

**CITY OF SEDRO-WOOLLEY
PLANNING COMMISSION MEETING
MINUTES**

October 17, 2023

CALL TO ORDER: Planning Commission Chair, Joe Fattizzi, called the meeting to order at (6:32 pm).

PLEDGE OF ALLEGIANCE

ROLL CALL:

- Present Commissioners: Joe Fattizzi, Danielle Freiburger, Joe Franett, Pat Huggins, Paul Cocke and Eric Johnson.
- Absent Commissioners: Silas Maddox
- Present Staff: Nicole McGowan
- Members of public in attendance: 2

APPROVAL OF CONSENT AGENDA/MINUTES: Minutes from September 19, 2023, meeting was approved with minor edits.

GENERAL PUBLIC COMMENTS: Opened at 6:36 p.m., there were no participants online. Staff also had not received any emails or mail to be entered into the record. Public comments closed at 6:36 p.m.

UNFINISHED BUSINESS:

1. Possible amendments to Ch. 17.24 SWMC to add a minimum commercial/retail floor area requirement for the first-floor area facing primary street frontage in the CBD.

Assistant Planner, Nicole McGowan, spoke on how there are currently no requirements in place for how much commercial space is required to be on the first floor of mixed-use buildings in the CBD. The Planning Department is finding that people will do remodels on existing buildings and slowly change the building almost entirely into residential leaving little to no space for commercial. At the last meeting, discussions were had about an amendment being added in specifying that a minimum of 50% of the first-floor area must be designated for commercial and or retail use as well as considerations for private garage spaces and whether those would be considered part of the commercial space or residential space. After discussing, it was decided that private garage space would count as residential space and not as commercial. Other considerations consist of lobby entrances for the multifamily units. Under Ch. 17.24.010 (A)(2), there is a list of conditions stating multi-family housing located above the first floor or at the rear of a commercial or retail occupancy must also meet the following “a minimum of 50% of the first-floor area must be designated for commercial and or retail use. The commercial and or retail use shall face the primary street frontage. Private garages are considered residential use and shall not count towards commercial and/or retail floor area. Where feasible the main entrance to the residential units shall be located at the rear of the building. If rear access is not feasible, the main entrance to the residential units may be incorporated into a maximum of 10% of the commercial

and or retail floor area facing the primary street frontage. If the building is located on a corner lot the main entrance to the residential unit shall be located on the side of the building facing the street with less commercial activity.

Commissioner, Pat Huggins, spoke first, wanting clarification for the residential entrance portion of the possible amendment. Assistant Planner, Nicole McGowan, explained why the amendment was written as it was for the residential entrance. She recommends the design standards and guidelines is a good location for this amendment to be added in at, however, it should go under the standards portion due to the guidelines portion often getting overlooked. Commercial space needs to be the primary use, so putting the 10% limitation use if rear access is not available is recommended. Commissioner, Danielle Freiburger, had some ideas for the language of this amendment that included "If rear access is not feasible, at the Planning Director's discretion the main entrance to the residential units." could help with clarification. Commissioner, Joe Franett, had suggestions to eliminate the first two words, then starting with "The main entrance to the residential unit shall be located at the rear of the building. If rear access is not feasible, the main entrance." Chair Commissioner, Joe Fattizzi, likes the suggestions that were made. He recommended adding in additional verbiage in the second sentence "Upon the determination of city planning staff." Commissioner, Joe Franett, gave his recommendations for how the language should be written. Assistant Planner, Nicole McGowan, rewrote the sentence with the new additions which reads "The main entrance to the residential unit shall be located at the rear of the building. If rear access is not feasible, the main entrance to the residential units may be incorporated into a maximum of 10% of the commercial and or retail floor area facing the primary street frontage at the Planning Director's discretion." Commissioner, Paul Cocke, likes the change made to the language. The commissioners all agreed on the new language written and asked planning staff to prepare for a public hearing at next month's meeting in November.

NEW BUSINESS: None

PLANNING COMMISSION DISCUSSION/INFORMATION ITEMS:

1. Presentation by Jean Eagleston; proposal for a plaque made and posted at the residence located at 804 Ferry Street for the historic preservation registry.

Jean Eagleston, spoke of the history of her home located at 804 Ferry Street in Sedro-Woolley. Her house is known as Dr. James & Margaret Mills house and from 1916-1929 as Valley Hospital. It became the first property on the Sedro-Woolley registry of historic places. The home is currently on the state historic registry but is not currently on the national registry. She came tonight asking for a plaque that acknowledges both state and city registries. Mrs. Eagleston would like the plaque to say, "This property has been placed on the Sedro-Woolley registry of historic places number 1 by the Sedro-Woolley Historic Preservation Commission."

Commissioner, Pat Huggins, spoke first indicating he likes this idea. He suggested some language revisions for the Sedro-Woolley plaque for the homeowner to possibly indicate on it. Commissioner, Danielle Freiburger, states she has no issues with this however wants to make sure this is done correctly. Chair Commissioner, Joe Fattizzi, spoke next, he would like to keep discussing this and run it by the city attorney before next month's meeting. He likes this idea. Commissioner, Joe Franett, is pleased with this as well. Commissioner, Paul Cocke, is pleased

with the effort in restoring this historic home. Commissioner, Eric Johnson, fully supports this idea and would also like to revisit this next month after discussions with the city's legal counsel are complete. Assistant Planner, Nicole McGowan, states moving forward with this and the Preservation Commission there should be a full agenda publicly posted prior to next month's meeting. The city attorney will need to look at the legalities before this is fully approved prior to the Preservation Commission meeting.

ADJOURNMENT: (Time: 7:18 p.m.)

 11-20-2023

PLANNING COMMISSION CHAIRMAN

PLANNING COMMISSION SECRETARY