



PLANNING COMMISSION MEETING AGENDA

Virtual Zoom Meeting

July 6, 2021 6:30pm

ZOOM LINK NOT YET CREATED

Telephonically: 253-215-8782 Meeting ID: Passcode: 98328

PLEASE MAKE NOTE OF MEETING START TIME

1. CALL TO ORDER

2. ATTENDANCE

a. COMMISSION MEMBERS

Position	Commissioner	Present	Absent
#1	Jodi Rivera		
#2	Kyle Litzenberger		
#3	Judy Justice		
#4	David Baublits		
#5	Daniel Adams		
EX-OFFICIO	Mike Schaub (Mayor)		

b. TOWN STAFF

c. ADDITIONAL PERSONNEL REQUESTED BY PLANNING COMMISSION

☐ Town Administrator

☐ Town Planner

☐ Town Attorney

☐ Secretary

☐ Other(s): _____

3. PLEDGE OF ALLIGIANCE

4. APPROVAL OF MINUTES

a. June 21, 2021

5. PUBLIC COMMENTS-SUBMITTED IN WRITING

6. UNFINISHED BUSINESS

a. EMC Chapter 18.08-Accessory Dwelling Unit Review

7. NEW BUSINESS-NONE

8. STAFF/COMMISSIONER COMMENTS

9. ADJOURNMENT

DRAFT

Eatonville Planning Commission

Bi-weekly Report to the Town Council



6/21/2021

To: Town Council

From: Daniel Adams, Chairman

General

The meeting went efficiently. We got through our agenda items.

Current Tasks

1. EMC Chapter 18.04-District Regulations review

We voted to recommend the following language so it is better defined in the code for the average citizen. This gives better context and flexibility for staff and applicants to work through the permit process due to greater clarity. It also aligns with Pierce County code as well. There needs to be more work done to address other areas in this regard but this will help greatly for now as council has started giving us directions to continue to work on Title 19. See below for the change to the definitions in Chapter 18.02.510 Structure:

"Structure" means anything that is constructed in or on the ground or over water, including any edifice, gas or liquid storage tank, and any piece of work artificially built up or composed of parts and joined together. **For the purposes of this regulation, structure does not include paved areas, fill, or any vehicle.**

2. EMC Chapter 18.08-Accessory Dwelling Unit review

We went over proposed changes by staff in a draft provided by them. We are still researching further how to make the process easier to apply the language to their situation and will hopefully have a council ready draft in another couple of meetings. We, as a planning commission are vacillating back and forth between turning it into affordable housing language and keeping it a piece of code where you have a relative move into the ADU behind the house as per the original intention of current code.

We have decided to research what Ellensburg has and will come back next meeting with a recommendation to the council next time since this seems to be the direction council is taking currently.⁵

Also, I will ask this at the meeting but what are the council's thoughts on this topic? Should we focus on affordable housing or maintain for grandma to move into the ADU in the backyard?

3. EMC Chapter 19.04 Design Standards for Detached Single-Family Uses and Duplexes

This took up the bulk of discussion for our meeting. As per the request and based on the feeling we got from the council at the last council meeting, staff and commission revised this section of the code heavily. We removed nearly all of it and left the driveway portion (per staff requests for issues this could cause with parking in the C1 and C2 zones if we removed it), architectural variation for multi-house subdivision developments and most of the duplex language. The rest we removed for the reasons mentioned in my letter you received in my last commission report. I sent the revised code to Abby Gribi and Scott Clark for formatting review but I will also include it below for your convenience.

We believe that this edit will satisfy staff and the citizen commission to move forward with recommendation to the council.

Thank you and I will be at the meeting this next week if you have any questions for me.
Humbly,
Daniel Adams
Chairman Eatonville Planning Commission

Sections:

19.04.010 Purpose and applicability.

19.04.020 Detached single-family uses.

19.04.030 Duplexes.

19.04.010 Purpose and applicability.

A. Purpose.

1. To ensure that developments are compact, and are pedestrian friendly, ~~and contribute to the character of the town and surrounding neighborhood.~~

~~2. To create variety and interest in residential streets.~~

~~3. To integrate open space and natural features into developments.~~

~~4. To minimize impacts to the natural environment.~~

~~B. Applicability. The standards in this chapter shall apply to detached single-family uses, accessory dwelling units, and duplexes in any zone they are built within.~~

C. Requests for exceptions within this chapter shall not exceed three. (Ord. 2018-14 § 2 (Exh. A) 2018; Ord. 2010-09 § 1, 2010).

