



AGENDA

PLANNING COMMISSION

Hybrid Meeting – In-Person and Virtual

City Council Chambers: 321 East 5th Street, Port Angeles, WA 98362

Attend Virtual Meeting Here: <https://www.cityofpa.us/984/Live-Virtual-Meetings>

February 22, 2023

6:00 P.M.

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PUBLIC COMMENT**
- IV. APPROVAL OF MINUTES**
Minutes of the February 8, 2023 Special Meeting
Minutes of the February 8, 2023 Regular Meeting
- V. CONTINUED PUBLIC HEARING**
 - 1. Pursuing Housing for All – Title 17 Code Amendment Process**
Continued public hearing from February 8, 2023 for Municipal Code Amendment 23-01 proposing Title 17 PAMC amendments to allow for four units on one 7,000 sf lot in the R7 zone, enable greater flexibility to construct infill middle housing, and to provide a regulatory pathway for temporary and emergency housing.
- VI. STAFF UPDATES**
- VII. REPORTS OF COMMISSION MEMBERS**
- VIII. ADJOURNMENT**

Minutes of the February 8, 2023 Special Meeting

MINUTES

PLANNING COMMISSION

Hybrid Meeting – In Person and Virtual

City Council Chambers: 321 E 5th Street, Port Angeles, Washington 98362

February 8, 2023

4:00 P.M. – 5:45 PM

SPECIAL MEETING

There was no roll call for this Special Meeting.

ATTENDEES

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

Commissioners Absent: None

City Staff Present:

The following staff were present for all or a portion of the public workshop:

Ben Braudrick (*Senior Planner*)

Calvin Goings (*Assistant City Manager*)

Norman Gollub (*Interim Director of Community and Economic Development*)

Zach Trevino (*Assistant Planner*)

Guests Present:

Representatives of Cascadia Consulting Group, Berk Consulting, and Washington State Department of Commerce Growth Management Services.

Public Attendance:

Members of the public attended the meeting in Council Chambers and virtually on Webex. Attendees were not required to sign in.

PUBLIC WORKSHOP

The City of Port Angeles hosted a special meeting from 4:00 – 5:45 PM on February 8, 2023 to address the integration of the City of Port Angeles Climate Resiliency Plan into the Comprehensive Plan. The purpose of the meeting is to inform the Planning Commission of the progress made through the City’s participation in the Washington State Department of Commerce Climate Pilot Program, identify next steps in the process, and obtain feedback on draft policies.

Gretchen Mueller of Cascadia Consulting Group led the presentation to the Commission.

The presentation included an overview of the Climate Resiliency Plan and Comprehensive Plan integration effort, draft climate policies that have been identified for integration into the Comprehensive Plan, and next steps in the integration process. City staff, Michael Burnham of the Washington State Department of Commerce, representatives of Cascadia Consulting Group, and representatives of Berk Consulting contributed to the presentation and meeting facilitation. During the presentation, feedback was solicited from attendees for each policy area using a polling tool.

The presentation did not cover all draft climate resiliency policy areas, which the Planning Commission would need to consider at a future meeting if time allows the presentation to be continued. Necessary next steps were identified as submission of a 60-day notice to the Department of Commerce in April, a public hearing in front of the Planning Commission in May, and a closed hearing in front of City Council in June.

Chair Stanley closed the special meeting at 5:47 PM.

Zach Trevino, Secretary

Ben Stanley, Acting Chair

MINUTES PREPARED BY: Zach Trevino, Secretary

Minutes of the February 8, 2023 Regular Meeting

MINUTES

PLANNING COMMISSION

Hybrid Meeting – In Person and Virtual

City Council Chambers: 321 E 5th Street, Port Angeles, Washington 98362

February 8, 2023 at 6:00 P.M.

REGULAR MEETING

CALL TO ORDER

Chair Stanley opened the regular meeting at 6:05 P.M.

ROLL CALL

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

Commissioners Absent: None

City Staff Present: Patrick Bartholick (*Development Services Specialist*)
Ben Braudrick (*Senior Planner*)
Chris Cowgill (*Assistant City Attorney*)
Holden Fleming (*Housing Coordinator*)
Calvin Goings (*Assistant City Manager*)
Norman Gollub (*Interim Director of Community and Economic Development*)
Mike Sanders (*Fire Marshal*)
Zach Trevino (*Assistant Planner*)
Eric Walrath (*Engineering Project Supervisor*)

Public Present: Paul Beck, Pam Blakeman, Mike Doherty, Teresa Duval, Deborah Fuson, Jim Haguewood, Amy Hempel, Kelly Johnson, Richard Kendall, Steve Luxton, Jim McEntire, Amy McIntyre, Frank McPhee, Greg Money, Clara Nelson, Paula Obrebski, Annie O'Rourke, John Ralston, Brian Reid, Kevin Russell, John Worthington. Other individuals may have been present in the room without signing in.

