

**REGULAR MEETING OF THE
NORTH BEND PLANNING COMMISSION
- ACTION MEETING MINUTES -
Wednesday, April 16, 2025, 6:30 PM**

This meeting was held at City Hall, 920 SE Cedar Falls Way, North Bend, WA, and was also available online. A complete video recording of this meeting is available on the City of North Bend YouTube website, at www.youtube.com, under “City of North Bend.”

AGENDA ITEM #1: CALL TO ORDER

The meeting was called to order at 6:30 PM.

ROLL CALL

Planning Commissioners present: Hannah Thiel, Juliano Pereira, Stephen Matlock, Sam White. Commissioners Brian Fitzgibbon, James Boevers, and Olivia Moe were absent.

City Staff Present: Mike McCarty, Planning Manager, and Caitlin Hepworth, Associate Planner

AGENDA ITEM #2: Public Comment on Non-Agenda Items

No comments.

AGENDA ITEM #3: Approval of minutes from March 19, 2025 meeting

Motion by Commissioner White seconded by Commissioner Matlock to approve the March 19, 2025 meeting minutes. The motion passed unanimously.

AGENDA ITEM #4: Introduction – Design Standards Amendments for conformance to ESHB 1293

Associate Planner Caitlin Hepworth provided a summary of the proposed amendments to NBMC 18.34 Design Standards, and to the City of North Bend Commercial, Mixed Use, and Industrial Design Standards, as well as the purpose and associated state requirements the amendments are based on. Ms. Hepworth noted that additional amendments will likely be forthcoming based on recommendations from the City’s architectural consultant Laroy Gant and from additional review by staff, which will be provided in the packet for the next Planning Commission meeting.

Staff addressed questions of the Commissioners. Commissioners requested a number of minor edits including the following:

- Consider changes to graphics on the title page to ensure the graphics represent the desired aesthetic.
- Requested an updated Sub-District Map that includes a legend.
- Definition for Class 1/Class 2 Pedestrian Street (and other related references) should reference to Exhibit A rather than Appendix A.
- Exhibit A map and several other maps throughout the document should be replaced with clearer versions of the same (currently low-res PDFs).
- Bold the “**should/shall nots**” consistently throughout the document the same as “**shoulds**” and “**shalls**”.
- Change “infeasible” to “unfeasible” on A-4a #2.
- Remove the curb cut graphic in A-5.
- Do a final formatting check with the final version to clean up formatting issues that occur in the redline version.
- District specific policy A-4.1 concerning plazas should reference to “section A-4a of the City-wide design standards” to avoid confusion.
- Request to update the maps associated with the district specific standards to be easier to read and include a legend.

- C-2 1. Add “to the extent possible.”
- C-3.1 Keep as **shall** but add “by meeting the following standards.”

No action was taken on this item at tonight’s Planning Commission meeting. This item will be brought back for a public hearing and additional deliberation and possible recommendation by the Planning Commission at the May 7 Planning Commission meeting.

AGENDA ITEM #5: Introduction – Impact Fee Amendments to scale to residential unit size per SB 5258.

Planning Manager Mike McCarty provided a summary of the proposed amendments to NBMC 17.36 Park Impact Fees, NBMC 17.38 Transportation Impact Fees, and NBCM 17.42 Methods to Mitigate Development Impacts. Mike also described the purpose of the amendments being to ensure consistency with recently updated state law concerning the collection of residential impact fees.

Based on questions from staff, the Commission recommended the following:

- Accessory Dwelling Units (ADUs) – Planning Commissioners recommended not charging impact fees on ADUs when created as a part of the parent parcel. Commissioner Thiel suggested charging impact fees on ADUs when established for the purpose of sale through the Condominium process. There was not consensus from other Commissioners on this. Mike McCarty suggested that he would bring the Commission language to consider for this at their next meeting and seek their recommendation at that time.
- Residential additions – Planning Commissioners recommended not charging impact fees for residential additions.
- “Affordable Housing” reduction in Park Impact Fees – Planning Commissioners recommended creating a new definition for Affordable Housing that is tighter than the definition in the existing regulations, which staff noted was too broad, in addition to the more limited “low-income housing” definition that has been added consistent with the state regulations.

Additional minor edits requested by Commissioners include:

- Change “him/her” to “them” or “the applicant” throughout the regulations.
- 17.38.040 correct numbering error.
- 17.38.040(A)(12) missing text.

No action was taken on this item at tonight’s Planning Commission meeting. This item will be brought back for a public hearing and additional deliberation and possible recommendation by the Planning Commission at the May 7 Planning Commission meeting.

AGENDA ITEM #6: Adjournment by 8:30 PM unless otherwise approved by the Commission

The Meeting was adjourned at 7:41 p.m.