

**CITY OF SEDRO-WOOLLEY
PLANNING COMMISSION MEETING
MINUTES
March 15, 2022**

CALL TO ORDER: Chair Joe Fattizzi called the meeting to order at (6:31 pm).

PLEDGE OF ALLEGIANCE:

ROLL CALL:

- Present Commissioners: Danielle Freiberger, Joe Franett, Joe Fattizzi, Eric Johnson, Pat Huggins and Stacy Penno
- Absent Commissioners: Silas Maddox
- Present Staff: John Coleman, Mark Freiberger and Nicole McGowan

APPROVAL OF CONSENT AGENDA/MINUTES: Minutes from January 18, 2022 approved with changes. Minutes from February 15, 2022 approved as written.

GENERAL PUBLIC COMMENTS: There were no general comments submitted.

PUBLIC HEARING:

1. Updates to the Sedro-Woolley Design Review Standards and Guidelines manual to address buildings in the Central Business District.

Mr. John Coleman, Planning Director, gave a brief overview of the additions made to Chapters 3 and 11 of the Design Standards and Guidelines Manual that the Planning Commission requested at the February 15, 2022 meeting, which included adding definitions and illustrations for Dentil Work, Wainscoting, Transom Windows, Modulation and Articulation. Illustrations were added for Art Nouveau, False front, Tall front Medallion and Belt Course as well. The Commissioners had also asked staff to add the requirement to choose at least 1 of the options listed in K-P in addition to the requirements to choose at least five options listed in A-J in the General Storefront Profile Standards. Additionally, the Commissioners had asked to add architectural modulation and articulation among adjacent buildings that respects existing built forms as a requirement as well.

The Planning Commission reviewed the proposed revisions. Most of the amendments were acceptable and a long discussion about appropriate roof shapes and heights ensued. Commissioner Freiberger spoke in favor of the flat roof provisions, but also added that it may require some more thought. Additionally, Ms. Freiberger asked to add definitions for Corbelling, Kickplate and Balustrade.

After discussion, the Planning Commission came to an agreement that flat roof forms or roofs that mimic that style would be a reasonable requirement for buildings within the downtown core. However, standards should be looser for properties outside of the core. Commissioner Penno recommended a gradual transition, with the standards being the most robust in the downtown

core and the main entryways into the City. It was also recommended to vary the regulations between buildings over and under two stories.

Commissioners Huggins and Fattizzi spoke of the importance of cohesive streetlighting as a way to “tie things together” and accentuate downtown Sedro-Woolley. The Planning Commission recommended that staff create provisions for cohesive street lighting in the downtown core and main entryways to the City (except West State Street). The Commissioners also recommended that streetside lighting connections be required to go underground for safety and aesthetic purposes. Commissioner Franett suggested that the City look at creating a streetlighting fee at a later date.

Commissioner Franett pointed out that the definitions for Munton and Mullion as well as the image provided may be switched and in need of correction. Commissioner Huggins disagreed, so the Commissioners tasked staff with researching this matter and making the change if necessary.

Staff will create a new draft to incorporate the above requests from the Planning Commissioners to review again at the April 19, 2022 PC meeting.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. CPA-1-22 - 2022 Chapter 3 Transportation Element Update

Mark Freiberger, Public Works Director, introduced the two major changes proposed for the Transportation Element of the Comprehensive Plan in addition to minor revisions to update text on pages 3-8, 3-9 and 3-12. The first major change is to clarify the level of service (LOS) for minor arterials from LOS C to D. Director Freiberger explained that levels of service are based on growth management and help jurisdictions plan for future development. Policies T7.2 and T7.3 are currently in conflict, with T7.2 noting that that LOS D is the standard set for minor arterials while T7.3 notes that the standard is LOS C. The memo provided by Transportation Solutions Inc. (TSI) indicates that WSDOT has set SR 9 (minor arterial) and SR 20 (other principal arterial) as LOS D within the city. Staff recommended that Cook Road, F & S Grade Road, the State Street/Township Street Corridor, Ferry Street and Edward R Murrow Street all be classified as LOS D for consistency and to allow staff more flexibility in managing transportation improvements for the city.

Commissioner Fattizzi questioned whether changing the LOS from C to D would affect funding for transportation improvements. Director Freiberger responded that it would not. He also mentioned that Cook Road signal modifications and plans to add two additional lanes are projects high on the list of priorities that the State is currently seeking funding for.

Director Freiberger then went on to discuss the second major change proposing to remove the Hodgin Road Arterial Extension from the project list and listed the five major reasons. Director Freiberger explained that TSI has reviewed the potential impacts of removing the extension and

they concluded that: (1) the extension would not greatly improve the LOS of the Cook/Trail intersection, (2) the Cook/Trail intersection improvements should be prioritized and (3) the Cook/Trail intersection improvements would result in an acceptable LOS after 20 years without Hodgins involved.

A public hearing will be held on April 19, 2022 to discuss this matter, at which point the Planning Commission expects to make a recommendation to approve these proposed changes.

- 2. CPA-2-22 - Capital Facilities Element and Municipal Code updates to incorporate a New Sedro-Woolley School District Capital Facilities Plan and updated school impact fees – 2022 Docket

Commissioner Eric Johnson recused himself from this discussion due to a potential conflict of interest, as he is a member of the School Board.

John Coleman, Planning Director, introduced the request from the School District to update Exhibit E of the Sedro-Woolley Comprehensive Plan, which contains the previous School Capital Facilities Plan. The District also requested that the city update the school impact fee values in Chapter 15.64.040 of the Sedro-Woolley Municipal Code. Director Coleman mentioned that the Planning Commission cannot suggest higher/lower numbers and must adopt what is requested, as these numbers are based on the School District’s calculations of costs of operation. The School Capital Facilities Plan is imbedded within the Capital Facilities Element of the Comprehensive Plan and can only be formally updated during the Comprehensive Plan docket cycle.

A public hearing will be held on April 19, 2022 to discuss this matter, at which point the Planning Commission expects to make a recommendation to approve these proposed updates.

PLANNING COMMISSION DISCUSSION/INFORMATION ITEMS: None

DISCUSSION ITEMS: None

ADJOURNMENT: (Time: 9:01 p.m.)



PLANNING COMMISSION CHAIRMAN

PLANNING COMMISSION SECRETARY

Members of public in attendance: 0