

CITY OF COLLEGE PLACE PLANNING COMMISSION AGENDA
376th Meeting – Council Chambers – 625 South College Avenue
December 19, 2017 – 7:00 P.M.

CALL TO ORDER

ROLL CALL:

Monty Puymon – Chair, Scott Duncan – Vice Chair, Wrandoll Brenes-Morua, Eileen Davis, Ken Louderback, Dennis Olson and Brian Roth.

CONSENT AGENDA:

1. Approve Planning Commission Minutes from November 21, 2017.
2. Approve Regular Agenda for December 19, 2017.

REGULAR AGENDA:

1. Workshop – Review draft Goals and Policies of the Comprehensive Plan Update 2018 – Gregg Dohrn

REPORTS:

None

OTHER BUSINESS:

Next meeting... January 16, 2018

ADJOURN

375TH PLANNING COMMISSION MEETING MINUTES
College Place City Council Chambers
November 21, 2017 – 7:00 P.M.

PRESENT Commissioners: Scott Duncan, Wrandoll Brenes-Morua, Eileen Davis,
Ken Louderback, Dennis Olson, Brian Roth

Staff: Jon Rickard – Planning Director

ABSENT Monty Puymon

CALL TO ORDER Acting Chair Scott Duncan called the meeting to order at 7:03 p.m.
Roll was called and it was noted that a quorum was present.

CONSENT AGENDA

Commissioner Olson made a motion to approve the minutes from the October 17th meeting and approve the regular agenda for November 21st. Second by Commissioner Davis, the Chair called for a vote and the motion passed 6 – 0.

REGULAR AGENDA

Reports: Mr. Rickard and consultant Gregg Dohrn provided the commission with an update of the Walla Walla County UGA application process that is due on November 30th.

Item 1. Workshop – Comprehensive Plan Update 2018. The city’s consultant Gregg Dohrn presented on the purpose of goals and policies within a comprehensive plan. As a group, the commission reviewed the existing 208 goals and policies of the comprehensive plan.

Existing goals and polices were either flagged for removal or for further discussion and or modification.

No action was taken.

OTHER BUSINESS – None

ADJOURN – Commissioner Louderback closed the meeting at 8:56 p.m.

The next regularly scheduled meeting is on December 19, 2017 at 7:00 p.m.

The foregoing minutes are the official record of the Planning Commission meeting that occurred on November 21, 2017. Audio recordings are available upon request.

Approved: _____
Chairman / Vice Chairman Date

Attest: _____
Jon Rickard – Planning Director Date

City of College Place
AGENDA ITEM

Agenda: # 1

Subject: Workshop – Review draft Goals & Polices of the Comprehensive Plan Update 2018

Agenda Date: December 19, 2017

Originator: Jon Rickard, Planning Director

<i>EXHIBITS</i>	1. Sept 25, 2017 Current Goals & Policies Memo
<i>SUMMARY STATEMENT</i>	<p>At our last workshop the commission reviewed the existing goals and policies of the Comprehensive Plan. Mr. Dohrn has taken your comments and provided a draft for the commission to work from.</p> <p>As you review the draft document, make notes and continue to consider if the goal or policy has been accomplished or is no longer relevant, identify goals and policies that you'd like to further discuss, and goals and policies that you'd like to propose adding.</p>
<i>RECOMMENDED ACTION</i>	No action to be taken.

City of College Place, Washington
2017-18 Comprehensive Plan Update Process
Working Draft Goals and Policies
December 8, 2017

The City of College Place has initiated a process to review and update its Comprehensive Plan and Development Regulations in accordance with the provisions of the Washington State Growth Management Act. The following is a working draft of potential revisions to the Goals and Policies contained in the 2008 Comprehensive Plan as amended in 2014. In addition, the Goals and Policies from the City’s 2014 Parks Plan are also included. Potential revisions to these Goals and Policies are highlighted in underline and strikeout format. It is anticipated that these potential revisions will be reviewed by the City Planning Commission and then presented at a public meeting(s) for discussion. Ultimately, a public review draft will be circulated and comments accepted at a public hearing conducted by the City Planning Commission. The Planning Commission will then make a formal recommendation to the City Council. It is anticipated that the City Council may take action on proposed revisions to the Comprehensive Plan Goals and Policies by June of 2018.

