

PLANNING COMMISSION
May 21, 2024
6:30 PM
Planning Commission

a. Call to Order

b. Pledge of Allegiance

c. Roll Call

d. Consent Agenda

1. Minutes from April 16, 2024 Planning Commission meeting

e. General Public Comments

Please keep comments to three minutes or less. Because State law prohibits the use of city facilities for the purpose of supporting or opposing a campaign or ballot proposition, we respectfully request that public comment not make reference to such matters.

Written comments will be accepted by letter or via email at nmcgowan@sedro-woolley.gov Attn: 'Public Comment.'

f. Public Hearing(s)

1. Proposed Amendments to Chapter 12.40 SWMC and SWMC 17.50.070 to Update Tree Standards

g. Unfinished Business

1. Proposed Amendments to Chapter 2.90, Title 17 SWMC and the Master Fee Schedule to Add Regulations and Permitting/Impact Fees for Tiny Home Communities

h. New Business

i. Information/Discussion Items

1. Welcome Community Development Director, Tom Glover, and Assistant Planner, Ashton Sandoval Oaks.

j. Adjournment

PLANNING COMMISSIONERS

Pat Huggins	Matthew Desvoigne	Danielle Freiburger
Joe Fattizzi	Sisal Maddox	Joe Franett
		Cassandra Sexson

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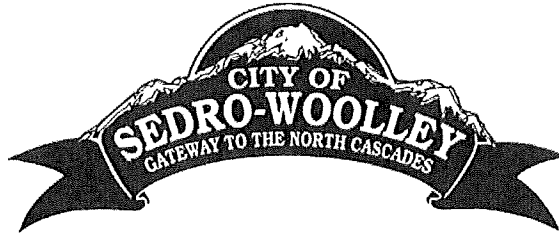
because of race, color, national origin, limited English proficiency, age, disability, or sex.

The City of Sedro-Woolley also complies with applicable state laws and doesn't discriminate on the basis of creed, gender, gender expression or identity, sexual orientation, marital status, religion, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.

Join Zoom Meeting:

<https://zoom.us/j/98042863482?pwd=dnpVeXp4YUJYQVBtdm10VTZ2VVlyZz09>

Or by phone: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592



Regular Meeting of the Planning Commission
April 16, 2024 - 6:30 PM

a. Call to Order

Planning Commission Chair, Joe Franett, called the meeting to order at (6:33 pm).

b. Pledge of Allegiance

c. Roll Call

- Present Commissioners: Mathew Desvoigne, Danielle Freiburger, Joe Fattizzi, Cassandra Sexson, Joe Franett
- Absent Commissioners: Pat Huggins, Silas Maddox
- Present Staff: Nicole McGowan
- Members of public in attendance: 0

d. Consent Agenda

1. Minutes from February 20, 2024 Planning Commission Meeting

Minutes from February 20, 2024, meeting were approved with minor edits.

e. General Public Comments

Please keep comments to three minutes or less. Because State law prohibits the use of city facilities for the purpose of supporting or opposing a campaign or ballot proposition, we respectfully request that public comment not make reference to such matters.

Written comments will be accepted by letter or via email at nmcgowan@sedro-woolley.gov Attn: 'Public Comment.'

Opened at 6:37 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 6:38 p.m.

f. Public Hearing(s)

None

g. Unfinished Business

1. Proposed Amendments to Chapter 2.90, Title 17 SWMC and the Master Fee Schedule to Add Regulations and Permitting/Impact Fees for Tiny Home Communities

Planner, Nicole McGowan, gave a brief overview of this proposed amendment. A second draft was created that reflects the changes that were requested by the Planning Commission at the February 20th, 2024 meeting. The maximum allowable density was greatly reduced for tiny home communities, the maximum property size for these developments was reduced to one acre and revisions were made to allowable density bonuses. This now only allows for a maximum of four additional units on site, with one additional unit being granted for successful implementation of an individual bonus category. A clubhouse bonus was added to encourage more community space for the residents to use for recreational purposes, given the size of the residences. The ratio of open space was changed to a one-to-six ratio of common space to private lots within a tiny home community; the open space minimum is now 6,000 square feet for every 6 private lots. The minimum and maximum lot sizes were adjusted to 900 square feet and 3000 square feet. The setbacks were also adjusted to match the setbacks currently applicable to regular residential development. The front is a 20-foot setback, the sides are 5 feet, and the rear is 10 feet. A garage will have a 25-foot setback. A new chapter in the design standard and guidelines manual was drafted specifically for tiny home communities, as well as a draft for applicable permitting and impact fees for tiny home communities.

