

AGENDA

Carlsborg Community Advisory Council (CCAC)

**Meeting of July 26, 2016
Greywolf Elementary School Library
171 Carlsborg Rd, Carlsborg
6:30-8:00 p.m.**

- A. Call to Order**
- B. Roll Call**
- C. Meeting Minutes**
 - February 23, May 17 and June 21, 2016
- D. Announcements**
- E. Carlsborg Urban Growth Area Topics:**
 - Status on Carlsborg Sewer Project
 - Development Standards – Discussion on shadow platting
 - PUD Water Update
- F. Public Comment Period**
- G. Next CCAC meeting: TBD**
- H. Adjournment**



MEMORANDUM
Clallam County Department
Of Community Development

Date: July 20, 2016
To: Carlsborg Community Advisory Council
From: Kevin LoPiccolo, Principal Planner
Re: July 26, 2016 Meeting

Enclosed in your packet are the following general items:

1. Agenda for the regular meeting of July 26, 2016
2. CCAC draft minutes from February 23, May 17 and June 21, 2016
3. Status of Carlsborg Sewer Project
4. Shadow platting overview
5. PUD update

Carlsborg Sewer Project

Bob Martin will provide the status of the Carlsborg Sewer Project.

Shadow Plat

At our June 21 meeting, the CCAC and Staff discussed the concept of incorporating “shadow platting” in the Carlsborg area. The CCAC was supportive, but Staff would like reassurance from the Council to pursue adding language in the ordinance that would provide the ability for a landowner to divide their land when the minimum density requirement cannot be met due to the lack of PUD water service not being available for certain properties within the urban growth area.

Currently, the proposed recommendation from the CCAC is to establish a minimum of 4 dwelling units per acre. With the minimum development standards and additional language in the code that requires new land divisions to connect to public water services, shadow platting may provide the necessary relieve to develop one’s property until such services become available to achieve the minimum density requirement for Carlsborg.

The purpose of a shadow plat is to establish a process to transition or phase development at urban densities where a full range of urban services are not yet available. It allows the property owner urban residential development overtime by protecting land that is needed for urban development when an urban level of service is made available. This process allows low density development to occur at densities below the desired density in a manner that will not impede the redevelopment of the area when urban services become available.

For discussion purposes, here are some suggestions or exceptions that could be explored when a property does not have nearby infrastructure to develop at the minimum zoning requirements.

Minimum required density applies to all new residential development with the following exceptions:

- a. If a lot is more than 200 feet from a sanitary sewer or water hook-up and within a zoning classification with a minimum density of four dwelling units per acre, the minimum density shall not apply. The minimum density requirement must be met by proposing a development pattern that reserves a portion of the re-division of the property once sanitary sewer and water service is available to serve the property;
- b. The construction of any new dwelling unit and its accessory structures on an existing lot of record;
- c. Shadow platting for the development of a dwelling unit, where a structure is sited on an oversized lot as to allow for the future division of the lot in a manner compatible with the minimum required density requirements;
- d. Shadow platting for the creation of one or more new smaller lots from a larger parcel, where the smaller lots meeting the minimum required density may be divided in the future in a manner compatible with the minimum density requirements.

An application for a subdivision, short plat, or binding site plan, proposed at densities that do not meet the minimum density for the specific zoning district, may only be approved if the applicant presents an interim phasing plan (shadow plat) showing how the property can be developed at urban densities at a later time. Shadow platting or phasing must be used to satisfy the minimum density requirements. The applicant must demonstrate that the proposed development plan would not preclude the provision of adequate access and infrastructure to future development which would allow for the eventual compliance with the density requirement through future redevelopment of the property.

Maximum densities must be achieved through one of the following methods or a combination thereof:

- Shadow platting. "shadow platting" is encouraged in areas where public sewer and water is currently not available but may be available in the future. Shadow plats show a conceptual development plan, drawn to specifications of a preliminary plat that guides the future development of land at full urban densities for which partial development is sought in the short-term. Shadow plats show the lots, blocks, streets, and infrastructure for urban services necessary to attain future urban residential development at urban densities while allowing the placement of buildings and access in the interim.
- The shadow plat is drawn to the same specifications of a preliminary plat or short plat showing the lots, blocks, utility corridors, and streets necessary to serve the lots that will be developed at the time of development approval as well as delineating the future lots and the major transportation routes and utility corridors that will be necessary to serve the remainder of the lots that will be developed once urban services are available and re-division is proposed to retain the required urban density.