PUBLIC COMMENT

Chair Stanley opened the meeting to general public comment.

John Worthington provided comment regarding shipping emissions reduction, which he did not see considered in the Climate Resiliency Plan. He wants a chance to challenge APA policies.

Chair Stanley closed the meeting to public comment.

APPROVAL OF MINUTES

Vice Chair Schwab moved to approve the minutes from the January 11, 2023 regular meeting of the Planning Commission and the January 23, 2023 special meeting of the Planning Commission. The motion was seconded and passed by unanimous consent (7-0).

PUBLIC HEARING

1. Pursuing Housing for All – Title 17 Port Angeles Municipal Code (PAMC) Amendment Process (PZ 23-01)

Chair Stanley introduced the proposed Title 17 PAMC amendments, explaining that they are meant to increase housing supply by allowing for four units on one 7,000 square foot lot in the R7 zone, offer greater flexibility for the construction of missing middle housing, and provide a regulatory pathway for temporary and emergency housing. Before opening the public comment, he noted that the discussion and public hearing would be continued to February 22, 2023.

Planners Braudrick and Fleming introduced the item by providing an overview of Pursuing Housing for All using a slide show presentation. The presentation explained the background for the amendment process, six tenets that inform the amendments, the amendment procedure that has and will continue to occur, and the public comments received to date through various channels. Staff provided an overview of the changes proposed in each chapter of Title 17 PAMC and identified potential future actions following the completion of this process, including addressing short-term rentals, establishing a public development authority, and updating the block frontage standards. Planner Braudrick noted that a Determination of Non-significance was issued on February 1, 2023, with the appeal period ending on February 15, 2023 in accordance with WAC 197-11-340. The staff presentation ended with a recommendation for the Planning Commission to continue the public hearing to February 22, 2023 when the Commission would provide a recommendation on Municipal Code Amendment No. 23-01 to the City Council.

Chair Stanley opened the public hearing.

The following individuals provided comment:

- **Kevin Russell** asked the Planning Commission not to consider RVs as an emergency shelter or temporary housing option, citing concerns about septic system capacity, safety of electrical connections, and property values.
- **Jim McEntire**, speaking on behalf of the Port Angeles Business Association, urged the Planning Commission to consider changes based on the metric of the financial gap between residents making the area median income (AMI) and the cost of buying or renting a dwelling unit with a market value of approximately \$250,000. The regulations will be effective if builders and developers can profit while marketing houses to people at the AMI level.
- **Richard Kendall** expressed concern about the ability of traffic to turn around in a neighborhood that has no outlet and is zoned to accommodate additional density through the allowance of duplexes and multi-family housing. He also questioned the ability of solid waste disposal service to handle additional demand created by the construction of infill units.
- **John Worthington** suggested that temporary emergency housing be built in the flood zone rather than building it where services and parking spaces are unavailable.
- **Greg Money** encouraged each lot to be evaluated for development potential independently rather than changing zoning standards for whole areas of the City at one time. He expressed concern about adding additional demand to the sewer and water systems.

- **Frank McPhee** stated that the City should not be in the business of providing welfare and should limit its involvement to “streets, sewers, and safety,” with additional areas of involvement such as parks being acceptable.
- **Jim Haguewood**, past president of the Port Angeles Association of Realtors, supports the creation of temporary housing and alley-street lot subdivisions but opposes the proposal to allow single-wide manufactured homes. He recommends that the City undertake a capacity analysis for sewer and wastewater.
- **Annie O’Rourke** of the Peninsula Housing Authority (PHA) noted that inconsistencies and errors abound in proposed Title 17 PAMC amendments. She emphasized that it is problematic to address housing without addressing the transportation network and walkability simultaneously. Four units on one R7 lot should be limited to the central core of the City. The PHA cannot use Section 8 vouchers for temporary housing. The City should not relegate the poor to RVs while requiring new multi-family housing to meet stringent design standards.
- **Steve Luxton** expressed support for the proposed amendments and explained that people who work at service industries in Port Angeles, including the hospital, cannot afford to live in the City. Every person has dignity and the right to an affordable home. Port Angeles has a median age of approximately 38 and this demographic needs to be considered in a discussion of housing.
- **Amy Hempel** expressed a need for adequate infrastructure to support new proposed housing. She noted that additional strain on infrastructure will result in higher maintenance costs.
- **Susan Blake** expressed concern about the safety of occupied RVs in neighborhoods zoned R7, a need for a citywide assessment of existing RVs and undeveloped lots, and drug use in RVs. She called for enforceable standards and safety requirements.