Commissioner, Mathew Desvoigne, had questions and comments about the self-help portion of the amendment. A definition of self-help is not currently in Title 17 SWMC. However, within the draft regulations there is a definition added that states "Self-help program means a housing initiative in which a government agency, nonprofit organization, or other local community group utilizes a structured and systematic approach to assist individuals with creating and maintaining their own living spaces." He also has concerns about the clubhouse and how much it would raise the rates of the affordable housing. Commissioner, Cassandra Sexson, has concerns about the setbacks and would like to see a site plan with the different measurements for a clear visual understanding of how it would look in place. She also would like to see an expanded defining term for permanent dwelling added into the language. Commissioner, Joe Fattizzi, asked for a brief overview of the different permit types 1-6. Planner, Nicole McGowan, states "The main difference is complexity. Type 1 & 2 are basic administrative application types. Type 3-6 are more complex with multiple steps. These permits can include hearing examiner or council approval." Commissioner, Danielle Freiburger, had a few edit suggestions. On page 53, section 17.120.100 the language still says PRD instead of THC. The section should read "The homeowners association authority shall be established in restrictive covenants applicable to all property within the THC." Additionally, she would like clarification specified for garage size of either one or two cars, page 63 under the design standards needs to match for parking spaces required, including garage space if they choose to put a garage up. Planner, Nicole McGowan, would like to discuss if the THC should have one or two parking spaces. Currently under the off street parking and loading standards in the municipal code it says residential units require two spaces, ADUs are exempt and only require one space. Some possible ideas for parking consist of setting parameters for smaller lots having smaller garage space, and larger lots having larger garage space. Chair

Commissioner, Joe Franett, mentioned how truly unaffordable tiny homes really are with the price to build and associated fees that go along with it. Overall, the commissioners would like to see more specific details, definitions, and research completed before moving forward.

h. New Business

1. Proposed Amendments to Chapter 12.40 SWMC and SWMC 17.50.070 to Update Tree Standards

Planner, Nicole McGowan, gave a brief overview of the proposed amendment change. This proposed amendment is intended to rectify issues that Public Works and the Planning Department have been having regarding tree planting. A few major issues are being addressed in the new amendment, one being trees are being planted too close to underground utility lines and sidewalks without root barriers which have caused and or have the potential to cause damage to such infrastructure. Currently, some trees listed in the city's list of recommended trees do not fit into their respective categories and should be recategorized for various reasons. The new draft presented is intended to remedy these issues. A requirement was added that root barriers must be installed within 5 feet of a pedestrian walkway, including sidewalks, and/or within 5 feet of an underground utility line. This new addition was also added under Landscaping Chapter 17.50. The Planning Department is asking to hold a discussion on the proposed amendment changes and have the Planning Commission recommend any changes be made. The Planning Commission recommended vision clearance language be added to the proposed amendment, possibly under section 12.40.130. Planning staff was tasked with making this minor edit, then preparing for a public hearing at the next Planning Commission meeting.

i. Adjournment

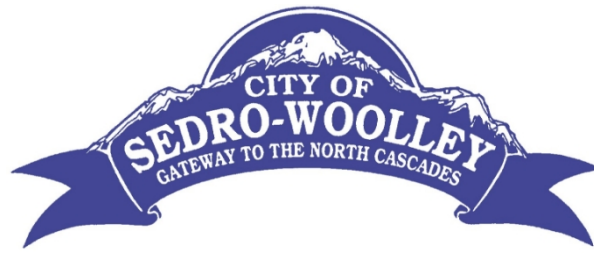
(Time 7:53)

ATTEST:

APPROVED:

Joe Franett, Planning Commission Chair

Planning Commission Secretary



Planning Commission Agenda Item

Agenda Item No.: f.1.