- A shadow plat must be submitted and approved prior to any development of the parcel.
- The shadow plat must consider the extension of utilities and future transportation corridors and/ or extensions of the existing street network that may be necessary to serve adjacent properties.
- The property may not be further divided until such time as the property is served with a full range of urban services.

PUD Water

At our last meeting, staff discussed the ongoing dialogue with the PUD and the County on extending water service to the areas that are outside the service area of the PUD. At the time of this writing, staff has not been informed on significant progress. Staff and the PUD will continue to work together and formulate an agreement that will help provide the necessary tools to assist the PUD in providing water to the properties that currently are not being serviced.

MINUTES

CARLSBORG COMMUNITY ADVISORY COUNCIL (CCAC)

*Regular Meeting of February 23, 2016
Greywolf Elementary School Library
171 Carlsborg Road, Carlsborg, WA
6:30 PM*

A. CALL TO ORDER:

Chair Troye Jarmuth opened the meeting.

B. ROLL CALL:

Members present were Chair Troye Jarmuth, Vice-Chair Mark Smith, Don Butler, Johan VanNimwegen and Rick Thomas.

C. APPROVAL OF MEETING MINUTES: None.

D. ANNOUNCEMENTS:

Staff reported that included in the packet was the Notice of Invitation for Bids for construction of the Carlsborg Sewer. As indicated, bids will be received until March 1, 2016. Construction shall be substantially complete within 225 days.

E. CARLSBORG URBAN GROWTH AREA ZONING REGULATIONS:

On February 3, 2016, the Planning Commission reviewed proposed recommendations by the Carlsborg Community Advisory Council (CCAC) regarding Carlsborg Urban Growth Area. The Commission was very supportive, but did have some concerns regarding zoning, land uses, and bulk and dimension.

Staff presented the Planning Commission's concerns regarding zoning, land uses, and bulk and dimension. The Council's initial recommendations and response are as follows:

Zoning

Carlsborg Community Advisory Council recommended that a significant portion of Parkwood Manufactured Home site fronting Highway 101 be zoned from the recommended CR-II to Carlsborg Commercial (CC). The purpose the CC zone is to provide for a limited area of high density residential development and low impact neighborhood commercial activities. The Planning Commission was concerned that the proposed zone could potentially convert the existing manufactured home site to commercial and the Carlsborg UGA would lose existing affordable housing stock. The Planning Commission was concern that the home sites are leased and that the homeowner's would have to relocate. The Planning Commission as well as the Comprehensive Plan encourages affordable housing, and with the potential of these parcel(s) being sold for a commercial type use could jeopardize the goals to retain affordable housing. The Planning Commission suggested that the recommended area be zoned CR-II.

The Planning Commission was supportive of rezoning the parcel(s) at the northwest corner of Taylor Cutoff Road and Highway 101 to Carlsborg Commercial (CC).

The CCAC supported the requested change from the Planning Commission on keeping the proposed C-II zone that will continue to support the residential character of Parkwood manufactured home community. The CCAC voted 5-0 in support of retaining the CR-II zone and Staff has made the change to the Carlsborg UGA Land Use Map to reflect a residential designation.

Setbacks

As recommended by the CCAC, the Carlsborg Village Center (CN) zone has a proposed rear yard zero lot line. The Planning Commission was concerned that having a zero lot line would present unknown implications abutting a residential zone. The Planning Commission requested that the Community Council reevaluate the zero lot line setback be restored to the previous setback of 15 feet, or create language that states that when a CN lot abuts a residential zone a 15 foot setback be established.

The CCAC supported the requested change to have the rear/side yard setback in the Carlsborg Village Center (CN) zone be restored to a minimum fifteen (15') when abutting a residential zone. The CCAC also suggested restoring the Carlsborg Industrial (CI) zone rear/side yard setback to fifteen (15') feet when abutting a residential zone. The CCAC voted 5-0 in support of these changes. Staff has made the changes to Chapter 33.20.050(2)(A), Bulk and Dimensional General Requirements – footnote 2.

Land uses

Indoor Recreational – Add to land use table and allow in the commercial zones. The proposed land use will be defined and added to the definitions. The CCAC is requesting that “indoor recreational” not be added to the table since the Department of Community Development considers this land use as a retail/service.