Comprehensive Plan Goals

Goal #1: Preserve the small town character of the community. This includes, but is not limited to the following attributes:

- a. Family oriented;
- b. Friendly;
- c. Safe;
- d. Well maintained properties;
- e. Relatively quiet; and
- f. Fiscally conservative.

Goal #2: Actively involve all residents, business, and property owners in the governance of our community.

Goal #3: Establish and implement a comprehensive economic development strategy for the City that supports the creation of jobs, promotes private investment, and increases the local tax base.

Goal #4: Develop a commercial district reminiscent of a small town “main street” with a mix of uses including commercial, offices, banking, public facilities, and other specialty retail uses, with residences above, consistent with a pleasant pedestrian environment.

Goal #5: Establish and maintain an Urban Growth Area that enables the City to sustain its economic and social well-being.

Goal #6: Establish and maintain a shared vision with the College Place School District for serving the College Place community.

Goal #7: Establish and maintain a shared vision for development activities on and near the campus of Walla Walla University.

Goal #8: Encourage the availability of affordable housing to all economic segments of the community, promote a variety of densities and housing types, and encourage the preservation of existing housing stock.

Goal #9: To provide a safe and efficient transportation and circulation system for use by vehicles, transit, pedestrians, and bicycles that promotes and supports the desired land use pattern and economic development priorities.

Goal #10: Support the continued operation of Martin Airfield as a unique community asset.

Goal #11: Maintain and improve existing utilities and services while planning for new growth and development.

Goal #12: Establish and maintain a multi-purpose, public library facility in the City of College Place.

Goal #13: Honor the history of the community.

Goal #14: Provide for a broad public and private park and recreation plan and system meeting the needs of all age and income groups within the community.

Comprehensive Plan Policies

The Goals of the College Place Comprehensive Plan will be achieved through the implementation of the following Policies:

Governance

Governance Policy #: Maintain a community newsletter.

Governance Policy #: Support the provision of internet access to all residents and businesses in the City.

Governance Policy #: In accordance with the provisions of the Growth Management Act, the City will periodically review and update its development regulations, including the regulations to protect environmentally sensitive areas.^[GD1]

Governance Policy #: City regulations shall be administered in a fair and consistent manner throughout the community.

Governance Policy #: Actively sponsor and promote community events.

Governance Policy #: The City should adopt the University Master Plan by reference and incorporate it into the City's Comprehensive Plan.

Governance Policy #: The City should identify mutually beneficial opportunities to support the implementation of the University Master Plan. This could include, but is not limited to:

- a. Vacation of City Streets within the campus;
- b. Development of a long-term on-campus parking strategy;
- c. Coordination of off campus parking management and enforcement;
- d. Designation of transportation and emergency access corridors; and
- e. Opportunities for shared use of space or facilities.

Governance Policy #: The City and the University should meet periodically to discuss matters of mutual interest and concerns and to coordinate planning and development activities.

Governance Policy #: The City and the University should explore the feasibility of establishing a joint entrepreneurial center or similar strategies to support the formation of new businesses.

- a. This may include partnerships with local business and economic development organizations such as the Valley Chamber of Commerce.

Governance Policy #: The City should adopt the College Place School District's **Strategic Plan** [GD2] and related planning documents by reference and incorporate them into the City's Comprehensive Plan.

Governance Policy #: The City and the School District should meet periodically to discuss matters of mutual interest and concerns and to coordinate planning and development activities.

Governance Policy #: The City shall continue to work in partnership with the College Place School District to identify and plan for future school sites and facilities. This may include, but is not limited to:

- a. Locating and sizing infrastructure improvements to accommodate projected growth;
- b. Submitting joint applications to the County to amend Urban Growth Area boundaries to support the planning and construction of new schools; and/or
- c. The adoption of school impact fees.

Governance Policy #: The City and the School District should continue to explore mutually beneficial strategies for the shared or joint use of facilities.

Land Use

Land Use Policy #: Maintain sufficient land in the Urban Growth Area to meet projected population growth and to provide the tax base necessary to support the provision of City services.