Date: May 21, 2024

From: Nicole McGowan, Planner

Subject: Proposed Amendments to Chapter 12.40 SWMC and SWMC 17.50.070 to Update Tree Standards

RECOMMENDED ACTION:

Review the proposed amendments to Chapter 12.40 SWMC and SWMC 17.50.070; hold a public hearing and discuss the amendments; and make a motion to recommend that the City Council approve the proposed amendments to Chapter 12.40 SWMC and SWMC 17.50.070.

ISSUE:

Should the Planning Commission recommend that the City Council approve the proposed amendments to Chapter 12.40 SWMC and SWMC 17.50.070 to update the city's tree standards?

BACKGROUND/SUMMARY INFORMATION:

The Public Works and Planning Departments have both had issues with trees being planted too close to underground utility lines or sidewalks, or issues with trees that grow exceptionally high being planted underneath overhead utility lines and posing a fire hazard. One reason for this is that some of the trees currently listed under SWMC 12.40.110 - Recommended Trees do not fit well into their respective categories. For instance, trees that should be considered medium-sized trees due to trunk diameter or maximum height are currently listed under "small or narrow street trees." Additionally, neither Chapters 12.40 nor 17.50 SWMC include specific regulations that require developers to install root barriers to protect sidewalks or underground utilities from future damage. The requirement for root barriers does exist in the Public Works Department standards, but is not referenced within the applicable areas of the municipal code.

The proposed amendments (included herein as **Attachment 1**) are intended to address these issues by reworking the recommended trees section to include trees more fitting for each category (small, medium and large) and include minimum landscape strip widths for each of those categories to clarify where such trees belong. A note ("UT") has also been added to those trees which are suitable to be located underneath overhead utility lines. Additionally, the proposed amendments indicate that it is required to install root barriers where trees are planted between the walking route of the sidewalk and curb edge, within 5 feet of a pedestrian walkway in general and/or within 5 feet of an underground utility line, per the Public Works Department standards.

Making these changes will help to ensure that the Planning Department can properly review landscape plans to prevent the issues described above before the trees are planted and ensure that new street trees will not require city crews to constantly go out to trim hazard trees.

The Planning Commission reviewed the first draft of amendments at the April 16, 2024 Planning Commission meeting. At the meeting, the Planning Commission requested that staff add the requirement that street trees are to be trimmed regularly between the ground and 6 feet above the ground surface. The Planning Commission tasked staff with preparing for a public hearing upon this change being made. This change has been incorporated into the draft amendments (**Attachment 1**). Public Notice of the May 21, 2024 Planning Commission Hearing (**Attachment 2**) was published in the Skagit Valley Herald on May 11, 2024.

The proposed amendments are also supported by and implement the following goals and policies from the Land Use and Transportation Elements of the city's Comprehensive Plan:

Land Use Element

Goal LU4: To [...] preserve the characteristics of the natural environment.

Goal LU5: To preserve community character.

Policy LU5.8: Encourage high standards of appearance in all residential areas and in other high visibility areas.

Transportation Element

Goal T1: To provide safe, passable streets within the City of Sedro-Woolley.

Goal T4: To encourage alternate modes of transportation in accordance with the principals outlined in the City's adopted Complete Streets Resolution 952-17 and SWMC Chapter 15.40.030.

Policy T4.8: Continue existing program to construct missing sidewalk links, repair existing sidewalks, and other improvements to support pedestrian transportation.

FISCAL IMPACT, IF APPROPRIATE:

None.

ATTACHMENTS:

1. Draft Amendments 2 (5-21-24)
2. Notice of Public Hearing for 5-21-24

Chapter 12.40

TREE STANDARDS

Sections:

[12.40.010 Purpose.](#)

[12.40.020 Definitions.](#)

[12.40.030 Permission to plant trees.](#)

[12.40.040 Utility right-of-way.](#)

[12.40.050 Removal of trees and shrubs.](#)

[12.40.060 Trimming overhanging trees—Duty of property owner.](#)

[12.40.070 Clear vision area.](#)

[12.40.080 Care and disposition of existing trees.](#)

[12.40.090 Short plats, subdivisions and planned unit development—Tree planting in rights-of-way.](#)

[12.40.100 Prohibited trees.](#)

[12.40.110 Recommended trees.](#)

[12.40.120 Planting standards](#)

[12.40.13012.40.120 Inspection and appeal.](#)

[12.40.14012.40.130 Reserved rights.](#)

[...]