Low Intensity – Since it is not defined, consider removing or modifying. The Planning Commission felt that it's too difficult to assess what is low intensity. The CCAC agreed to strike “low intensity” from the purpose statement.

Agriculture – Re-evaluate and include in the CR-1 zone. The CCAC agreed to allow “Agriculture” as an allowed use in the CR-1 zone.

Bed & Breakfast - Re-evaluate and include in the CR-1 zone. The CCAC agreed to allow as a conditional use in all residential zones.

Intent of the zone minimums

The CCAC proposed a zero rear yard lot line in the CN and CI zones. The purpose of a rear/side yard zero lot line is to accomplish the following when not abutting a residential zone:

1. Provide more usable private open space if needed and to maximize the development potential. In the CN zone the purpose was to have the building setback to provide the potential of outdoor dining, and if the developer elected, bring the building closer to the street and create a more pedestrian environment.
2. Promote the efficient use of land.
3. Protect environmentally sensitive areas.
4. In the CN zone, if homes were to be developed it would provide for greater usable yard space on each lot and allow for the more efficient subdivision of land. Because the location of each structure is defined before subdivision approval, greater flexibility in site development standards is possible while at the same time assuring that the single-family character of the development is maintained.

Differences between commercial zones and industrial zones

There is overlap between the commercial designations and the industrial zone in terms of land uses. However, there are distinctions between the zones, and each zone has a certain emphasis, examples are:

The CN and CC zones basically allow all of the same land uses. The differences between the two zones are not based on what is allowed in the zone, but the setback requirement from the

road. The CC zone is along Highway 101 and is considered an arterial which requires a 60 foot setback. The CN zone is along Carlsborg Road and is considered to be the core of Carlsborg. The purpose/recommendation of the CN is to reduce the setbacks since the zone is not along the highway and bring the buildings closer to Carlsborg Road and create a more walkable environment.

The Carlsborg General Commercial (CGC) zone once again is very similar to the CN and CC zones, with the difference of not recognizing any type of residential land use within the zone.

Carlsborg Industrial (CI) is similar to the CGC zone, but differs when it comes to setbacks. Once again, the CGC is along the highway and is geared more to the businesses that require a greater volume of traffic and does require a greater setback because it's along an arterial.

Comprehensive Plan Polices

Following review of Chapter 31.03.350, the Planning Commission had the following recommendations and changes; Staff added language that the Commission requested on Policy 6. Staff corrected the population numbers and persons per household under (3)(a) & (3)(a)(iii). Staff is still looking into Open Space/Recreational needs and bike lockers installation along Highway 101.

The Carlsborg Community Advisory Council is recommending that the parcel north of Spath Road, at the northwestern corner of the UGA be zoned from CR-1 (Single-Family) to Carlsborg Village Center (CN). The CN zone is primarily a commercial zone, but allows high density residential, so, it's more of a mixed-use zone. Staff would like to discuss with the Planning Commission the merits of having a CN zoning designation when a single-family development pattern has been established.

Staff will formalize the Council's recommendations, and present to the Planning Commission at their meeting on March 16, 2016.

F. NEXT MEETING AGENDA TOPICS:

G. PUBLIC COMMENT PERIOD: None.

H. NEXT CCAC MEETING:

I. ADJOURNMENT: The meeting adjourned at 8:40 p.m.

MINUTES

CARLSBORG COMMUNITY ADVISORY COUNCIL (CCAC)

*Regular Meeting of May 17, 2016
Greywolf Elementary School Library
171 Carlsborg Road, Carlsborg, WA
6:30 PM*

A. CALL TO ORDER:

Vice-Chair Troye Jarmuth opened the meeting.

B. ROLL CALL:

Members present were Vice-Chair Troye Jarmuth, Don Butler, Johan VanNimwegen and Rick Thomas.

C. APPROVAL OF MEETING MINUTES: None.

D. ANNOUNCEMENTS:

Staff indicated that with regard to Carlsborg Sewer construction bids received, installation of the sewer is moving forward.

Don Butler commended Troye Jarmuth for her work as Chair for the Council.

Rick Thomas indicated that he will be moving out of the area in the near future, and will submit his resignation to the Board of County Commissioners' Office. Discussion was had regarding filling the position, and ways that solicitation for a new member could take place.

