



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

**Thursday, February 10, 2022, 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>

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### **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 January 27, 2022 Planning Commission Meeting**
- 4) Amendments to NBMC Chapter 18 regarding Site Plans, Parking, and Design Standards**
  - a) Staff Introduction
  - b) Planning Commission discussion
- 5) Adjournment by 9:00 unless otherwise approved by Commission**

**Next Meeting: March 10, 2022**

- February 24, 2022 meeting will be cancelled.

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, January 27, 2022 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 7:00 PM.

**ROLL CALL**

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

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

There were no public comments.

**AGENDA ITEM #3: December 9, 2021 Planning Commission Meeting Minutes**

Commissioner Greenberg made a Motion to Approve the Minutes from the Planning Commission December 9, 2021 Meeting. Commissioner Boevers seconded the Motion. The Motion was Approved, 5:0.

**AGENDA ITEM #4: Amendments to Floodplain Regulations Addressing Accessory Structures in NBMC 14.12.120**

a) Staff Introduction by Mike McCarty.

b) Public Hearing.

Chair Bilanko Opened the Public Hearing at 7:09 PM. No one spoke at the Public Hearing.

Chair Bilanko Closed the Public Hearing at 7:09 PM.

c) Planning Commission Deliberation and Recommendation.

There were questions posed on 2-car garage sizes.

Commissioner Greenberg made a Motion to Approve the changes to NBMC 14.12.120 at the 600 square foot limitation. Commissioner Moe Seconded the Motion. The Vote was 5:0 to Recommend to City Council Approval of the proposed changes to NBMC 14.12.120, as amended at tonight's Planning Commission Meeting.

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

The Meeting adjourned at 7:15 PM.

**NEXT PLANNING COMMISSION MEETING:**

The next Planning Commission meeting scheduled for February 10, 2022.

ATTEST:

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Judy Bilanko, Chair

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



DATE: February 10, 2022  
TO: Planning Commission  
FROM: Rebecca Deming, Community and Economic Development Director  
SUBJECT: Proposed amendments to NBMC Chapter 18.14 Site Plans, Chapter 18.16 Off-street Parking, and Chapter 18.34 Design Standards,

Planning Commission,

At your March 10 Planning Commission meeting, a public hearing will be held, and staff will be seeking your recommendation on the draft regulations. These amendments are part of the approved 2022 docket list and work program.

**1. Chapter 18.14 Site Plans:**

North Bend Municipal Code Subsection 18.14.010(A) (Applicability) is proposed to be amended as follows:

A. Site plan review and approval shall be required prior to issuance of a building permit (If required) when provided under this chapter. Site plan review shall be required for the following:

1. All new nonresidential uses for the location of any building or any multifamily development in which more than two dwelling units would be contained.

2. Nonresidential expansion and/or change of outdoor use area including but not limited to expanded parking, storage, or outdoor seating.

~~2-3.~~ The expansion of any building or development.

This amendment is to ensure that changes to outdoors area, including changes to outdoor seating or parking configuration are reviewed for compliance with city codes.

**2. Chapter 18.34 Off-street Parking:**

North Bend Municipal Code Subsection 18.16.040(B) (Off-street parking – Expansion, enlargement or change of use) is proposed to be amended as follows:

B. Change of Use.

1. When a residential structure is changed into a commercial structure, excluding a home occupation use, off-street parking shall be provided for the commercial use as required by this chapter. The change of use provision shall not apply in the downtown commercial (DC) zoning district when improvements are less than 50 percent of the assessed value of the structure over a 10-year period.

2. When a non-residential use is changed into a different non-residential use, off-street parking shall be provided for as required for the new use as required by the chapter, when the new use requires

additional parking then the existing use; provided, however, that no additional parking space need be provided where the number of additional parking spaces required for the new use is less than 10 percent of the parking spaces specified in the schedule for the building or land use.

This amendment is to make clear and enforce that parking standards are meet when a change of use occurs.

### **3. Chapter 18.34 Design Standards:**

North Bend Municipal Code Subsection 18.34.050(A) (Single-family and cottage residential) is proposed to be amended as follows:

A. The following section of this chapter outlines the design standards and guidelines for new single-family and cottage homes ~~over two units/lots~~. This section should also be read along with performance standards in NBMC 18.10.050 for associated cottage and single-family design standards. This section is organized as follows:

1. Subsection A of this section, Single-Family and Cottage Residential.
2. Subsection B of this section, Architectural Style and Related Matters.
3. Subsection C of this section, Materials and Color.
4. Subsection D of this section, Building Mass and Scale.
5. Subsection E of this section, Building Orientation.
6. Subsection F of this section, Garages.
7. Subsection G of this section, Setback Variation.
8. Subsection H of this section, Lot Layout and Design.

This amendment ensures the design standards for single family homes are all proposed homes. The standards that apply to homes that are not part of a plat include roof type (compatible with architecture), siding materials, windows (trim or recessed), colors (variation), and building orientation (primary façade facing the street).