

WOODLAND PLANNING COMMISSION AGENDA

Planning Commission Regular Meeting
7:00 p.m.
Thursday, August 18, 2011

Woodland Community Center
782 Park Street, Woodland, Washington

CALL TO ORDER

APPROVAL OF MINUTES

- July 21, 2011 Meeting

PUBLIC WORKSHOP

- 1) Providing Input into the Cowlitz County Comprehensive Plan Update – A mapping workshop with Barbara Kincaid

REPORT / PROJECT UPDATE / DISCUSSION

- 1) Planning Commission Calendar
- 2) Project Updates

ADJOURN

cc: Post (City Hall Annex, Library, Post Office, City Hall)
City of Woodland website
Planning Commission (5)
City Council (7)
Mayor
Those who have expressed interest in agenda topics
Department Heads (5)

WOODLAND PLANNING COMMISSION MINUTES

Planning Commission Regular Meeting
7:00 p.m.
Thursday July 21, 2011

Woodland Community Center
782 Park Street, Woodland, Washington

Present: Chair David Simpson
Commissioner Jim Yount
Commissioner Nancy Trevena

Absent: Commissioner Sharon Watt
Commissioner Murali Amirineni

Also Present: Planning Commission Secretary JoAnn Heinrichs
Community Development Planner Carolyn Johnson
Mayor Chuck Blum

CALL TO ORDER:

APPROVAL OF MINUTES

Commissioner Trevena moved to accept May 11, 2011 minutes as written, Commissioner Yount seconded the motion. Passed unanimously.

PUBLIC WORKSHOPS

1. Review Procedures and Criteria for Variances and Minor Modifications to Approved Conditional Uses. Land Use Application No. 210-919

Carolyn gave staff report. On review, no modified SEPA determination is needed.

- Will put back non-owner resident on page 4 A.
- Variances should be applied to all zones.
- Neighboring property owners would be able to appeal decision.

Commissioner Trevena moved to send forward the Review Procedures and Criteria for Variances and Minor Modifications to Approved Conditional Uses. Land Use Application No. 210-919. Commissioner Yount seconded. Motion unanimously passed

2. Commercial Public Card Rooms: Land Use Application No. 210-928

No staff report.

- CC approved 1st reading on taxes: 4% tax on gross first year, the 5%, then to be reviewed by CC
- Taxes: can the CC increase the tax, or does it go to the voters?

Commissioner Trevena moved to send recommendation for Commercial Public Card Rooms to City Council, Commissioner Yount seconded. Motion unanimously passed

3. Historic Preservation Ordinance, Land Use Application No 211-906

No staff report.

- Could be challenge to keep the commission engaged with only 10 potential properties,
- We could partner with Clark County, but they only process 2 properties per year,
- Carolyn to check with Clark County to partner with their commission
- Concern about the wording “professionals”, it seems to be fairly restrictive. Would Walt Hansen be considered a “professional” by definition even though he has worked with this extensively?
- Would like to change the word “professional” to “with expertise in identifying”, or something similar,
- What are timelines for this process?
- Want to become certified local government,
- Remove the wording “historic district”,
- Take to Downtown Revitalization and Museum committees to get their input.

4. Non-conforming Use Standards, Land Use Application No. 211-913

Carolyn Johnson gave staff report.

- Is on the Planning Commission 2011 Goals.
- Issues: “actively used” and “use” needs to be clearly defined. “Unoccupied” may be a better word than “actively”
- Could add to the list of Permitted Uses in each of the zones,.
- Create a process that we could use to make a decision, and who would make the decision.
- Need to change, “anything not actively used for 6 months”. How can this be enforced?

- Could possibly have established businesses, after 5 years or so, could be allowed to apply for building permits to change or grow?
- Process could be established for allowed non-conforming uses apply to for Conditional Use Permits.

5. Pet and Domestic Animal Code Amendments, Land Use Application No. 211-912

Carolyn gave staff report.

- Is on the Planning Commission 2011 Goals.
- Need to address miniature goats/ horses and pot belly pigs,
- Bees should be addressed, including concerns about safety.
- Possibly limit by lot size. Do we want to apply regulations to residential zones? This is how the code currently reads.

