

1
2
3
4

CITY OF NORTH BEND PLANNING COMMISSION
- ACTION MEETING MINUTES -
Thursday, October 26, 2017 at 7:00 PM
City Hall, 211 Main Ave. N., North Bend, WA 98045

5

6 *Please Note: A complete audio recording of this meeting is available on the City of North Bend website,*
7 www.northbendwa.gov*, under: Government - Boards & Commissions - Planning Commission - Meeting Audio*

8

CALL TO ORDER

9
10 The meeting was called to order at 7:05 PM.

11

ROLL CALL

12 Planning Commissioners present: Gary Fancher (Chair), Elizabeth Gildersleeve, Scott Heller, Jim Luckey, Mary
13 Miller, and Dick Ryon. Commissioner von Trapp was unable to attend, and has been excused from the meeting.
14 City Staff Present: David Miller, Community & Economic Development Director.

15

AGENDA ITEM #2: Approval of October 12, 2017 Planning Commission Meeting Minutes

16 The Minutes for the October 12, 2017 Meeting were Approved.

17

AGENDA ITEM #3: Public Comment on Non-Agenda Items

18 There was no comment received on any non-agenda item.

19

AGENDA ITEM #4: Planning Commission Deliberation on Cottage Housing Regulations

20 David Miller briefed the Commissioners on the Cottage Regulations. There was discussion, including questions
21 and answers, between the Commissioners and Mr. Miller concerning Cottage Housing. Chair Fancher allowed a
22 guest in attendance, Rob McFarland from John Day Homes, to speak during the discussion with Commissioners
23 and Mr. Miller. During discussion, the Commissioners followed the Notes provided on pages 7 and 8 of the
24 Planning Commission Packet, items numbered 1 through 12, and reviewed the Draft Chapter 18.11 Cottage
25 Residential section by section.

26 There was ongoing discussion of Cottage Regulations, including questions and answers, between the
27 Commissioners, Mr. McFarland, and Mr. Miller. The discussion included proposed edits between the
28 Commissioners and Mr. Miller.

29 At 9:35 PM, Chair Fancher asked the Commissioners if they were OK to continue. There was a consensus to
30 continue deliberation.

31 There was continued discussion of Cottage Regulations, including questions and answers, between the
32 Commissioners, Mr. McFarland, and Mr. Miller, and included proposed edits between the Commissioners and
33 Mr. Miller.

34

For the Good of the Order

35 Chair Fancher advised that the City Council had approved the Planning Commission's quorum change.

36 Chair Fancher said that he has walked the development up on Snoqualmie Ridge, and noted that the city of North
37 Bend's Low Density Residential is denser in a lot of areas than the development on the Ridge. Chair Fancher said
38 he thinks it worth a look when (the Planning Commission) takes it back again.

39 Commissioner Ryon asked about whether the Economic Development Committee would be taking up deliberation
40 of Ordinance Nos. 1611, 1611-A, and 1626. Chair Fancher answered that at the last Council workstudy he had

1 attended, when the Council was asked if anyone wanted to change from Ordinance 1626, no one spoke, so
2 Council simply moved on. Therefore, Ordinance No. 1626 will be in effect. The Planning Commission and staff
3 recommendation was to keep Ordinance No. 1611-A. There was discussion of this topic between the
4 Commissioners and Mr. Miller.

5
6 Commissioner Luckey asked if the Planning Commission would see Cottage Regulations back again. Mr. Miller
7 answered yes, it would be brought back once changes and edits from tonight's meeting were updated into the
8 document. Commissioner Luckey also said there is a uniqueness to Cottage found nowhere else, and that it fits
9 perfectly so you can build small units for people in high density areas.

10
11 *Note: For Reference, attached with these Minutes are Meeting Notes from meeting participant David Miller,
12 Community & Economic Development Director.*

13
14 **ADJOURNMENT**

15 The meeting was adjourned at 10:14 PM.

16
17 **NEXT PLANNING COMMISSION MEETING:**

18 The next Planning Commission meeting will be held November 9, 2017 at the City Hall Conference Room.

19
20 ATTEST:

21
22 Gary Fancher (Chair)

23
24 David Miller, City of North Bend

25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58

NOTES FROM PLANNING COMMISSION MTG.

Cottage Ordinance Workshop

10/26/17 (Prepared by David Miller, City of North Bend)