Chair Stanley did not close the public hearing, noting that it may be continued to February 22, 2023.

Following public comment, the Commission began discussing the proposed draft code amendments. The following suggestions, observations, and opinions were expressed by Commissioners during the discussion:

- Regulating RVs as temporary uses will allow the City to enforce safety standards where none currently exist. There are other communities that have attempted to handle allowing RVs, but few have been successful. The Commission needs assurances that waste is handled properly and fire safety is accounted for.
- The City is a complaint-based jurisdiction so will only take Code Enforcement action when a complaint is made. It was noted that the Commission voted against allowing temporary habitation of RVs in the past due to a lack of enforcement capacity.
- The process is moving too quickly. In response, staff noted that the Planning Commission wanted to enact changes as soon as possible in August but staff wanted to complete a public process. The current process follows Commission direction and state law identifying April 1st as the deadline for changes.
- Allowing infill development does not solve the problem of maintaining alleys, many of which are in need of repair.
- The impact on City services due to increased density is one of the primary concerns of the public. Engineering staff responded by assuring the Commission that accurate modelling of the water and wastewater system exists.
- During discussion of the City’s sewer system capacity, it was remarked that the original intent of the wastewater system was to serve single-household dwellings. Average household size may have been different at the time the system was originally planned. This

means that the system could still have capacity due to a reduction in average household size from what was originally anticipated when infrastructure was constructed.

- The City already faces the challenge of updating utility infrastructure due to natural system aging and to protect it from climate change impacts. Therefore, it makes sense to update infrastructure with growth in mind to enable future economic development.
- Development causes an increase in tax revenue, which allows infrastructure to be paid for. Increasing allowable density has the potential to result in an increase in tax revenue.
- The difference between bed and breakfasts, short term rentals, and hostels needs to be clarified in Chapter 17.08 PAMC.
- During the Commission's discussion of Chapter 17.13 PAMC, staff was asked how many standard trailers can fit in a 1.5-acre trailer park developed using RTP zone standards. Staff responded that an answer would be provided in the comment matrix.
- A domestic hobby use should be better distinguished from a home occupation.
- The waiting period of one year for conversion of a ground-floor use from commercial to residential in the CBD should not be required. The waiting period is unnecessary for existing construction but new construction in the CBD should be required to comply with it to ensure that new commercial uses are established on the ground floor.
- A comparison was made between temporary RV dwelling units and temporary electrical service. When either is taken away, people become upset because they have become accustomed to the arrangement.
- Staff noted that City staff responsible for utility billing could complete an initial inventory of existing RVs used as dwelling units, allowing staff to contact the property owner and pursue compliance with temporary use regulations.

The Commission's discussion of the proposed amendments ended with a request for staff to prioritize Section 17.96.075 PAMC ahead of the next meeting in preparation for a lengthier discussion of standards for temporary housing and RV occupancy.

Commissioner Young moved to continue the public hearing to February 22, 2023 and to direct staff to produce an updated draft code reflecting the Planning Commission's requested changes. The motion was seconded and passed by unanimous consent (7-0).

STAFF UPDATES

City staff did not provide any updates.

REPORTS OF COMMISSION MEMBERS

Chair Stanley welcomed Commissioner Ahuja back to the Commission following his absence.

ADJOURNMENT

Chair Stanley moved to adjourn the meeting. The motion was seconded and passed unanimously (7-0).

The meeting adjourned at 9:09 P.M.

Zach Trevino, Secretary

Ben Stanley, Chair

Continued Public Hearing Pursuing Housing for All



TO: Planning Commission

FROM: Department of Community and Economic Development

DATE: Wednesday, February 22, 2023

RE: Addendum to Staff Report for Municipal Code Amendment 23-01 Related to Infill Housing Development, Temporary Housing Uses, and General Code Clarifications and Housekeeping

STAFF REPORT

I. BACKGROUND

On February 8, 2023 the Planning Commission held a public hearing for Municipal Code Amendment No. 23-01 related to infill housing development, temporary housing uses, and general code clarifications and housekeeping. After the public hearing and commission discussion, the hearing was continued to the next regular meeting of the Planning Commission on February 22, 2023. Since February 8, 2023, staff has continued to compile and respond to all testimony and written public comment that has been provided to date. Those comments and responses can be found in Appendices C and D of this addendum. Below is a list of all Title 17 PAMC chapters that have been amended and any changes that have been made to those amendments since the public hearing was continued on February 8, 2023. Staff has also prepared alternative recommendations for the Planning Commission to provide to City Council once the public hearing is closed.