~~**19.04.020 Detached single-family uses.**~~

~~A. Garage Placement and Design.~~

~~1. Where lots front on a public street and where vehicular access is from the street, garages or carports shall be set back at least five feet behind the front wall of the house or front edge of an unenclosed porch. On corner lots, this standard shall only apply to the designated front yard. Lots within a designated low impact subdivision (see EMC 19.06.030) are exempt from this standard.~~

~~Exceptions:~~

~~a. Garages may project up to six feet closer to the street than the front wall of the house or front edge of an unenclosed porch provided it is set back at least 20 feet from the street and incorporates at least two of the design/detail features below. Garages placed flush with the front wall of the house shall incorporate at least one of the design/detail features below:~~

- ~~i. A decorative *trellis* over the entire garage.~~
- ~~ii. A *balcony* that extends out over the garage and includes columns.~~
- ~~iii. Two separate doors for two car garages instead of one large door.~~
- ~~iv. Decorative windows on the garage door.~~
- ~~v. Decorative details on the garage door. Standard squares on a garage door will not qualify as a decorative detail.~~
- ~~vi. A garage door color (other than white) that matches or complements the color of the house.~~
- ~~vii. Other design techniques that effectively deemphasize the garage, as determined by the planning director.~~

~~b. Garages may be placed closer to the street than the front wall of the house or front edge of an unenclosed porch provided it faces towards the side yard and features a window facing the street so that it appears to be habitable.~~

~~2. The garage face shall occupy no more than 50 percent of the ground-level facade facing the street.~~

~~3. Where lots abut an opened alley, the garage or off-street parking area shall take access from the alley, unless precluded by steep topography.~~

~~4. Exceptions.~~

~~a. A garage proposed on a lot greater than one-half acre in size may request an exception from the garage placement and design standards of subsections (A)(1), (2) and (3) of this section; or~~

~~b. A garage proposed on a lot that is less than one-half acre in size may request an exception from the garage placement and design standards of subsections (A)(1), (2) and (3) of this section when the proposed garage is more than 150 feet from another lot with a garage that does not comply with the garage placement and design standards herein; or~~

~~c. A garage proposed on a lot having a unique configuration, attribute or overall project design element may request an exception from the garage placement standards of subsections~~

~~(A)(1), (2) and (3) of this section. It shall be the applicant's responsibility to successfully demonstrate:~~

~~i. The unique and individual circumstances that justify an exception; and~~

~~ii. If granted, how the resulting development will meet the intent of the design standards and be compatible with the existing and/or future development of the neighborhood.~~