1. Meeting called to order at 7:05 PM by Chair Fancher
2. Agenda approved by unanimous vote. Motion by Lucky, second by Ryan
3. Minutes of 10/12 PC meeting approved unanimously, Motion by Lucky, 2nd by Miller
4. Director Miller introduced the Cottage Ordinance topic and noted that the title is changed to eliminate reference to carriage homes and Two-Unit Homes. Chair Fancher received consensus from the PC that the Commission would use the 12 points in the staff report to discuss the Ordinance. Chair Fancher began with Item #2, which asked whether or not the Commission wanted to set the maximum dwelling size for cottage homes at 1,200 SF or move it to 1,500 SF as there was some variation in opinions. After considerable discussion the Commission chose 1,500 SF as the maximum, but wished to stipulate that a maximum of 25% of the dwellings could be at 1,500 SF and that 75% of the cottages must be at the 1,200 SF maximum size to keep the small dwelling size relative to normal single family detached units. Rob McFarland was in the audience and offered a developer/builder perspective on the unit sizes. Rob wanted sizes to go up over 1,500 SF but acknowledged that the city council did not like the large units to be considered cottages
5. Item #3, which discussed the location of cottage zoning and land use received lengthy debate with the primary issue the 10 minute walk as a means of mapping the boundaries of how far from the downtown cottages should be allowed to be built. The Commission requested that staff map out a reasonable boundary to keep cottages near to downtown services and cottage density within that ½ to 1 mile distance from the intersection of North Bend Way and Bendigo St., and do away with the subjective 10 minute walk metric. The Commission requested a clearly readable map delineating this boundary be included in the Ordinance, noting that the existing diagram cannot be read as it is too small.
6. Item #4, which examined 18.11.050, Parameters for Cottages, Carriage Units and Two Unit Homes, commenting that paragraph (C), Cottage Development Size and Mix, requesting staff to reconcile the numbers in subparagraphs (4)-(7) to define the allowable number of two-unit homes as no more than one two unit home per 12 cottage units, which eliminated subparagraph (7). The Commission also wanted to restate the requirement for one, one-story cottage per each 12 cottages.
7. Item #5, which addressed the amount of square footage of common open space required for each cottage unit. After considerable discussion, the Commission recommended that number remain at 436 SF/ Cottage unit.
8. Item #6, which discussed the distance required for setbacks between each cluster of cottages and existing low density single family development, a subject that was raised by the public at the last PC meeting. The issue here is the impact of a cluster of cottages being located 10 feet from the property line of a large lot single family detached development. The Commission recommended that this distance be a minimum of 25 feet and Type 2 landscaping buffer would be required.
9. Item #7, which discussed the minimum number of cottages required in each cluster, now set at 4; the Commission agreed that this number should remain as is.
10. Item #8 addressed the requirement for guest parking. After considerable discussion the Commission recommends that no credit be given for on-street parking and that the 10% of required parking was the appropriate estimate for guest parking to be located on-site and that any

1 fraction over a whole number when guest parking is calculated be rounded to the next highest
2 whole number.

3 11. Item #9 discussed issue of providing a common meeting building with clusters of cottages. The
4 Commission recommends that a common meeting room be considered by the developer when 12
5 or more dwellings are included in a cottage cluster, with credit to reduce the common area open
6 space by the amount of space allocated to the common meeting building, as an incentive to
7 include the common meeting building. The Commission did not elect to make the common
8 meeting building a requirement.

9 12. Item #10 discussed the orientation of the cottage cluster to surrounding land uses. The
10 Commission felt that the proper cottage cluster site plan will have the cottages facing the internal
11 common open space, and thus by nature, the cottage cluster will not face surrounding land uses
12 and will “turn its back” on surrounding development. Given this fact the Commission wanted to
13 revise language in Section 11.080.060, Cottage Design Standards, paragraph (B) Orientation of
14 units, to reword: “A cottage development should not be designed to “turn its back” on the
15 surrounding neighborhood”, to reflect that all sides of a cottage cluster development must be
16 architecturally treated with detail similar to the front of the dwelling and a sufficient landscaping
17 buffer so as to present an attractive face to all surrounding neighborhoods.

18 13. Item # 11 discussed Section 18.11.070, Low Density Residential and Standard Single Family
19 When Mixed within CR Zone, and Sec. 18.11.080. The discussion expanded to whether or not
20 CR zoning is needed or should cottage housing be allowed in all Low Density Residential (LDR)
21 Zoning Districts, and removing the Cottage zoning district. The Commission resolved that the
22 cottage developments should be located within the boundary that is defined for the maximum
23 distance from Bendigo and North bend Way after they see the maps of ½, ¾ and 1 mile from this
24 intersection and select the appropriate distance for cottage development. After this decision is
25 made the cottage zoning districts can be located accordingly within the boundary area. The
26 Commission by consensus thought the diagram in Section 18.11.080, Cottage Residential Zone-
27 Wide Design Parameters, should be taken out of the Ordinance and the land use and zoning
28 designations should confirm to the new boundary area. The Commission felt that the land
29 demand for cottage development may have over-estimated. The Commission also felt that this
30 diagram was to precise for the area and that actual project proposals would vary from the
31 diagram.

32 14. Several other issues were discussed such as:

- 33 a. Sec. 18.11.050, Parameters for Cottages, Carriage Units and Two Unit Homes,
34 subparagraph K, Height, the Commission agreed with staff that the maximum height of a
35 dwelling in the CR zone should be measured from the flood elevation that the dwelling
36 must achieve for the first floor.
- 37 b. The calculation of square footage should not be from interior walls but should be equal to
38 the standard method of calculation building square footage from the exterior walls of the
39 building.
- 40 c. Sec. 18.11.050, Parameters for Cottages, Carriage Units and Two Unit Homes,
41 subparagraph P. Covenant, the commission felt that there should be no reference to
42 covenants as they are private restrictions not appropriate for governance through an
43 ordinance. As an alternative to achieving the result of limiting future additions in square
44 footage to cottage dwellings, the Commission recommended this paragraph be reworded
45 to limit by ordinance all future cottage building modifications to not exceed 1,500 square
46 feet in total building area.

1 d. Sec. 18.11.060, Cottage Housing Design Standards and Guidelines, Subparagraph (D)(4),
2 Detached garage structures. The commission wanted to see in the HOA rules a
3 restriction against using garages for storage such that the space for parking vehicles is not
4 available.

5 e. The Commission briefly discussed adding a requirement for cottage swellings that the
6 second floor not be allowed to exceed 50% of the floor area of the first floor to avoid the
7 tall, thin blocky home types that occur without this restriction. There was no consensus
8 on this issue but several commissioners liked the idea from an aesthetic standpoint. This
9 provision was found in a few of the adopted city cottage ordinances.

10 15. It was resolved by the Commission that staff would bring back the amended Cottage Ordinance
11 at the next meeting to review the final product and have the Commission have a final look at it.

12 16. The meeting was adjourned at 10:15 PM.