SUMMARY OF CHANGES MADE BASED UPON COMMENTS RECEIVED

Chapter 17.01 Purpose and Scope

To ensure an ordinance that relates strictly to housing related efforts, the included land acknowledgement has been removed from the Chapter.

Chapter 17.08 Definitions

Minor edits have been made to ensure consistency within Title 17 uses and terminology.

Chapter 17.10 R7, Residential Mixed Density

Changes have been made to address the potential impacts that the addition of multiple units on one R7 property beyond any existing units will have on utility capacity. A provision has been included in the density requirements that states “[m]unicipal separate storm sewer system capacity shall be considered when assessing the feasibility of any proposal that results in 3 or more primary units on a single lot.”

Chapter 17.11 R9, Low Density

No changes have been made.

Chapter 17.12 R11, Low Density

No changes have been made.

Chapter 17.13 RTP, Residential Trailer Park Overlay Zone

No substantial changes have been made. Staff has found that under the proposed amendment the maximum number of trailers allowed would be 17 on 1.4 acres, or 12.44 units per acre. This includes all driveways and required/accessory uses and structures within the park.

Chapter 17.15 RHD-Residential High Density

No changes have been made.

Chapter 17.17 Home Occupations

This Chapter has been removed and placed into Appendix E to be included in future recommended amendments to Title 17 related to commercial uses.

Chapter 17.18 Bed and Breakfasts

This Chapter has been removed and placed into Appendix E to be included in future recommended amendments to Title 17 related to commercial uses.

Chapter 17.20 Commercial Zones

No changes have been made.

Chapter 17.21 Residential Infill Standards

Changes to this section include the provision of ANSI standards to ensure any Park Models used as accessory dwelling units are anchored properly to withstand required wind loads and other environmental risks for the Port Angeles area.

Chapter 17.22 Commercial and Multifamily Design Standards

No changes have been made.

Chapter 17.23 CA, Commercial Arterial

No changes have been made.

Chapter 17.40 PBP, Public Buildings – Parks

No changes have been made.

Chapter 17.42 FL Forest Lands

No changes have been made.

Chapter 17.96 Administration and Enforcement

The Temporary Use section was updated to include an owner occupancy requirement for Mobile

Homes and to include fire safety standards for Mobile Homes and Temporary Emergency Housing Structures.

Environmental Review

This project was reviewed under the Washington State SEPA threshold determination rules requirements and procedures. A Determination of Non-significance (DNS) was adopted on February 1, 2023 for this action. In accordance with WAC 197-11-340 the 14-day combined comment and appeal period ended on February 15, 2023. No public comment or appeal was received by staff. The SEPA determination and checklist are on file at the City of Port Angeles Department of Community and Economic Development Planning Division and are available upon request.

Consistency

In preparation and submission of a Municipal Code Amendment, City Staff has demonstrated that all standards will be met in accordance with the City's Comprehensive Plan and the Port Angeles Municipal Code.

VII. RECOMMENDATION

It is the recommendation of Department of Community and Economic Development Staff that the Planning Commission concur with staff's recommendation to the City Council to approve Municipal Code Amendment No. 23-01. This recommendation is based on the staff report, 2019 Comprehensive Plan, 2019 Housing Needs Assessment, and submitted comments.

It is recommended that the Planning Commission adopt one of the following motions:

1. General motion to recommend approval of the Municipal Code Amendment No. 23-01 to City Council as written including any minor changes required to maintain consistency with all titles and chapters of the Port Angeles Municipal Code with the list of future recommendations municipal code changes as identified in Appendix E of the Staff Report; or
2. General motion to recommend approval of the Municipal Code Amendment No. 23-01 to City Council with any changes approved by the Planning Commission by adopted motion, including any minor changes required to maintain consistency with all titles and chapters of the Port Angeles Municipal Code with the list of future recommendations municipal code changes as identified in Appendix E of the Staff Report.

VIII. APPENDICES

[2023-02-08 PZ 23-01 Planning Commission Staff Report](#)
[Appendix A: Title 17 Draft Municipal Code Amendments](#)

[Appendix B: Workshop Summary and Survey Results](#)

[Appendix C: Public Comment Matrix by Code Reference](#)

[Appendix D: Individual Public Comments by Date Received](#)

[Appendix E: Staff Recommendations for Future Code Amendment Items](#)

[Appendix F: Planning Commission and City Council Meeting Minutes](#)

[Appendix G: Evaluation Criteria and Priority Changes Memo](#)