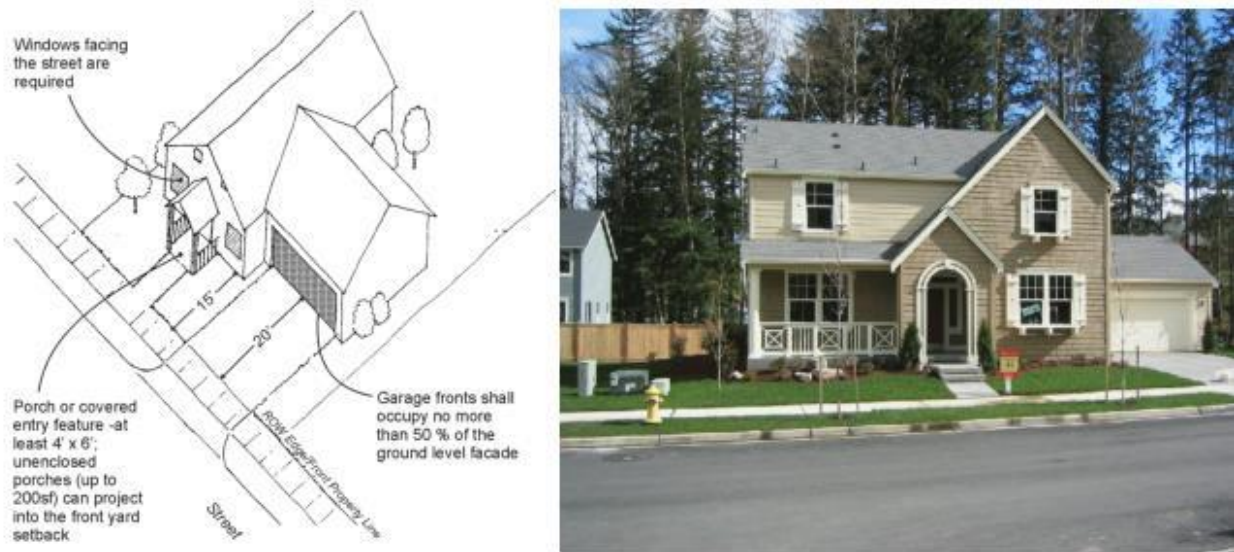


Figure 1. Garage placement/frontage standards and design example.



Figure 2. Examples of garage design/detail examples.

B. Vehicular Access and Driveway Standards. All lots with alleys shall take vehicular access from the alley. Standards for all other lots without alleys:

1. No more than one driveway per dwelling unit.
2. Driveways for individual lots 50 feet or wider may be up to 20 feet in width.
3. Driveways for individual lots less than 50 feet wide may be up to 12 feet in width. Tandem parking configurations may be used to accommodate two-car garages.

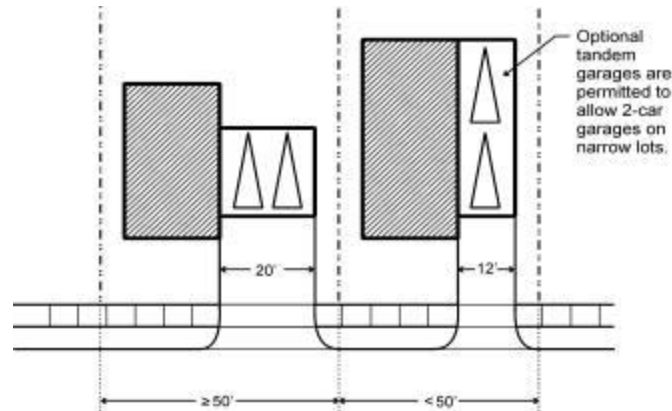


Figure 3. Driveway standards.

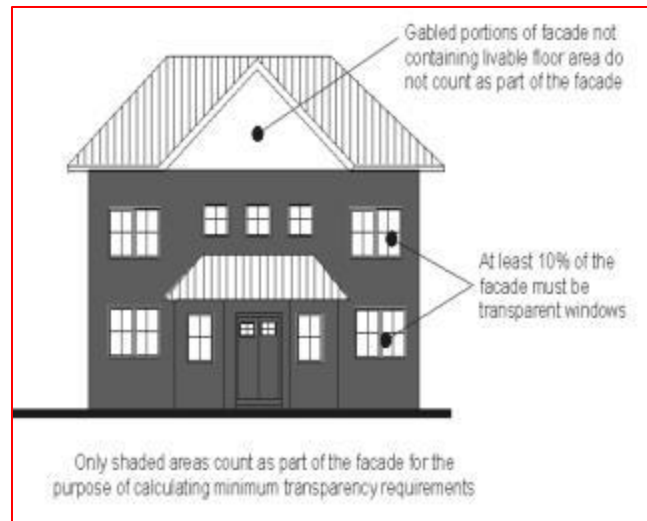
4. Exceptions.
 - a. Vehicular access and driveways proposed on lots that are greater than one-half acre in size and are not less than 100 feet in width along the lot frontage may have a driveway width of up to 24 feet; or
 - b. A lot determined by the director to have a unique configuration or attribute that warrants consideration of an exception may request an exception to the vehicular access and driveway standards. It shall be the applicant's responsibility to successfully demonstrate:
 - i. The unique and individual circumstances that justify an exception; and
 - ii. If granted, how the resulting development will meet the intent of the design standards and be compatible with the existing and/or future development of the neighborhood.