PROJECT UPDATE

Barbara Kincaid with the Cowlitz Wahkiakum Council of Governments will be coming to our August meeting to discuss future growth areas. It is an opportunity for Woodland to influence the County's Comprehensive Plan.

ADJOURN

Commissioner Yount moved to adjourn to our next regularly scheduled meeting on August 18, 2011, Commissioner Trevena seconded the motion. Passed unanimously.

JoAnn Heinrichs, Planning Commission Secretary

Date

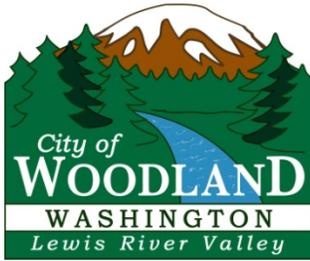
These minutes are not a verbatim record of the proceedings.
A recording is available in the office of the Clerk-Treasurer

PC Workshops and Public Hearings – 2011 Work Projection

March	April	May
Workshop – Commercial Vehicle Parking (LU 210-024)	Public Hearing – Commercial Vehicle Parking (LU 210-024)	Public Hearing – Home Occupations (LU 210-926)
Workshop – Home Occupations (LU 210-926)	Workshop – Home Occupations (LU 210-926)	Workshop – New Card Room Zoning Ordinance (LU 210-928)
Workshop – Administrative Appeal Procedures (LU 210-917)	Workshop – Administrative Appeal Procedures (LU 210-917)	Workshop – Historic Preservation Ordinance (LU 211-906)
2011 PC Goals and Priorities		
June	July	August
Public Hearing – Review Procedures and Criteria for Variances and Minor Modifications to Approved Conditional Uses (LU 210-919)	Workshop – Review Procedures and Criteria for Variances and Minor Modifications to Approved Conditional Uses (LU 210-919)	Discuss Cowlitz County Comp Plan Update
Workshop – New Card Room Zoning Ordinance (LU 210-928)	Workshop – Historic Preservation Ordinance (LU 211-906)	
Workshop – Historic Preservation Ordinance (LU 211-906)	Workshop – Non-Conforming Use Standards	
	Workshop – Clarification of the Pet and Domestic Animal Code	
	Workshop – New Card Room Zoning Ordinance (LU 210-928)	
September	October	November
Workshop – Historic Preservation Ordinance (LU 211-906)	Public Hearing – Clarification of Pet/Domestic Animal Code	Public Hearing – Historic Preservation Ordinance (LU 211-906)
Workshop – Non-Conforming Use Standards	Public Hearing – Non-Conforming Use Standards	Workshop – Amend Off-Site Improvement Standards for Commercial and Residential Zoning Districts
Workshop – Clarification of Pet/Domestic Animal Code	Workshop – Historic Preservation Ordinance (LU-211-906)	Workshop – Make Water and Sewer Late-comer Fees Consistent with State Statute
		Workshop – Standards for Soar Panels and Wind Turbines

PC Workshops and Public Hearings – 2011 Work Projection

December		
Public Hearing – Make Water and Sewer Late-comer Fees Consistent with State Statute		
Public Hearing – Standards for Soar Panels and Wind Turbines		



FY 2011 Year To Date Report Planning Department

LONG-RANGE PLANNING / CODE AMENDMENTS:

Downtown Design Standards (LU# 209-917)

- a) 03/24/2011 Revised SEPA DNS issued
- b) 05/23/2011 Struck from CC agenda pending further information on financial impacts
- c) 08/08/2011 CC workshoped proposed design standards, special committee recommended

Planned Unit Residential Development (PURD) Standards (LU# 208-919)

- a) 02/07/2011 First reading before CC
- b) 02/22/2011 Approved by CC at final reading

Commercial Vehicle Parking in Residential Zoning Districts (LU# 210-924)