12.40.100 Prohibited trees.

Street trees must not become a nuisance and/or be a disruption to city infrastructure and/or the public/general welfare. It is unlawful to plant in or on any parking strip or other public property, the following kinds of trees: Poplar, Willow, Cottonwood, fruit-bearing or nut-bearing, Elkhorn, Mountain Ash, Oregon or Big-Leaf Maple. (Ord. [1382-00](#) § 9, 2000)

12.40.110 Recommended trees.

Trees appropriate under overhead utility lines shall be no taller than 20 feet at maximum height. Recommended trees that meet this requirement are identified below with "UT."

A. Small or narrow street trees (minimum landscape strip width: five feet, minimum spacing: twenty feet):

1. Ash (flowering ash);
2. ~~Flowering Cherry (nonfruit bearing);~~ Burgundy Lace Japanese Maple (UT);
3. ~~Laurel (California Laurel);~~ American Hornbeam (UT);

4. Magnolia ("Little Gem" Evergreen magnolia);
5. ~~Myrtle (Oregon myrtle);~~ Three Flower Maple (UT);
6. ~~Oak (Holly oak);~~ Oklahoma Redbud (UT);
7. Buckeye Maple (UT);
8. Washington Hawthorn (UT);
9. Sourwood.

B. Medium Size Street Trees (minimum landscape strip width: seven feet, minimum spacing: thirty feet):

1. Ash (Flame, Golden Desert, ~~etc.~~);
2. Beech (Rivers Purple beech);
3. Birch (Paper birch, River birch);
4. Crabapple (Flowering crabapple) (UT);
5. ~~Gum (sweet gum);~~ Laurel (California Laurel);
6. ~~Honey Locust;~~ Forest Pansy Redbud;
7. Linden (Littleleaf linden);
8. Maple (Autumn Blaze, October Glory, Norwegian Sunset, Pacific Sunset, Autumn Flame, Hedge maple);
9. Maple (Red maple);
10. Maple (Sugar maple);
11. Oak (Scarlet oak, ~~English oak~~);
12. ~~Redwood (Dawn redwood);~~ Eastern Redbud;
13. Yellowwood;
14. Village green;~~;~~

15. Myrtle (Oregon Myrtle);

16. Kobus Magnolia.

C. Large Boulevard Trees (minimum landscape strip width: 10 feet, minimum spacing: forty feet):

1. Beech (European beech, etc.);
2. Chestnuts (Chinese chestnuts, Ft. McNair Pink Horsechestnut);

3. ~~Maidenhair tree~~; Silver Linden;

4. Sycamore maple;

5. Oak (~~Red oaks~~ Oregon White, Chinkapin, Scarlet oak);

6. ~~Tulip tree~~; Gum (Sweet Gum).

Adjacent property owners may recommend alternative tree species. These trees will be subject to approval by the city following review of the recommended species. (Ord. [1382-00](#) § 10, 2000)

12.40.120 Planting standards.

A. Street trees shall be planted in accordance with the standards of SWMC 17.50.070.

B. Where street trees are planted between the walking route of the sidewalk and curb edge and/or within five feet of an underground utility line, root barriers as required per the Public Works Department standards shall be installed to protect such infrastructure from future damage.

C. It shall be the responsibility of the adjacent property owner to regularly trim street trees between the ground and six feet above the ground surface so as not to constitute a hazard or impediment to the progress or vision of anyone traveling on public property.

12.40.13020 Inspection and appeal.

A. The city may inspect any tree upon or which overhangs any public property or lawn to determine whether the same or any portion thereof is in such a condition as to constitute a hazard or impediment to the progress or vision of anyone traveling on public property. Any tree or part thereof growing upon private or public property, but overhanging or interfering with the use of public property that endangers life, health, safety or property, or is otherwise in violation of this chapter, is hereby declared to be a public nuisance. The city shall by written notice

require the adjacent property owner to abate the nuisance by trimming, destroying or removal, at the owner's cost and expense. The property owner shall have thirty days from the date of the notification of the nuisance to remove or trim the hazardous or nuisance tree. If the adjacent property owner does not cause the nuisance to be corrected or removed, the city may abate the nuisance and the cost shall be assessed to the adjacent property owner.