~~G. Building Design.~~

- ~~1. Covered Entry. All houses shall provide a covered entry with a minimum dimension of four feet by six feet. Porches up to 200 square feet may project into the required front yard by up to six feet. See Figure 1 for an example.~~

~~2. Windows and Transparency.~~

~~a. Transparent windows and/or doors facing the street are required. To meet this requirement, at least 10 percent of the facade must be transparent. The facade is measured from the base of the house to the start of the roofline and any other vertical walls facing the street, except for gabled portions of the facade not containing livable floor area (see Figure 4 for clarification). Garages facing the street shall count as part of the facade.~~



~~Figure 4. Facade transparency.~~

~~b. Building facades visible from a public street shall employ techniques to recess or project individual windows above the ground floor at least two inches from the facade or incorporate window trim at least four inches in width that features color that contrasts with the base building color. Exceptions will be considered where buildings employ other distinctive window or facade treatment that adds depth and visual interest to the building.~~



Figure 5. Acceptable (left and middle) and unacceptable (right) window design.

3. Architectural Details. Provide for architectural details that add visual interest to the neighborhood and are well proportioned to achieve good human scale. Specifically, incorporate at least three of the following detail elements into the facade of the house:

- a. Decorative porch design, including decorative columns or railings.
- b. Bay windows or balconies.
- c. Decorative molding/framing details around all ground floor windows and doors.
- d. Decorative door design including transom and/or side lights or other distinctive feature.
- e. Decorative roofline elements including brackets, multiple dormers, and chimneys.
- f. Decorative building materials, including decorative masonry, shingle, brick, tile, stone, or other materials with decorative or textural qualities.
- g. Landscaped trellises or other decorative elements that incorporate landscaping near the building entry.
- h. Distinctive paint schemes.
- i. Exceptions: Other decorative facade elements or details that meet the intent and standards as determined by the planning director.



Figure 6. Examples of how houses can meet architectural detail criteria. Image A includes decorative windows, building material treatment, and roofline elements. Image B includes

~~decorative brick use, window treatments, entry design, and ventilation circles. Image C includes decorative building materials, door/entry feature, windows, and roofline elements.~~

4. Architectural Variety. Developments shall achieve architectural variety by accommodating a variety of architectural styles, variations of the same architectural style, and through the use of multiple design elements. Specifically:

a. Duplicative house designs adjacent to each other are prohibited. Simple reverse configurations of the same house design on adjacent lots are not sufficient to meet architectural variety goals. Exceptions may be granted by the planning director in special circumstances where similar architectural consistency provides a distinct character for a cluster of homes surrounding an open space or on a particular street (cottage homes around a common open space are an example).

b. Generally, the more houses in a subdivision, the greater the number of different facade elevations will be required. Specifically:

- i. Ten to 19 homes, a minimum of four different facade elevations shall be used.
- ii. Twenty to 39 homes, a minimum of five different facade elevations shall be used.
- iii. Forty to 69 homes, a minimum of six different facade elevations shall be used.
- iv. Seventy or more homes, a minimum of seven different facade elevations shall be used.



Figure 7. Examples of homes featuring different facade elevations. Notice the different rooflines, entry features, window designs/locations, exterior materials, and colors.

c. In order to qualify as a different facade elevation, dwellings shall have different roofline configurations, different color palettes, and different porch/entry design. In addition, a minimum of two of the following alternatives shall be utilized:

- i. Different window openings (location and design).
- ii. One and two story houses.
- iii. Different exterior materials and finishes.
- iv. Different garage location, configuration, and design.
- v. Exceptions: Other different design element that helps to distinguish one facade elevation from another as determined by the planning director.

~~5. Exterior Materials.~~

~~a. Traditional materials consistent with local and regional architectural styles are encouraged (horizontal wood siding and brick).~~

~~b. Stucco and other troweled finishes should be trimmed in masonry or wood.~~

~~c. Mirrored glass and exposed concrete block (except for foundation/crawl space walls where not visible from the street) are not in keeping with the historic character of Eatonville and are prohibited.~~

~~d. T-111 siding and other plywood types of siding (board and batten is an exception) shall not be used for facades adjacent to or directly viewable from a street.~~