- a. Work closely with the Walla Walla County, the City of Walla Walla, and the Port District to establish a joint strategy to support the long term expansion of the College Place Urban Growth Area, especially for commercial and industrial development, without adversely affecting agriculture of long-term commercial significance in the County.
- b. This will include the reallocation of the 58 acres of UGA being held in reserve as a result of the removal of Martin Airfield from the College Place Urban Growth area in 2018.
- c. Priority consideration should be given to expanding the UGA along the SR 125 corridor where City services exist or can reasonably be provided.
- d. Properties in the vicinity of Old Highway, 12 suitable for industrial development, should also be considered for inclusion in the College Place UGA.

Land Use Policy #: Maintain a mutually beneficial planning partnership with Walla Walla County and the City of Walla Walla for the review of development proposals near shared boundaries and infrastructure.

Land Use Policy #: Encourage the County to take actions to eliminate the unincorporated pockets in the College Place UGA. This may include, but is not limited to:

- a. Investments by the County to improve infrastructure to urban standards;
- b. Revenue sharing agreements that would facilitate the City serving these areas; and
- c. The transfer of stormwater management fees collected by the County from the unincorporated pockets to the City to support the installation of improvements necessary to serve these areas.

Land Use Policy #: Allow existing agricultural activities to continue until such time that the property owner is ready to change uses.

Land Use Policy #: As the UGA is expanded and annexations occur, the City shall continue the County's Shoreline Master Program and designations until such time that the City is ready to adopt a new shoreline master program for these areas.

Land Use Policy #: Periodically review and update the regulations governing Planned Unit Developments so that it remains a tool to promote flexible and innovative approaches to development consistent with the provisions of this Comprehensive Plan.

Land Use Policy #: Support the efforts of the owner of Martin Airfield, the Washington State Department of Transportation Aviation Division, and Walla Walla County, in consultation with the surrounding property owners to develop an airport overlay zone that will prevent development of height hazards, mitigate noise impacts and prohibit development of uses that would encourage large concentrations of people such as churches, schools and hospitals.

Land Use Policy #: Support the designation of Martin Airfield as a special rural land use in the County Comprehensive Plan.

Land Use Policy #: Support the adoption of a special County zoning district to regulate the use and development of land within the boundaries of the privately-owned airfield, to insure compatibility with aviation facilities and adjacent properties, protection of runway safety and clear zones and aviational facilities, and enhance the potential for future development that does not require urban levels of service.

Urban Design

Urban Design Policy #: Maintain an on-going public relations program to inform the community of the policies governing vegetation encroachment and safety features.

Urban Design Policy #: Support the efforts of neighborhoods, businesses, and property owners to maintain and improve the appearance of their properties.

Urban Design Policy #: Periodically review and update programs and regulations that affect the appearance of the City. This shall include, but is not limited to:

- a. City Parks and Open Space Plan;[GD3]
- b. Street tree program;
- c. Design review standards and process;
- d. Landscaping standards; and
- e. Sign regulations.

Urban Design Policy #: Coordinate with the private sector and with neighborhood groups to carry out civic improvements such as hanging plant baskets and planters along College Ave.

Urban Design Policy #: Continue to enhance the major entries to the City and to College Avenue with landscaping, special lighting and entrance signs.

Urban Design Policy #: Support development activities and public improvements that promote a sense of place.

Urban Design Policy #: Support walking, bicycling and other activities that promote interaction among residents.

Urban Design Policy #: Identify and protect historic structures and properties.[GD4]

Urban Design Policy #: Support the use and reuse of historic structures and properties in accordance with national, state, and local standards.

- a. Continue to research and adopt programs and regulations that promote the preservation and use of historic building and properties.

Urban Design Policy #: Support development activities and design standards that discourage criminal behavior.

Urban Design Policy #: Encourage the maintenance of private properties and shared spaces in the community.

Housing

Housing Policy #: The City shall encourage the maintenance and rehabilitation of the existing housing stock within the City.

Housing Policy #: High density residential areas should be located in the vicinity of existing high density residential areas, the University, shopping areas, and major transportation routes.

Housing Policy #: Encourage small congregate care centers and group homes in the community, so as to provide decentralized housing facilities rather than large centralized institutions.

Housing Policy #: Encourage the location of apartments above commercial uses along College Avenue.

Housing Policy #: The City shall periodically review its development regulations to ensure that multiple options exist to encourage a broader range of housing choices, such as small lot single family residences, smaller scale multiple family housing such as duplexes and four-plexes, mixed residential developments, clustered units, etc.,

Housing Policy #: Allow for accessory dwelling units on single family lots as a means to increase the supply and diversity of housing opportunities.