E. CARLSBORG URBAN GROWTH AREA TOPICS:

Staff reported that the Planning Commission reviewed the Carlsborg Community Advisory Council recommendations at their March 16, 2016 work session. The Planning Commission is requesting that the Council reconsider the recommended zoning north of Spath Road from CN to CR-1.

Following discussion by the CCAC, a motion was made and seconded to amend the zoning in the northwest corner, north of Spath Road, from CN to CR-1. Following a vote, the motion carried.

Setbacks in the residential and Carlsborg Commercial zones

Staff indicated that the Carlsborg Commercial Zone (CC) has an existing 10 foot side yard and 15 foot rear yard setback. Staff requested that the CCAC revisit these setbacks and consider recommending that the CC zone follow the zero lot line setback found in the other commercial and industrial zones for side and rear yards, unless the property abuts a residential zone, then the existing side and rear yard setbacks will apply.

Following discussion by the CCAC, a motion was made and seconded to amend the side yard to 10 feet and the rear yard setback to 15 feet within the CGC and CC zones only when a subject property abuts a residential zone. Following a vote, the motion carried.

In the residential zones, Table 33.20.050(2)(A) requires a front yard setback for residential zones to be either 45 feet (access road) or 50 feet (collector road). Staff is recommending that the setback line be established from the property line, right-of-way line, or easement.

Essentially, the proposed setback would be 15 feet. Staff discussed the setback with the Road Department, and as long as the right-of-way (60 feet) is there, the setback can be established at the right-of-way line.

Following lengthy discussion, and consideration by the CCAC, a motion was made and seconded to amend setbacks for CR-I, CR-II and CR-III residential zones in the Carlsborg UGA to 15 feet from the property line. Following a vote, the motion carried.

Development Standards

Staff noted that Section 33.20.060(e) requires that all new land divisions shall connect to an approved public water supply, consisting of either the Clallam County PUD Carlsborg water system, or an existing Group 1 public water system.

The standard may pose an issue for property owners that are not currently being serviced by the PUD. Staff would like to discuss possible solutions through the County and the PUD, and what may be the potential drawbacks of the current policy.

Vice-Chair Jarmuth spoke to the current hardship that exists for numerous property owners in Carlsborg, and indicated that she supports an exception for a shared well supplying 2 connections.

Staff indicated that prior to crafting proposed language, they would like to see what happens with the Interlocal Agreement between the County and PUD, and staff will report back to the CCAC on the outcome of the Agreement.

2000 Carlsborg Capital Facilities Plan Update

On May 4, 2016, the Planning Commission reviewed the Carlsborg Capital Facilities Plan during their work session. Staff informed the Commission that there is still some necessary updating that needs to be done, although some chapters have been updated by staff. The Commission was supportive of the update to the Plan.

The Department of Community Development and the consultants are updating the Plan for the unincorporated community of Carlsborg to comply with Growth Management Act (GMA) comprehensive planning requirements.

Staff indicated that the Plan contains eleven chapters, and staff is revising Chapters 1, 2, 5, 6, 7, 8, 9 and 10. The consultants are revising Chapters 3 and 4. Staff provided a brief explanation of the revisions to each chapter.

Following Don Butler's inquiry regarding incorporating additional sidewalks in Carlsborg, staff indicated that Chapter 10 includes sidewalk and trail plans.

Further discussion will be had regarding the Plan.

- F. NEXT MEETING AGENDA TOPICS:** Capital Facilities Plan Update, and the Interlocal Agreement regarding development standards.
- G. PUBLIC COMMENT PERIOD:**
- H. NEXT CCAC MEETING:** June 21, 2016.
- I. ADJOURNMENT:** The meeting adjourned at 8:15 p.m.

MINUTES

CARLSBORG COMMUNITY ADVISORY COUNCIL (CCAC)

*Regular Meeting of June 21, 2016
Greywolf Elementary School Library
171 Carlsborg Road, Carlsborg, WA
6:30 PM*

A. CALL TO ORDER:

Chair Smith opened the meeting.

B. ROLL CALL:

Members present were Chair Mark Smith, Vice-Chair Troye Jarmuth, and Don Butler.

C. APPROVAL OF MEETING MINUTES: None.

D. ANNOUNCEMENTS:

Staff informed the CCAC that minutes of the previous meetings have not been completed.

