

## February 10, 2014

The SPECIAL Joint Meeting of the Woodland City Council and Woodland Planning Commission was held on the above date at the Woodland Police Station, Council Chambers, 200 E. Scott Avenue, Woodland. The meeting was called to order at 6:30 p.m. by Mayor Grover Laseke.

### **CITY COUNCIL**

#### **PRESENT:**

Councilmember Al Swindell  
Councilmember Marilee McCall  
Councilmember Marshall Allen  
Councilmember Susan Humbryd  
Councilmember Benjamin Fredricks  
Councilmember Scott Perry

#### **ABSENT:**

Councilmember Jennifer Heffernan

#### **STAFF:**

Clerk-Treasurer Mari Ripp  
Public Works Director Bart Stepp  
Community Development Planner Amanda Smeller

### **PLANNING COMMISSION**

#### **PRESENT:**

Commissioner Mike Amirenini  
Commissioner Deborah Deans  
Commissioner David Simpson  
Commissioner Sharon Watt

#### **ABSENT:**

Commissioner Tel Jensen

### **PRESENTATION:**

Affordable Care Act by Corey Balkan, Interwest Benefits

What it means to the City of Woodland.

1. New Benefit Standards (deductible limits/Out-of-Pocket Maximums/removal of annual and lifetime limits)
2. Grandfathered status – benefits & limitations
3. Communication
4. Cost containment
5. Cadillac tax 2018
6. New Wellness Rules – Rewards and Surcharges

Recessed at 7:06 p.m. to 7:08 p.m.

**CITY COUNCIL & PLANNING COMMISSION JOINT WORKSHOP:  
Progress Report on 2013 Planning Commission Work Items**

*Non-negotiable 2013 Work Items:*

**1. Shoreline Master Program (SMP) Update (ONGOING THROUGHOUT 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. The City's consultant made three presentations to the Planning Commission in 2013. In mid-2013, the Project Management Team made a change in consultant, as items were not being completed to the level of acceptance by the City and by the Department of Ecology. By the end of 2013, the project was in process again.

**2. Comprehensive Plan and Map Amendments (COMPLETE)**

- The City is required to consider proposed comprehensive plan amendments annually. The City received three applications: Schurman Trial Run Trust rezone proposal, Liberty Evans rezone proposal, and the City of Woodland rezone proposal. All three proposals were approved by the City Council on November 4, 2013.

*Committed to Completing in 2013:*

**3. Sign Code Review (IN PROCESS)**

- 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.

**4. 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 unacceptable 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.

*Proposed 2013 Work Items:*

**5. Comprehensive Site Plan Review Ordinance (COMPLETED)**

- The City Council approved Ordinance 1276, Site Plan Review, on September 3, 2013.

## **6. Expiration on Approved Variances (IN PROCESS)**

- The Planning Commission recommends a three year expiration date with the possibility of a one year extension. . The next step is to have a public hearing with the Planning Commission on this proposal before moving forward with a recommendation to the City Council.

## **7. Subdivision Phasing After Preliminary Approval (NO WORK TO DATE)**

- 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 reviewing provisions in WMC 16.14.030 that allow for phasing after preliminary plat approval.

*Likely Additions to 2013 Work Schedule:*

## **8. Amending Multi-family Zoning Standards (IN PROCESS - CODE ENFORCEMENT COMMITTEE)**

- Councilmember Perry expressed concern during the March 2013 joint session meeting about the quality of apartment housing in Woodland. Specifically, he mentioned parking availability, garages, and the general quality of apartment housing. Councilmember Perry will forward the Planning Commission example ordinances that he feels have worked well in other communities.

## **9. Low-density Residential Yard Standards (IN PROCESS - CODE ENFORCEMENT COMMITTEE)**

- After listening to a citizen's concerns regarding yard maintenance in low-density residential districts, the Council asked that a list of concerns go first through Council Committee and then to the Planning Commission.

## **Proposed 2014 Work Items**

*Non-negotiable 2014 Work Items:*

### **1. Shoreline Master Program (SMP)**

- 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 three presentations to the Planning Commission in 2013. In mid-2013, the Project Management Team made a change in consultant, as items were not being completed to the level of acceptance by the City and by the Department of Ecology. By the end of 2013, the project was in process again. It is estimated there will be three to five Planning Commission meetings discussing the update.

### **2. Comprehensive Plan and Map Amendments**

- The City is required to consider proposed comprehensive plan amendments annually. It is unknown at this time if the City will receive any comprehensive plan amendment proposals in 2014.

### **3. Comprehensive Plan Periodic Update**

- The Comprehensive Plan periodic update is due by June 2016. The City must begin the process in early 2014 to be on schedule. The City received a \$9,000

grant from the Department of Commerce for the update. City staff have taken part in joint meetings with Clark County and the jurisdictions within.

*Committed to Completing in 2014:*

#### **4. 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.

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- 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 unacceptable 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.

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*Proposed 2014 Work Items:*

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- After listening to a citizen’s concerns regarding yard maintenance in low-density residential districts, the Council asked that a list of concerns go first through Council Committee and then to the Planning Commission.

## **10. Gateway Rezone**

- At the end of 2013, the City Council expressed interest in this rezone going forward. Staff has sent letters to Gateway property owners requesting any feedback in this proposal.

### **Proposed 2014 Work Items**

Discussion ensued with the Council and Planning Commission.

Commissioner Simpson stated that the 2014 work items presented look reasonable. He would like to see the nuisance items move along and have action taken as a priority.

The Multi-Family zoning standards will need more research and time to consider.

Councilmember McCall suggested that Councilmember Perry, Allen and herself meet as part of the Comp Plan Committee and it can be handled as part of the housing chapter. She requested input from the Planning Commission and Amanda Smeller to develop the tasks of the Committee, the work assignments, timelines, etc.

Commissioner Watt asked if any of the items on the Appendix require immediate attention. She asked what the priority of the Appendix is.

Possibly move Appendix Item 3, 6 and 10 onto the 2014 Work List.

### **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
10. Golf cart zone

### **ADJOURNMENT**

Councilmember Humbyrd moved to adjourn the meeting. Councilmember Fredricks seconded the motion.

Vote: 6-0 Yes: Swindell, McCall, Allen, Humbyrd, Fredricks, Perry; No: None

Abstained: None; Absent: Heffernan

Motion passed unanimously.

The meeting was adjourned at 8:42 p.m.

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Grover B. Laseke, Mayor

Minutes approved: February 18, 2014

Attest:

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Mari E. Ripp, Clerk-Treasurer

*These minutes are not a verbatim record of the proceedings.  
A recording is available in the office of the Clerk-Treasurer*