- a) 02/09/2011 PC discussed and made changes to draft ordinance
- b) 03/09/2011 PC discussed and moved to hold a Public Hearing
- c) 04/13/2011 Public Hearing before the Planning Commission. Commission voted to send ordinance to CC with a recommendation of approval.
- d) 05/16/2011 CC approved 1st reading of the ordinance
- e) 06/06/2011 CC approved the Final reading of the ordinance

Home Occupation Review Criteria in LDR Zoning Districts (LU# 210-926)

- a) 02/09/2011 PC discussed and made changes to draft ordinance
- b) 03/09/2011 PC discussed and made changes to draft ordinance
- c) 04/13/2011 PC discussed and voted to redo SEPA and Public Notification and schedule a Public Hearing
- d) 04/20/2011 NOA and DNS issued
- e) 05/11/2011 PC held a Public Hearing and voted to send the draft ordinance to CC with a recommendation of approval.
- f) 06/06/2011 CC approved 1st reading of the ordinance
- g) 06/20/2011 CC approved Final reading of the ordinance

Industrial Setback Standards (LU# 210-919)

- a) 01/19/2011 NOA and SEPA DNS issued
- b) 06/08/2011 PC held a Public Hearing. Changes to the draft ordinance were made following the hearing.
- c) 07/21/2011 PC held workshop on draft ordinance and voted to send the draft ordinance to CC with recommendation of approval

Variance Expirations and Site Plan Approval (LU# 210-912)

- a) 02/04/2011 NOA and SEPA DNS issued

Commercial Card Room Interim Zoning Control (LU# 210-928)

- a) 02/09/2011 PC held workshop to discuss a permanent/final zoning ordinance
- b) 03/16/2011 Joint PC and CC session where Amy Hunter from the Washington State Gambling Commission spoke and answered questions
- c) 04/11/2011 CC workshop to discuss options for zoning commercial card rooms
- d) 04/13/2011 PC held a workshop to discuss a permanent/final zoning ordinance
- e) 05/11/2011 PC held a workshop to discuss a permanent/final zoning ordinance
- f) 06/06/2011 CC approved a 2nd Interim Zoning Control (6 months)
- g) 06/08/2011 PC held a workshop where Mr. Eling's 06/06/2011 Memo to Council was discussed.
- h) 07/21/2011 PC reviewed draft recommendation to the CC

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

- a) 05/11/2011 PC held workshop to review background information and to review the State's model ordinance
- b) 06/08/2011 PC held workshop to review lessons learned by other communities with historic preservation programs
- c) 07/21/2011 PC reviewed draft ordinance and background materials

Pet and Domestic Animals Zoning Code Text Change (LU# 211-912)

- a) 07/21/2011 PC held workshop to review current code and discuss issues

Non-Conforming Use Zoning Code Text Change (LU# 211-913)

- a) 07/21/2011 PC held workshop to review current code and discuss issues

DEVELOPMENT REVIEW

Swimming Pool Site Plan Review and SEPA (LU# 209-932)

- a) 02/25/2011 3rd Notice of Incomplete Application issued

Les Schwab Tire Center Site Plan Review and SEPA (LU# 211-902)

- a) 03/04/2011 Application materials received
- b) 03/30/2011 Notice of Incomplete Application issued
- c) 04/04/2011 City staff, consultants, and Les Schwab met to discuss concerns around the proposed stormwater pond
- d) 04/06/2011 2nd Notice of Incomplete Application issued
- e) 04/08/2011 Notice of Complete Application Issued
- f) 04/21/2011 NOA and SEPA MDNS issued
- g) 05/13/2011 Approval with Conditions issued
- h) 06/02/2011 Conditions of approval met

City Sidewalk Construction Project, Shoreline Substantial Development Permit (LU# 211-903)

- a) 05/04/2011 Notice of Application issued

- b) 06/07/2011 Public Hearing before the City's Hearing Examiner held
- c) 06/13/2011 Written approval received from Hearing Examiner
- d) 06/14/2011 Hearing Examiner's decision transmitted to Department of Ecology
- e) 07/11/2011 DOE acknowledgement letter received.