B. Appeals from the city determination that a nuisance exists may be made by any citizen or the adjacent property owner within ten days after the property owner is notified of the city determination. Such determination may be appealed to the city council at the next regularly scheduled meeting. Action taken by the city council on such appeal shall be final.

C. If the owner of such private property does not correct or remove such nuisance within thirty days after receipt of written notice from the city, they shall be guilty of a civil infraction, and subject to a monetary penalty of not more than the amount listed in the master fee schedule adopted by resolution of the city council. Each day for which the violation is allowed to continue shall be a separate offense. Nothing contained in this chapter shall be deemed to impose any liability upon the city, its officers or employees, nor to relieve the owner of any private property from the duty to keep any tree upon his property or under his control in such a condition as to prevent it from constituting a public nuisance as defined in this section.
(Ord. [2013-22](#) § 36, 2022; Ord. [1382-00](#) § 11, 2000)

12.40.1~~4030~~ Reserved rights.

Nothing in this chapter shall create a property right or interest in the public right-of-way for adjoining owners. The city may amend or repeal all or part of this chapter at any time.
(Ord. [1382-00](#) § 12, 2000)

17.50.070 Minimum landscape material specifications.

- A. The applicant shall utilize plant materials that complement the natural character of the Pacific Northwest that are drought tolerant and are adaptable to the climatic, topographic, and hydrologic characteristics of the site.
- B. If the subject property includes a sensitive or critical area, the applicant shall utilize plant species that enhance that sensitive area.
- C. The applicant should utilize plant materials that reduce or eliminate the need for fertilizers, herbicides, or other chemical controls, especially for properties that include wildlife habitat areas, shorelines, or wetlands.
- D. Street trees shall be provided as follows:
 - 1. Minimum planting width: ten feet;
 - 2. Maximum Spacing. Trees shall be planted at an average of thirty feet apart, with ground cover or shrubs used liberally;
 - 3. Plant Varieties. Trees utilized in this area shall be of varieties that do not conflict with underground and overhead utilities. These trees may be selected from the city's suggested list of plant materials, or an approved equivalent.
- E. All plantings shall have the following minimum size at installation:
 - 1. Deciduous trees: three-inch caliper;
 - 2. Evergreen trees: six-foot minimum height range;
 - 3. Vine maples and other multi-stemmed trees: seven-foot minimum;
 - 4. Medium and tall shrubs: twenty-four- to thirty-inch minimum range;
 - 5. Ground cover: four inches (approximately eighteen inches on center);
 - 6. Shall not interfere with sight distance;
 - 7. Shall not be installed within three feet of back of curb for speed less than thirty-five mph and ten feet from back of curb for thirty-five mph or over. (Ord. [1517-05](#) § 1 (part), 2005)

F. Where trees are to be planted within five feet of a pedestrian walkway and/or underground utility line, root barriers as required per the Public Works Department standards shall be installed to protect such infrastructure from future damage.

NOTICE OF PUBLIC HEARING

CITY OF SEDRO-WOOLLEY

Amendments to Development Regulations

Hybrid Meeting

City of Sedro-Woolley Council Chamber and Virtually via Zoom Webinar

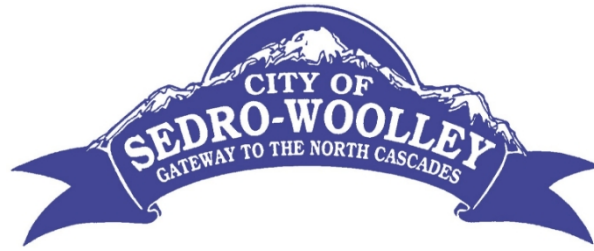
The City of Sedro-Woolley Planning Commission will hold a public hearing on **May 21st, 2024, at 6:30 PM** in the Sedro-Woolley Council Chamber and virtually via Zoom Webinar, to hear testimony regarding following proposed amendments to the City Development Regulations:

1. Proposed amendments to Chapter 12.40 SWMC and SWMC 17.50.070 to Update Tree Standards

Interested parties can comment on the proposed changes in writing or at the hearing. Written comments will be read into the public record and **must be received by 4:00PM May 21st, 2024** to be considered at this public hearing. Send written comments to: City of Sedro-Woolley Planning Department, ATTN: Assistant Planner, 325 Metcalf Street, Sedro-Woolley, Washington, 98284, or by email to asandovaloaks@sedro-woolley.gov.

