



**REGULAR MEETING  
OF THE NORTH BEND PLANNING COMMISSION**

**Thursday, December 9, 2021, 7:00-9:00 PM  
Online Meeting**

The meeting is an online meeting via Zoom. Click the link below to join the meeting or dial in via telephone via the number below. You will be required to have a registered Zoom Account and display your full name to be admitted to the online meeting. See further instructions on Zoom meeting participation on the next page following the agenda. To sign up for a Zoom account: <https://zoom.us/join>

Join Zoom Meeting

<https://us02web.zoom.us/j/85009844678?pwd=aHprWGt1ZXhTdHB6VGhkQWNpbGtRZz09>

Meeting ID: 850 0984 4678

Passcode: 262149

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 850 0984 4678

Passcode: 262149

Find your local number: <https://us02web.zoom.us/j/85009844678?pwd=aHprWGt1ZXhTdHB6VGhkQWNpbGtRZz09>

---

**AGENDA**

- 1) Call to order and roll call**
- 2) Opportunity for public comment on non-agenda items (3 minutes per person)**
- 3) Approval of Minutes of November 18, 2021 Planning Commission Meeting**
- 4) Planning Commission 2022 Work Program/Docket**
- 5) Adjournment by 9:00 unless otherwise approved by Commission**

**Next Meeting: January 13, 2022**

Agenda & Package distribution by hard copy: Planning Commission, City Hall Front Desk.

Agenda & Package distribution by e-mail: Mayor, Council, Planning Commission, Administrator, City Clerk, City Attorney, CED Director, other relevant staff.

Agenda and packet are also available to the public from Notify Me via the City's website.



## GUIDELINES FOR CITIZEN PARTICIPATION

### At Planning Commission Meetings

#### General Online Meeting Public Comment Instructions.

1. **Written public comments** may be submitted by email to [rdeming@northbendwa.gov](mailto:rdeming@northbendwa.gov). Comments must be provided no later than 4:30pm the day of the meeting, so that a copy can be forwarded to the Planning Commission prior to the meeting.
2. **Spoken public comments using a computer or smartphone** will be accepted though the teleconference meeting. You will need to be logged into your Zoom account and display your full name to be admitted to the meeting.
  - a. You can download the Zoom client or connect to the meeting in-browser. If using your browser, make sure you are using a current up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
  - b. You can download the Zoom application onto your phone from the Apple App Store or Google Play Store and enter the meeting ID.
  - c. You will need to enter the Meeting ID and Password to join the meeting, listed on the meeting invite links.
  - d. You may be asked to enter an email address and name. We request that you identify yourself by name, as this will be visible online and will be used to notify you that it is your turn to speak.
  - e. Please use the "Chat Feature" to indicate you wish to speak. The Chat feature can be accessed by clicking on the chat button, typing your message with your name and address, and tapping send. You will then be called at the appropriate time. Please limit your remarks to the 3-minute time limit.
3. **Spoken public comments using a phone.** Use the telephone number listed on the meeting invite links. When you wish to speak on an agenda item hit \*9 on your phone so we know that you wish to speak. You will be asked to provide your first and last name along with your address before providing your comments. When called, please limit your remarks to the 3-minute time limit allotted.

**Citizen Participation and Contribution.** Citizens are welcome and encouraged to attend all Planning Commission meetings and are encouraged to participate and contribute to the deliberations of the Commission. Recognition of a speaker by the Planning Commission Chair is a prerequisite to speaking and is necessary for an orderly and effective meeting. It will be expected that all speakers will deliver their comments in a courteous and efficient manner. At anytime during the meeting anyone making out-of-order comments or acting in an unruly manner will be subject to removal from the meeting.

**Right to Speak at Public Hearing.** Any person has the right to speak at any Public Hearing on the item on the agenda after the staff report and any clarifying questions of the Planning Commission, but before the Planning Commission has discussed the item and action is taken. Speakers are requested to supply their contact information requested on the sign-in sheet to assist the Clerk with the Minutes.

**Manner of Addressing Planning Commission.** Each person desiring to address the Planning Commission shall stand, state his/her name and address for the record, and unless further time is granted by a majority of the Planning Commission, must limit his/her remarks to three (3) minutes. All remarks shall be addressed to the Chair of the Planning Commission and not to any member individually. All speakers shall be courteous and shall not engage in, discuss or comment on personalities or indulge in derogatory remarks or insinuations.



**Spokesperson for Group of Persons.** In order to expedite matters and to avoid repetitious presentations, delay or interruption of the orderly business of the Planning Commission, whenever any group of persons wishes to address the Planning Commission on the same subject matter, it shall be proper for the Chair of the Planning Commission to request that a spokesperson be chosen by the group to address the Planning Commission.