E. CARLSBORG URBAN GROWTH AREA:

Staff discussed the rationale of shadow platting and the potential benefits of establishing a process to transition or phase development at urban densities where a full range of urban services are not yet available. Staff indicated that it affords the property owner urban residential development overtime by protecting land that is needed for urban development when an urban level of service is made available. The shadow plat process allows low density development to occur at densities below the desired density in a manner that will not impede the redevelopment of the area when urban services become available.

Staff presented for discussion purposes only some suggestions or exceptions that could be applied to shadow platting when a property does not have nearby infrastructure to develop at the minimum zoning requirements.

As recommended, Carlsborg UGA has established minimum required density of four dwelling units per acre for all new residential development. Staff presented some examples that could be applied when water/sewer services are not available to properties when developing. Without sewer and water and complying with county and state requirements, meeting the minimum density may be challenging when services are not present. The goal of the UGA is to create an opportunity for planned growth, and until such services are available, shadow platting can provide a process to obtaining the density in the future. To allow development when services are not present, staff outlined some examples that could be applied:

- a. If a lot is more than 200 feet from a sanitary sewer or water hook-up and within a zoning classification with a minimum density of four dwelling units per acre, the minimum density shall not apply, The minimum density requirement must be met by proposing a development pattern that reserves a portion of the re-division of the property once sanitary sewer and water service is available to serve the property;
- b. The construction of any new dwelling unit and its accessory structures on an existing lot of record;
- c. Shadow platting for the development of a dwelling unit, where a structure is sited on an oversized lot as to allow for the future division of the lot in a manner compatible with the minimum required density requirements;
- d. Shadow platting for the creation of one or more new smaller lots from a larger parcel, where the smaller lots meeting the minimum required density may be divided in the future in a manner compatible with the minimum density requirements.

Maximum densities must be achieved through one of the following methods or a combination thereof:

- Shadow platting - "shadow platting" is encouraged in areas where public sewer and water is currently not available but may be available in the future. Shadow plats show a conceptual development plan, drawn to specifications of a preliminary plat that guides the future development of land at full urban densities for which partial development is sought in the short-term. Shadow plats show the lots, blocks, streets, and infrastructure for urban services necessary to attain future urban residential development at urban densities while allowing the placement of buildings and access in the interim.
- The shadow plat is drawn to the same specifications of a preliminary plat or short plat showing the lots, blocks, utility corridors, and streets necessary to serve the lots that will be developed at the time of development approval as well as delineating the future lots and the major transportation routes and utility corridors that will be necessary to serve the remainder of the lots that will be developed once urban services are available and re-division is proposed to retain the required urban density.
- A shadow plat must be submitted and approved prior to any development of the parcel.
- The shadow plat must consider the extension of utilities and future transportation corridors and/or extensions of the existing street network that may be necessary to serve adjacent properties.
- The property may not be further divided until such time as the property is served with a full range of urban services.

Troye Jarmuth was supportive of the concept of shadow platting. Vice-Chair Jarmuth indicated that there are a number of parcels within the UGA that presently aren't serviced by the PUD and without the necessary infrastructure, and without knowing a timeline on when services would be provided, that it would be beneficial to a property owner's interest to have the ability to perhaps subdivide their land and construct a dwelling and yet preserve the rest of the parcel for future development, knowing when services are provided, the property owner may elect to build at a minimum density.

Mark Smith was supportive of the concept of shadow platting.

Don Butler was supportive of the concept, but felt that the property owner already has the ability to construct a dwelling on their legal parcel of record, but recognized that the code requires all land divisions to hook-up to the PUD or Class "A" water system. Realizing that mitigation and other constraints may be required, Mr. Butler was very concerned that it's time to solve the water issues.

All members that were present were concerned with the status of the PUD water right, but would like the County and the PUD/Ecology to solve this issue and help assist the landowners within the UGA to meet the intent of the GMA and allow the density being recommended.

Don Butler requested that it would be helpful if the project manager for the Carlsborg Sewer project be available at next month's meeting to discuss the logistics of the project.

F. NEXT MEETING AGENDA TOPICS:

G. PUBLIC COMMENT PERIOD: None.

H. NEXT CCAC MEETING: July 19, 2016

I. ADJOURNMENT: The meeting adjourned at 8:05 p.m.