Please go to the Planning Commission Meetings page on the Sedro-Woolley website (<https://sedrowoolleywa.portal.civicclerk.com/>) to find the meeting materials and a link to join the webinar.

Published in the Skagit Valley Herald: May 11th, 2024



Planning Commission Agenda Item

Agenda Item No.: g.1.

Date: May 21, 2024

From: Nicole McGowan, Planner

Subject: Proposed Amendments to Chapter 2.90, Title 17 SWMC and the Master Fee Schedule to Add Regulations and Permitting/Impact Fees for Tiny Home Communities

RECOMMENDED ACTION:

Following a short presentation, discuss the Wildwood Tiny Home Community tour and other cottage housing examples and discuss what the Planning Commission might like to implement in the draft amendments from those examples.

ISSUE:

At the April 16, 2024 meeting, the Planning Commission voiced appreciation for the changes made to the draft amendments with respect to allowable density, site design and design standards, but also voiced difficulty in visualizing what the final product might be.

BACKGROUND/SUMMARY INFORMATION:

To help the Planning Commission get a better understanding of the product planning staff is trying to achieve in writing these regulations, planning staff researched a number of cottage housing communities that resemble the ideal layout and set up a tour of a local Tiny Home Community called Wildwood Lakefront Cottages. A short presentation (**Attachment 1**) has been put together which includes snippets of several cottage housing developments built by the Cottage Company that align well with our vision. Also included are images from the Wildwood Lakefront Cottages tour.

FISCAL IMPACT, IF APPROPRIATE:

None.

ATTACHMENTS:

1. Tiny Home Communities Presentation



Inventing Sedro-Woolley's Vision for

TINY HOME COMMUNITIES

Examples of Cottage Housing Developments from:



Simple. Smart. Sustainable.

Leaders in building pocket neighborhood communities of compact homes.
So, you can live large *and* leave a small footprint on the earth.

Chico Beach Cottages – Silverdale, WA



Club house

Separate
garages

Site size: 1.1 acres

Dwelling units/acre: 7

Number of homes: 7

Square footage range: 1470 -
1750 SF

Features:

- Separate garages for storage
- Club house
- Pedestrian walkways from shared parking lot to homes
- Large private recreation area accessible via pedestrian walkway

Chico Beach Cottages – Silverdale, WA



Club house >

Danielson Grove – Kirkland, WA



Club house

Separate
garages

Site size: 2.25 acres

Dwelling units/acre: 7

Number of homes: 16

Square footage range: 651 -
1500 SF

Features:

- Separate garages (garage parking allowed)
- On-street parking
- Club house
- Two smaller private recreation areas accessible via pedestrian walkway

Danielson Grove – Kirkland, WA



Conover Commons — Redmond, WA



Site size: 1.6 acres

Dwelling units/acre: 8

Number of homes: 12

Square footage range: 1000 SF

Features:

- Separate garages for storage
- Shared parking with pedestrian walkways to homes
- Club house
- Incorporates amenities near Native Growth Protection Area

Conover Commons – Redmond, WA



Ericksen Cottages – Bainbridge Island, WA



Club house

Separate garages

Site size: 0.9 acres

Dwelling units/acre: 12

Number of homes: 11

Square footage range: 1049-1090 SF

Features:

- Separate garages (garage parking allowed)
- Some shared parking
- Private recreation area accessible via pedestrian walkways
- Club house