~~6. Roof Design. Provide pitched or articulated roof line, or other roof element such as eyebrow roof forms or dormers that emphasize building form and help it to fit in with neighboring structures with prominent roofs. Pitched roofs shall utilize a minimum slope of 4:12. Encourage rooflines along the side yard that maximize solar access to adjacent homes and/or private open space.~~

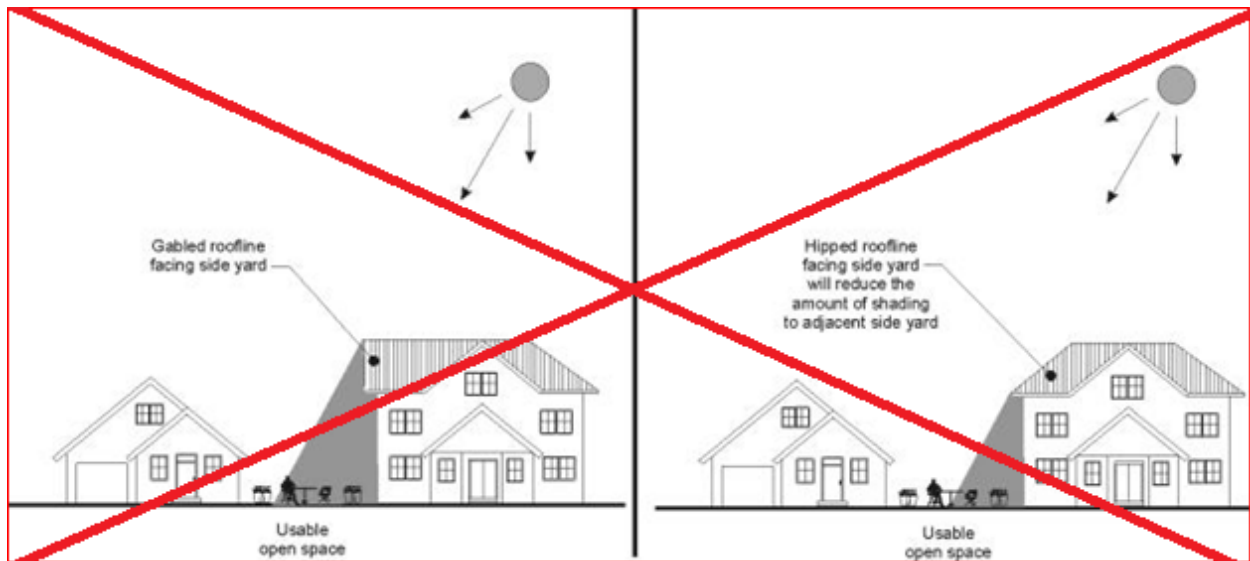


Figure 8. Encourage rooflines along the side yard that maximize solar access to adjacent homes and/or private open space.

~~7. Accessory Buildings. Accessory buildings (including detached garages) with more than 200 square feet of floor area shall be designed compatible with the house by using consistent materials, detailing, and roofline, as determined by the planning director.~~

~~8. Exceptions.~~

~~a. Building designs associated with proposed minor remodeling may request an exception to the building design standards. It shall be the applicant's responsibility to successfully demonstrate:~~

- ~~i. If granted, how the resulting development will meet the intent of the design standards and be compatible with the existing and/or future development of the neighborhood; and~~
- ~~ii. The minor remodel will cost less than \$5,000; and~~
- ~~iii. The minor remodel costs are calculated at fair market value; and~~
- ~~iv. Provide three complete project cost estimates (unless waived by the director); and~~
- ~~v. Remodel costs associated with approved exceptions shall not exceed \$5,000 every two years. (Ord. 2018-14 § 2 (Exh. A), 2018; Ord. 2010-09 § 1, 2010).~~

19.04.030 Duplexes.

Duplexes should be designed similar in nature to single-family homes and shall feature a visible entry and windows facing the street. The visibility of driveways and garages shall be minimized and sufficient private open space provided. Specifically, duplexes shall comply with all detached single-family design standards in EMC [19.04.020](#) with the following exceptions and additional provisions:

- A. For sites without alleys, duplexes may include a 20-foot-wide shared driveway or two 12-foot driveways on opposite ends of the lot.
- B. Separate covered entries for each unit are required with a minimum dimension of four feet by six feet.
~~Porches up to 200 square feet may project into the required front yard by up to six feet.~~
- C. Duplexes on corner lots shall place pedestrian entries on opposite streets.
- D. At least 10 percent of the street-facing facade shall be windows or other glazing (e.g., door glazing).