Wal-Mart Sign Variance (LU# 211-904)

- a) 03/31/2011 Application for variance to WMC sign requirements submitted
- b) 04/27/2011 Notice of Complete Application issued
- c) 05/04/2011 Notice of Application issued
- d) 06/07/2011 Public Hearing before the City's Hearing Examiner held
- e) 07/12/2011 Hearing Examiner issued Final Order (Approval with Condition)

Chumbley Boundary Line Adjustment (LU# 211-905)

- a) 04/29/2011 Application for BLA submitted
- b) 05/05/2011 Notice of Complete Application issued
- c) 05/06/2011 Notice of Filing issued
- d) 05/27/2011 Notice of Decision issued (approval)
- e) 07/12/2011 BLA recorded with the County

America's Family Diner Administrative Conditional Use Permit (LU# 211-909)

- a) 06/05/2011 Application for ACUP submitted
- b) 06/10/2011 Notice of Incomplete Application issued to applicant
- c) 06/17/2011 Notice of Complete Application issued to applicant
- d) 06/22/2011 Notice of Application issued
- e) 07/13/2011 DRC reviewed Draft NOD
- f) 07/13/2011 Notice of Decision issued (Approval with Conditions)

Thoeny Produce Stand Administrative Temporary Use Permit (LU# 211-911)

- a) 06/13/2011 Application for ATUP submitted
- b) 06/17/2011 Notice of Complete Application and Notice of Decision issued

PacifiCorp Release Pond Shoreline Substantial Development Permit, Critical Areas Permit, SEPA and Site Plan Review (LU#211-914)

- a) 07/18/2011 Application received

HCI/HCT Industrial Facility Site Plan Review, SEPA, and Critical Areas Permit (LU# 211-915)

- a) 07/18/2011 Application received
- b) 08/08/2011 Notice of Incomplete issued

Davidson Alley Water Line Shoreline Substantial Development Permit (LU# 211-916)

- a) 07/25/2011 Application received
- b) 07/27/2011 Notice of Complete Application
- c) 08/10/2011 Notice of Application issued

New Land Use Applications Submitted 2011

- 1) Les Schwab Tire Center Site Plan Review and SEPA (LU# 211-902)
- 2) City Sidewalk Construction Project, Shoreline Substantial Development Permit (LU# 211-903)
- 3) Wal-Mart Sign Variance (LU# 211-904)
- 4) Jim Chumbley Boundary Line Adjustment (LU# 211-905)
- 5) Creation of a Historic Preservation Ordinance (LU# 211-906)
- 6) America's Family Diner Administrative Conditional Use Permit (LU# 211-909)
- 7) Thoeny Produce Stand Administrative Temporary Use Permit (LU# 211-911)

Land-use Decisions Issued this Year

- 1) PURD ordinance approved by CC on 02/22/2011 (LU# 208-919)
- 2) Les Schwab approved with conditions on 05/13/2011 (LU# 211-902)
- 3) Chumbley BLA approved 05/27/2011 (LU# 211-905)
- 4) Commercial vehicle parking in residential districts ordinance approved by CC on 06/06/2011 (LU# 210-924)
- 5) 2nd interim zoning ordinance for commercial card rooms approved by CC on 06/06/2011 (LU# 210-928)
- 6) City sidewalk SSDP approved by Hearing Examiner 06/13/2011 (LU# 211-903)
- 7) Home occupation standards related to parking and traffic generation approved by CC on 06/20/2011 (LU# 210-926)
- 8) Wal-Mart sign variance approved with conditions by the Hearing Examiner 07/12/2011 (LU# 211-904)
- 9) America's Family Diner Administrative Conditional Use Permit approved (with conditions) by DRC on 07/13/2011 (LU# 211-909)

PRE-APPLICATION CONFERENCES

- 1) 03/23/2011 Burris Creek Berm Project, Critical Areas
- 2) 04/06/2011 HCI, 1951 Shurman Way, Site Plan Review, SEPA, Critical Areas
- 3) 04/27/2011 PacifiCorp Release Pond, Critical Areas and Shorelines
- 4) 06/29/2011 Bulk Transportation Facility, Site Plan Review and SEPA