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January 2, 2013

RE: Planning Commission and City Council Joint Session Meeting

Dear Council Members and Commissioners,

Our annual joint session meeting of the City Council and Planning Commission will be held February 21, 2013 at 6:30 PM at the Woodland Community Center. The purpose of the joint session meeting is to set the Planning Commission's 2013 priority work items.

Attached for your review is a report explaining progress to date in accomplishing our 2012 priority work items. Also for your review is a list of proposed 2013 work items. This list contains those items that are mandatory, incomplete 2012 work items, and newly proposed work items.

During 2012, I received one citizen request that the zoning code be amended to include tougher standards for residential yard maintenance and upkeep, for placing limits on the number of vehicles parked in front of homes, for restricting the placement of garbage and recycling receptacles, and for requiring all surfaces used for parking to be paved. This item is **not** currently included in proposed 2013 priority work items but can be added at the Council's discretion.

Please let me know if you have any questions or would like additional information.

Thank You,

Carolyn Johnson

Exhibits:

1. Progress Report on 2012 Priority Work Items
2. Proposed 2013 Priority Work Items
3. Appendix A – Future Work Items

cc:

City Council
Planning Commission
Mayor Laseke
Public Works Director, Bart Stepp

Progress Report on 2012 Planning Commission Work Items

1. Shoreline Master Program (SMP) Update (ONGOING UNTIL 2014)

- The City received a \$50,000 grant to update its SMP by June 2014. Consultant work products must be reviewed by staff and the Planning Commission. It is estimated that five of the Planning Commission's agendas in 2013 will include Shoreline issues.

2. Comprehensive Plan and Map Amendments (COMPLETED)

- The city is required to consider proposed comprehensive plan amendments annually. In 2012, the City received one application, the Liberty Evans Proposal. The Planning Commission's recommendation went to Council on Dec. 17, 2012.

3. Amend Code To Address Electric Vehicle Battery Charging Stations (COMPLETED)

- The City Council approved the first reading of the ordinance on Dec. 17, 2012.

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

- Staff is recommending that this land use file be cancelled. There is still a need to set expiration periods, however staff is proposing this be accomplished through the drafting of a comprehensive site plan review ordinance that, amongst other things, addresses the expiration period for approvals, revisions, and extensions. Variance expiration would be handled as a separate land use application.

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

- The Planning Commission made a recommendation against the passage of a historic preservation ordinance on Oct. 1, 2012.

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

- City Council approved pet and domestic animal code revisions on Oct. 1, 2012 but asked that the Planning Commission come back with a recommendation on beekeeping.

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

- 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. An ordinance has been drafted but a legal review is needed before taking the ordinance any further.

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

- City Council approved this code amendment on Nov. 17, 2012.

Non-negotiable 2012 Work Items

2011 Work Items

9. Revise Woodland’s Critical Areas Ordinance to Address Department of Ecology Concerns (NO PROGRESS TO DATE)

- 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.

10. 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) (IN PROCESS)

- In the latter part of 2012, the Planning Commission reviewed a proposed list of revised downtown uses and a well attended public workshop was held to get feedback on the proposed list. Staff has been in discussions with property owners in the Gateway about long-term development plans and zoning. Once the Planning Commission is comfortable with a draft ordinance, staff will go through the SEPA process and set a public hearing date.

11. Develop Procedures for Processing Boundary Line Adjustments and Requirements for Approval (COMPLETED)

- The City Council approved a BLA ordinance on Aug. 20, 2012.

12. Stormwater Ordinance (COMPLETED)

- The City Council approved a first reading of a comprehensive stormwater ordinance on Dec. 17, 2012.

13. Sign Code Review (NO WORK TO DATE)

- Council approved review on May 7, 2012 to address vehicles used as signs. In addition, staff has become aware of a number of conflicting or confusing provisions of the sign code that should be clarified. This includes provisions related to: the size of “for sale” / “for lease” signs, the location of special event signs, signs in the right of way, and off-premise commercial signs.

Proposed 2013 Work Items

1. Shoreline Master Program (SMP) Update

- The City received a \$50,000 grant to update its SMP by June 2014. Consultant work products must be reviewed by staff and the Planning Commission. The City's consultant made one presentation to the Planning Commission in 2012. It is estimated that five of the Planning Commission's agendas in 2013 will include Shoreline issues.

2. Comprehensive Plan and Map Amendments

- The city is required to consider proposed comprehensive plan amendments annually. It is currently unknown if the City will see amendment proposals in 2013.

3. Review and Provide a Recommendation on the Ad Hoc Committee's List of Expanded Uses for the C-1 (Central Business) District

- In the latter part of 2012, the Planning Commission reviewed a proposed list of revised downtown uses and held a well-attended public workshop where the City got feedback on the proposed list. Staff has been in discussions with property owners in the Gateway about long-term development plans and zoning. Once the Planning Commission is comfortable with a draft ordinance, staff will take a draft ordinance through the SEPA process and set a public hearing date.

4. Revise Woodland's Critical Areas Ordinance to Address Department of Ecology Concerns (NO PROGRESS TO DATE)

- 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.

5. Sign Code Review

- Council approved a review of the sign code on May 7, 2012. The purpose of the review is to address vehicles used as signs. In addition, staff has become aware of a number of conflicting or confusing provisions of the sign code that should be clarified. This includes provisions related to: the size of "for sale" / "for lease" signs, the location of special event signs, signs in the right of way, and off-premise commercial signs. Although this was added to the list of 2012 work items, no work has been done on this item to date.

6. 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.

Non-negotiable 2013 Work Items

Committed to Completing in 2013

7. Comprehensive Site Plan Review Ordinance

- For all intensive purposes, the City has been operating without a site plan review ordinance. The current code says little to nothing about what site plan approval is, when it is required, submittal requirements, the approval process, the expiration period on approvals, revisions to approved plans, and approval extensions. Site plan approval is the most common land use process in the City of Woodland and there is a need to address the inadequacies of the current code.

8. Expiration on Approved Variances

- The code is currently silent on the period for which variance approval extends. This issue was first brought up in 2010.

9. Beekeeping Amendment to the Pet and Domestic Animal Code

- City Council approved pet and domestic animal code revisions on Oct. 1, 2012 but asked that the Planning Commission come back with a recommendation on beekeeping within city limits.

10. Subdivision Phasing After Preliminary Approval

- During the 2012 Joint Session, Commissioner Simpson asked that subdivision phasing after preliminary approval be added to the list of possible 2013 work items. Review would entail looking at the provisions in WMC 16.14.030 that allows for the modification of an existing subdivision plan to allow phasing.

Appendix A – Future Work Items

1. Update WMC Title 12, Streets and Sidewalks, Particularly Chapters 12.06, 12.10, 12.14, and 12.16
2. Develop Standards for Solar Panels and Wind Turbines
3. Repeal Without Replacement the Condominium Code (WMC 16.20)
4. Adopt Annexation Ordinance
5. Develop Flag Lot Standards
6. Review Code on Accessory Structure in Residential Zoning Districts to Allow Sheds/Accessory Structures in Side Yards
7. Adopt Landscaping Standards for Commercial and Residential Zoning Districts
8. Define “Legal Lot”
9. Clarify Lot Frontage Requirements