Ericksen Cottages – Bainbridge Island, WA



Greenwood Avenue Cottages – Shoreline, WA



Club house Separate garages

Site size: 0.8 acres

Dwelling units/acre: 10

Number of homes: 8

Square footage range: 768 - 998 SF

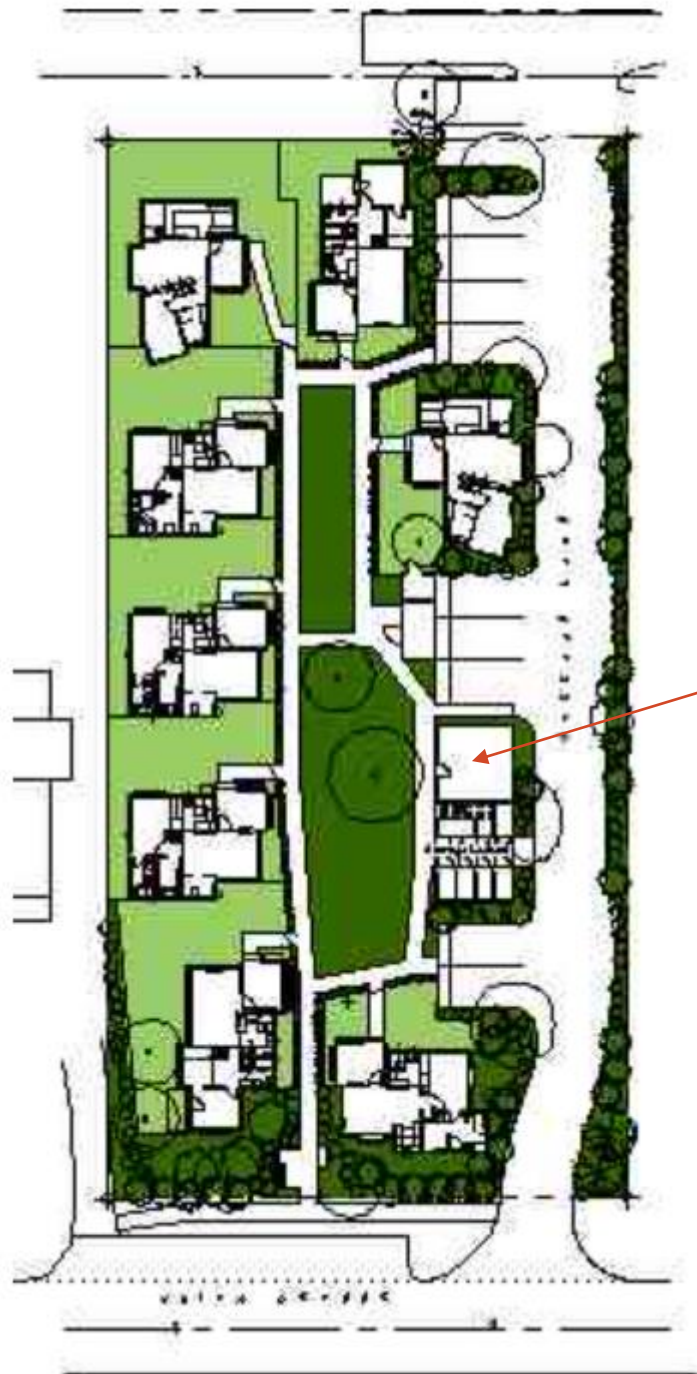
Features:

- Separate garages (garage parking allowed)
- Some shared parking
- Private recreation area accessible via pedestrian walkways
- Club house

Greenwood Avenue Cottages – Shoreline, WA



Third Street Cottages – Whidbey Island, WA



Site size: 0.71 acres

Dwelling units/acre: 11

Number of homes: 8

Square footage range: < 900 SF

Features:

- Shared parking lot with pedestrian walkways to homes
- Private recreation area accessible via pedestrian walkways
- Club house

Third Street Cottages – Whidbey Island, WA



Wildwood Lakefront Cottages Tour











Notes from Wildwood:

- High-end, not affordable (given lake frontage and quality of design).
- One parking space per unit, gravel. Some EV charging.
- All units on septic. City would require sewer connection.
- All units are 400 SF – loft area does not count toward square footage.
- All units are park models (built on a trailer chassis, technically RVs. This was a requirement for Wildwood since it is a campground).
- Great architectural design - could tone down to model our design standards.
- Zero lot line, no setback requirements. Still incorporate lots of landscaping in each lot for beautification.
- Recreational amenities include lake, clubhouse, & tennis court.