURD Ordinance
 - ****COMPLETED**** - Ordinance approved by Council 06-06-2011.
2. Commercial Vehicle Parking in Residential Districts – Review Weight Limit
 - ****COMPLETED**** - Ordinance approved by Council 06-06-2011.
3. Review Home Occupation Criteria with Regards to Traffic Generation
 - ****COMPLETED**** - Ordinance approved by Council 06-20-2011.
4. Develop Card Room Zoning Standards
 - ****COMPLETED**** - Planning Commission sent recommendation to Council 08-07-2011.
5. Minor Variance Standards - Relax Industrial Side and Rear Setback Standards
 - ****COMPLETED**** Ordinance approved by Council 02-06-2012.
6. Amend Code to Set Expiration Dates for Site Plan and Variance Approvals
 - A draft ordinance has gone through the SEPA process. Planning Commission reviewed public comments and possible text changes at their 01-19-2012 regular meeting.

Progress Report

Proposed 2011 Goals & Priorities

7. Amend Land Use and SEPA Appeal Procedures
 - An ordinance has been drafted but needs to go before the Planning Commission for review.

8. Mixed-Use Downtown and Gateway Districts Architectural and Site Design Standards
 - Ad Hoc Committee presented their recommendations to Council 12-05-2011.

Proposed 2011 Work Items

1. Establish Historic Preservation Program and Become a Certified Local Government (Planning Commission to Start Project by Recommending a Process and Timeline)
 - Ordinance drafted but administrative concerns have been identified. Alternatives to the WDAHP model ordinance to be explored.

2. Zoning Text Changes:
 - Clarify Non-Conforming Use Standards (Clarify the Term “Actively” and Investigate Whether the City Should have an Avenue for Pre-Existing Non-Conforming Uses to be Able to Expand)
 - Planning Commission and staff have asked for a legal review before proceeding with SEPA.
 - Clarify Pet/Domestic Animal Code
 - Staff was directed to take the draft ordinance through the SEPA process on 01-19-2012.

3. Zoning Text Changes:
 - Amend Off-Site Improvement Standards for Commercial and Residential Zoning Districts
 - No progress in 2011
 - Review WMC’s Late-Comer Fees for Water and Sanitary Sewer Systems and Make Consistent with State Statute
 - ****WORK ITEM NO LONGER APPLICABLE****. Item should be considered by Public Works and the Public Works Committee.

4. Develop Standards for Solar Panels and Wind Turbines
 - No progress in 2011

Authority	Ad Hoc Committee Recommendation	Comments
Mayor / Public Works Director No. 1	<p style="text-align: center;">RECOMMENDATION 1: Swift action on needed decisions or information.</p>	Timely project reviews is a priority. Staff will be encouraging pre-project inspections and reasibility reviews when appropriate.
Mayor / Public Works Director No. 2	<p style="text-align: center;">RECOMMENDATION 2: Draft ordinance should be modified and given out as a handbook of recommendations to prospective property owners, developers, businesses and tenants.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">With Mayor's approval, staff moves forward with creating an internship opportunity (unpaid) for a student in PSU's Masters of Urban Planning Program.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Key stakeholders given opportunities to review and make comments on draft work product(s) i.e. Planning Commission, Ad Hoc Committee, and Downtown Woodland Revitalization.</p>	
Mayor / Public Works Director No. 3	<p style="text-align: center;">RECOMMENDATION 3: C-1 applicants should be given a priority position in the permit process.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Mayor or Public Works Director directs the Building and Planning Department staff to review process and policy options and potential legal issues. Best option(s) implemented.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Mayor and Public Works Director ensure implementation.</p>	Cannot handicap other applicants or violate GMA. Explore legal parameters.

Authority	Ad Hoc Committee Recommendation	Comments
Mayor / Public Works Director No. 4	RECOMMENDATION 4: A staff that recognizes the vital role that business and commerce play in a City's well being.	Staff has set timely reviews and improved customer service as a priority.
Mayor / Public Works Director No. 5	RECOMMENDATION 5: Staff that also recognizes and values the partnership of business and commerce.	Staff has set timely reviews and improved customer service as a priority.
Mayor / Public Works Director No. 6	<div data-bbox="380 719 1518 805" style="background-color: #cccccc; padding: 5px; text-align: center;"> RECOMMENDATION 6: A business-friendly regulatory process. </div> <div data-bbox="919 805 978 857" style="text-align: center;">  </div> <div data-bbox="380 862 1518 948" style="background-color: #cccccc; padding: 5px; text-align: center;"> Mayor or Public Works Director directs staff to research policy and process options. Best option(s) implemented by departments. </div> <div data-bbox="919 948 978 1000" style="text-align: center;">  </div> <div data-bbox="380 1005 1518 1089" style="background-color: #cccccc; padding: 5px; text-align: center;"> Mayor and Public Works Director ensure implementation. </div>	Explore incentives. Staff has set timely reviews and improved customer service as a priority.

Authority	Ad Hoc Committee Recommendation	Comments
FINANCE COMMITTEE No. 7	RECOMMENDATION 7: Discounted fee structure for the core (downtown) of Woodland.	Explore what other cities in Washington are doing.
	City Council (Finance Committee) or Mayor directs staff to conduct research.	
	Finance Committee makes recommendation.	
	City Council Action.	
FINANCE COMMITTEE No. 8	RECOMMENDATION 8: C-1 permit applicants are given preferred treatment within the fee and city tax structures.	Explore what other cities in Washington are doing.
	City Council (Finance Committee) or Mayor directs staff to conduct research.	
	Finance Committee Recommendation.	
	City Council Action.	

Authority

Ad Hoc Committee Recommendation

Comments

RECOMMENDATION 9: The Council adopts the dramatic expansion of the allowed uses within the C-1 zone.



Planning Commission

Planning Commission review and recommendation on a Zoning Code Amendment.

No. 9



City Council Action.

RECOMMENDATION 10: The parking moratorium currently in place should be codified and revisited at 5-year intervals.



Planning Commission

Planning Commission recommendation.

No. 10

Note: Ordinance already codified. It expires on 10/19/2014.



City Council Action.

Authority

Ad Hoc Committee Recommendation

Comments

Comprehensive
Plan Change

No. 11

RECOMMENDATION 11: Public administration facilities should remain in the core area.



Comprehensive Plan Amendment.
Note: Woodland's Comp Plan Update is Due on or Before December 2016.



Planning Commission Review and Recommendation.



City Council Action.

City Council

No. 12

RECOMMENDATION 12: The City should promote its industrial zone as just that – industrial – and that the current trend of allowing retail and commercial encroachment into the industrial portions of Woodland should stop.



Note: This relates to future rezones.
The Planning Commission makes recommendations to the City Council on re-zones and comprehensive Plan map changes.



City Council Action.