

MINUTES

PLANNING COMMISSION

Hybrid Meeting – In Person and Virtual
City Council Chambers: 321 E 5th Street, Port Angeles, Washington 98362
December 14, 2022 6:00 p.m.
REGULAR MEETING

CALL TO ORDER

Chair Stanley opened the regular meeting at 6:04 P.M.

ROLL CALL

Commissioners Present: Benjamin Stanley (*Chair*)
Andrew Schwab (*Vice Chair*)
Tammy Dziadek
Marolee Smith
James Taylor

Commissioners Absent: Richie Ahuja, Colin Young - excused

City Staff Present: Ben Braudrick (*Senior Planner*)
Holden Fleming (*Housing Coordinator*)
Norman Gollub (*Interim Director of Community and Economic Development*)
Zach Trevino (*Assistant Planner*)

Public Present: Brian M.

PUBLIC COMMENT

Chair Stanley opened the meeting to public comment.

Brian M. provided comment praising City Councilmember Mike French for his service and encouraging Chair Stanley and Commissioner Young to apply for the open position on the City Council.

Chair Stanley closed the meeting to public comment.

APPROVAL OF MINUTES

Vice Chair Schwab moved to approve the minutes from the October 26, 2022 regular meeting of the Planning Commission. The motion was seconded and passed by unanimous consent (5-0).

DISCUSSION ITEM

1. **Housing for All Code Amendment Process**

Planner Braudrick introduced the discussion item, providing an overview of the staff memorandum included in the agenda packet. He noted that several commissioners provided comments in response to the memorandum, which was distributed for their review and input prior to the meeting. Each commissioner had been asked to identify five suggestions from the list in the memorandum that they feel should be prioritized.

Planner Braudrick explained each of the six criteria that were established to serve as the foundation of the Housing for All code amendment process, which will result in amendments to the Port Angeles Municipal Code (PAMC) that reduce barriers to housing production. He concluded his introduction by explaining that the purpose of this Planning Commission meeting is to narrow down the suggestions in the memorandum to a prioritized list that can be presented to the public at a workshop on January 25th.

The Commission's discussion of the memorandum began with an overview of the written comments that had been provided in advance of the meeting. **Commissioners Smith and Dziadek** each explained the comments they had submitted. **Commissioner Young's** comments were acknowledged.

Following the presentation of individual comments submitted by Commissioners, the Commission conducted a review of the list of suggestions contained in the memorandum. This involved a discussion of each bulleted item contained in the suggested "Staff Code Changes" list. The Commission's discussion followed the order of the bulleted list in the memorandum. The full discussion of each item is available in the recording of the Planning Commission meeting.

Chair Stanley clarified that staff would proceed to take a more detailed look at the items the Commission identifies as priority PAMC changes following this discussion.

Following the Commission's discussion of each of the 25 bulleted items in the memorandum, staff requested that the Commissioners identify which items are most important in their perspective. This will allow staff to provide a prioritized list of suggested PAMC amendments, based on the Commission's feedback, for consideration at the next regular Planning Commission meeting.

Chair Stanley identified the following items as priority changes:

1. Build residential capacity in commercial zones and structures to the greatest extent possible by allowing accessory dwelling units in commercial zones.
2. Allow for commercial to residential conversion on the ground floor of structures in the Central Business District (CBD).
3. Allow a detached accessory dwelling unit (ADU) to be constructed accessory to a duplex on one lot in all residential zones where duplexes are allowed by right.
4. Creation of a new section of Title 17 PAMC that facilitates the establishment of temporary housing, including through occupancy of recreational vehicles.
5. Enable a City-led development authority and land bank through which the City could act as a developer and then sell developed housing to the private sector.

Vice Chair Schwab identified the following items as priority changes:

1. Fix errors and clarify terminology in the PAMC to ensure consistency and uniformity of regulations. These changes were referred to as “housekeeping” items.
2. Disincentive single-household dwelling construction by providing a fee discount or other incentive for a developer to construct multi-family housing instead.
3. Allow the establishment of ADUs in more locations through an easier approval process.
4. Eliminate maximum bedroom requirements for ADUs.
5. Creation of a new section of Title 17 PAMC that facilitates the establishment of temporary housing, including through occupancy of recreational vehicles.

Commissioner Smith identified the following items as priority changes:

1. Creation of a new section of Title 17 PAMC that facilitates the establishment of temporary housing, including through occupancy of recreational vehicles.
2. Allow a detached accessory dwelling unit (ADU) to be constructed accessory to a duplex on one lot in all residential zones where duplexes are allowed by right.
3. Eliminate maximum bedroom requirements for ADUs.
4. Codify pre-application requests with a firm timeline and deliverable date.
5. Define “apartment” and add as a permitted use in all commercial zones.
6. Exempt apartments located above businesses from residential density requirements.

Commissioner Dziadek explained that she needs more time to choose the items she believes are priorities.

Following the identification of priority items by each Commissioner, Chair Stanley closed the discussion and confirmed that the Commission will be continuing the PAMC amendment process at subsequent meetings.

STAFF UPDATES

City staff provided several updates to the Commission, as follows:

- **Planner Braudrick** noted that Commissioner Taylor is new to the Planning Commission. He expressed appreciation for Commissioner Taylor’s willingness to participate and contribute to the Commission’s work.
- The City was able to secure additional funding and will soon enter into a contract with a contractor for completion of Phase I of the Race Street Improvement Project. Construction is anticipated to begin in February.
- The City has been selected by the Washington Department of Commerce as one of three communities in the State to participate in the Department’s Climate Pilot Program. The program will aid the City in integrating climate action planning and the Climate Resiliency Plan into the Comprehensive Plan during the next update in June

of 2023. On December 15th, the City will begin the process to conduct a limited sea level rise vulnerability assessment. A workshop will occur with the Planning Commission in February as part of this process.

- **Planner Fleming** has been participating in Housing Solution Committee meetings, which the Commissioners are encouraged to attend.
- Staff has begun developing promotional materials for the Housing for All code amendment process discussed at this Commission meeting. These will be an important part of a larger public engagement effort that will involve the Commission.

REPORTS OF COMMISSION MEMBERS

- **Vice Chair Schwab** announced that the scaffolding has been removed from the Lee Plaza building in the Central Business District. He also noted that he is currently reading a book titled *The Color of Law* by Richard Rothstein.

ADJOURNMENT

Vice Chair Schwab moved to adjourn the meeting. The motion was seconded and passed unanimously (5-0).

The meeting adjourned at 8:46 p.m.

Zach Trevino, Secretary

Ben Stanley, Chair