**Items Not on the Agenda (Citizen's Comments).** The Chair of the Planning Commission will provide an opportunity for Citizens to speak on any subject that is not part of the Planning Commission Agenda for that night's meeting. Each person desiring to address an item that is not on the Planning Commission Agenda shall stand, state his/her name and address for the record, state the subject he/she wishes to discuss, if he/she is representing a group or organization the name should be stated, and unless further time is granted by a majority of the Planning Commission, must limit his/her remarks to three (3) minutes. Speakers are requested to supply the contact information requested on the sign-in sheet to assist the Clerk with the Minutes.

**NORTH BEND PLANNING COMMISSION**  
**- ACTION MEETING MINUTES -**  
Thursday, November 18, 2021 at 7:00 PM  
Virtual Online Meeting

*Please Note: 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 7:01 PM.

**ROLL CALL**

Planning Commissioners present: Judy Bilanko (Chair), James Boevers, Heather Bush, Scott Greenberg, Olivia Moe, and Suzan Torguson. Commissioner Towe was absent. City Staff Present: Jamie Burrell, Senior Planner; and Rebecca Deming, Community & Economic Development Director.

**AGENDA ITEM #2: Opportunity for Public Comment**

There were no public comments.

**AGENDA ITEM #3: Approval October 14, 2021 Planning Commission Meeting Minutes**

The October 14, 2021 Planning Commission Meeting Minutes were Approved.

**AGENDA ITEM #4: Public Hearing on Proposed Amendments to Street Lighting Standards in NBMC 19.06.110**

At 7:14 PM, Chair Bilanko opened the Public Hearing.

No one spoke at the Public Hearing.

At 7:15 PM, Chair Bilanko closed the Public Hearing.

After discussion, Commissioner Greenberg made a Motion to Approve the proposed amendments to NBMC 19.06.110 Street Lighting Standards, but to amend Paragraph D on page 8 by changing the word “equal” to “equivalent”. Commissioner Torguson seconded the Motion. The Vote was 6:0 to Recommend to City Council Approval of the Proposed Changes to NBMC 19.06.110, as amended at tonight’s meeting.

**AGENDA ITEM #5 – Adjournment by 9:00 Unless Otherwise Approved by Commission**

The Meeting adjourned at 7:31 PM.

**NEXT PLANNING COMMISSION MEETING:**

The next Planning Commission meeting scheduled for December 9, 2021 to review Planning Commission 2022 Work Program.

ATTEST:

\_\_\_\_\_  
Judy Bilanko, Chair

\_\_\_\_\_  
Rebecca Deming, City of North Bend



DATE: December 9, 2021

TO: Planning Commission

FROM: Rebecca Deming, Community and Economic Development Director

SUBJECT: Planning Commission 2022 Docket Recommendation and Work Program

**Summary:**

Chapter 20.08 of the North Bend Municipal Code (NBMC) establishes the procedures and review criteria for amending the City’s Comprehensive Plan and development regulations. The procedures for docketing and applications submitted. Staff did not receive any docket applications from the public. The attached docket recommendations are proposed amendments based on needed updates and cleanup of the code.

**2022 Docket Recommendations for Initiation of Comprehensive Plan and Code Amendments**

- Amendments to NBMC 18.16.040 to amend parking requirement to clarify when commercial change of use in an existing building is required to meet parking requirements for the new use.
- Amendments to NBMC 18.34.050 for Single Family Residential Design Standards for all projects with less than 4 units.
- Amendment to NBMC 18.14 Site Plans to related to when site plans are required for commercial site expansion/changes.
- Amendment to NBMC 20.08.060 Docket Process update to clarify timeline between dockets approval and code update timeline.
- Amendment to NBMC relating application abandonment and non-responsive applicants.
- Amendment to Impact Fee regulations to clarify allowance for improvements to be built in lieu of payment of fees.
- Amendment to NBMC to clean up the conflict relating to condominium map and binding site plans, as it relates to condominium projects.
- Amendment to NBMC 18.06 Definitions to include land use definitions.

**Research Projects that may lead to Code Amendments**

- Research options to “future proof” new development and infrastructure improvements. (i.e. What can we do now that makes it easier to install future technology changes in our developments)
- Research waste diversion and re use options for tear downs/demo of buildings.
- Start process to reorganize NBMC to group related requirements together (i.e. all single Family requirements in the same section).

**Other Staff Projects in 2022**

- Cultural Resource Plan
- Complete Streets Corridor Plan

- Housing Needs Assessment/Housing Action Plan
- Start of comprehensive plan update for periodic update
- Taylor/Riverfront Park Design Project
- Community Survey

**Staff Recommendation:**

Staff recommends approval of the proposed 2022 Docket List and Planning Commission Work Program