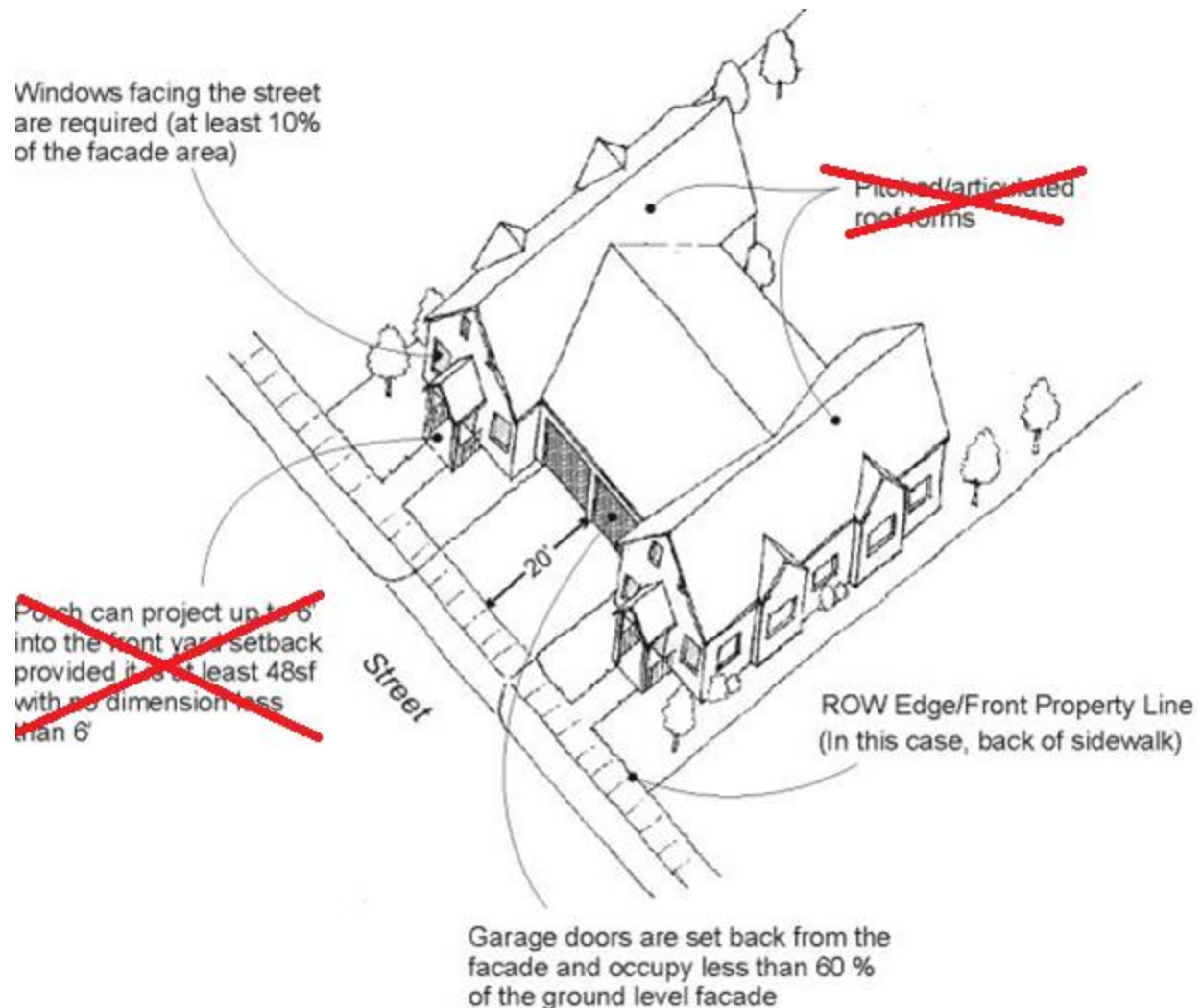


Figure 9. Duplex design standards.

(Ord. 2010-09 § 1, 2010).