

**REGULAR MEETING AND PUBLIC HEARINGS OF THE  
NORTH BEND PLANNING COMMISSION  
- ACTION MEETING MINUTES -  
Wednesday, May 7, 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](http://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, Brian Fitzgibbon, Stephen Matlock, and Sam White. Commissioners James Boevers, Juliano Pereira, 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 April 16, 2025 meeting

Motion by Commissioner White seconded by Commissioner Matlock to approve the April 16, 2025 meeting minutes. The motion passed unanimously.

**AGENDA ITEM #4: Hearing and Recommendation – 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.

Staff addressed questions of the Commissioners. Commissioners requested a number of minor edits including the following (page numbers referring to the Planning Commission packet):

- P. 31 – add an “a” to the first section of A7 so that it reads A7(a).
- P. 52 – references to large industrial buildings and small industrial buildings. Add criteria describing what constitutes large vs. small.
- P. 14 – add label to photos.

Chair Thiel opened the public hearing at 6:40pm. No comment was provided. Chair Thiel closed the public hearing at 6:41pm.

Motion by Commissioner White, seconded by Commissioner Mattlock, to recommend approval of the amendments to the Design Review standards in NBMC 18.34.030(C), NBMC 18.34.060(D), and amendments to the Commercial/Mixed Use/Industrial Design Standards as presented, subject to the additional revisions requested at tonight's meeting. The motion passed unanimously.

**AGENDA ITEM #5: Hearing and Recommendation- 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.

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2 Staff addressed questions of the Commissioners. Commissioners requested a number of minor edits including the  
3 following (page numbers referring to the Planning Commission packet):  
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- 5 • P. 64 - Park impact fees section 17.36.050 – correct a numbering error in this section.
- 6 • P. 64 - Park impact fee section 17.36.050(F) – add “...shall not be assessed a park impact fee” as is provided  
7 in the other exemptions.
- 8 • P. 71 - Transportation Impact Fees Exemptions and reductions – 17.38.040.A.2. concerning ADUS – move  
9 the provision requiring payment for ADUs at the time of condominium map approval to a new section in  
10 17.38.030 since this doesn’t fit well under exemptions and reductions. (Note staff made this same edit to  
11 the Park Impact Fees chapter).

12 Chair Thiel opened the public hearing at 6:56.

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- 14 • Evan Mann, on behalf of Eastside Investment Group (applicants for the Wyndham Hotel proposal) spoke  
15 relating to the City’s current Park Impact Fee pertaining to hotels. Mr. Mann requested that the Planning  
16 Commission consider recommending to Council to exempt hotels from park impact fees, or recommend  
17 providing further analysis on the basis of the impact fee charge on hotels.
- 18 • Jeff Pheasant, from Eastside Investment Group, spoke to the same topic.

19 Chair Thiel closed the public hearing at 6:59pm.

20 Commissioners expressed interest in further considering impact fees for commercial uses in addition to residential  
21 uses. Commissioners expressed that they would like to know more about hotel guest impacts to parks before making  
22 a determination on the topic of hotel impact fees.

23 Commissioner Fitzgibbon provided a motion with a recommendation to Council to approve the draft amendments  
24 NBMC 17.26 Park Impact Fees, NBMC 17.38 Transportation Impact Fees, and NBMC 17.42 Methods to Mitigate  
25 Development Impacts as presented, subject to the additional revisions at tonight’s meeting.

26 Councilmember Matlock requested an amendment to Commissioner Fitzgibbon’s motion to add a recommendation  
27 that City Council direct staff to prepare a study considering the basis for imposing park impact fees on hotels.

28 Commissioner White seconded Councilmember Matlock’s amendment to the motion. The amendment to the motion  
29 was approved by the Commission.

30 Commissioner Fitzgibbon’s amended motion reads, a recommendation to Council to approve the draft amendments  
31 NBMC 17.26 Park Impact Fees, NBMC 17.38 Transportation Impact Fees, and NBMC 17.42 Methods to Mitigate  
32 Development Impacts as presented, subject to the additional revisions at tonight’s meeting, and to recommend to  
33 Council to direct staff to have a study prepared considering the basis for imposing park impact fees on hotels.

34 The restated motion was seconded by Commissioner Matlock and passed unanimously.

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

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