Housing Policy #: Provide [GD5] for the inclusion of low and moderate income housing units into larger scale residential developments.

Housing Policy #: Encourage and support social and health service organizations which offer support programs for those with special needs, particularly those programs that help people remain in the community.

Housing Policy #: The City of College Place shall continue to coordinate with Walla Walla County and the City of Walla Walla to address area-wide housing issues.

Transportation

Public Facilities and Services Policy #: The City adopts an LOS standard of “D” for all roadway segments, an LOS of “D” for all signalized intersections and a LOS “D” for the critical movement of all non-signalized intersections. [GD6]

Transportation Policy #: All new streets and road improvements will be constructed to meet City standards. [GD7]

- a. New private streets are discouraged, and all new private streets will be constructed to meet City standards.

Transportation Policy #: The City may consider on a case by case basis assuming ownership of existing privately-owned streets. Priority consideration shall be given to:

- a. Private streets located in a dedicated right-of-way;
- b. Private streets constructed to meet or that can reasonable comply with City standards;
- c. Private streets that are being maintained by homeowners with adequate reserves that can be transferred to the City to ensure appropriate repair and maintenance; and/or
- d. Neighborhoods committed to establishing an LID to improve private streets to City standards.

Transportation Policy #: When designing new streets and redesigning existing streets, the City shall explore the feasibility of incorporating low impact design storm water features such as bio-swales and rain gardens.

Transportation Policy #: The City shall, in consultation with local schools, businesses, property owners, and residents, establish and maintain an inventory of sidewalks with a priority list of repair and maintenance activities, missing links, and new service areas.

- a. This shall also include safety zones, crosswalks, lighting, parking regulations, etc., and other safety features to protect the public and pedestrian and vehicular traffic.
- b. This may include the adoption of innovative approaches or flexible standards in developed areas with limited rights-of-way, including such measures as installing sidewalks on only one side of the street, narrowing travel lanes, restricting on-street parking, and/or establishing one way streets.

Transportation Policy #: Continue to work with Valley Transit to improve bus service in College Place.

Transportation Policy #: Actively participate in local, state, and regional transportation planning forums.

Transportation Policy #: Develop “equity contribution” mechanisms for accepting and coordinating development contributions in lieu of improvements towards funding circulation and pedestrian infrastructure.

Transportation Policy #: The grid system of streets and blocks shall be continued in new developments.

Transportation Policy #: Support the designation of Myra Road as the extension of SR 125 to Highway 12.

- a. Work closely with the County and City of Walla Walla in the planning and development of Myra Road improvements to ensure the fair and equitable treatment of all parties.

Transportation Policy #: Establish and maintain a system of bicycle and pedestrian trails and routes that link neighborhoods and public facilities and that enhance the walking and bicycling experience. This should include:

- a. Designated bike routes;
- b. Way finding signs;
- c. Priority consideration to those streets that provide access to schools and parks, or where there is concern for pedestrian safety;
- d. Consultation with local schools and the Parks Board; and
- e. Coordination with regional trails planning;

Transportation Policy #: The City shall establish and maintain a comprehensive bike and pedestrian plan that includes a priority list of repair and maintenance activities, missing links, and new dedicated bike lanes or sharrows.

- a. Priority consideration shall be given to non-motorized improvements that are consistent with the regional plan {include correct reference}.
- b. Develop a pedestrian/bicycle trail along the East Whitman extension between Larch Avenue and Myra Road.

Economic Development

Economic Development Policy #: Actively support historic and long-standing businesses in the community.

Economic Development Policy #: Establish and maintain a list of sites suitable for commercial and industrial development.

Economic Development Policy #: Establish and implement a shared strategy with the Port of Walla Walla for the marketing of commercial and industrial sites in College Place and the College Place UGA.

Economic Development Policy #: In partnership with the Port of Walla Walla, identify and prepare for development, one or more sites suitable for development as a business park and/or for light manufacturing.

Economic Development Policy #: Explore the potential for preparing selected economic development sites as shovel ready for development. This may include conducting an environmental review in advance of project specific development proposals.

Economic Development Policy #: Explore the feasibility of establishing a program to finance façade and safety improvements by small businesses.

Economic Development Policy #: Support sidewalk commercial activities where they will not interfere with pedestrian and vehicular movements.

Economic Development Policy #: Explore the feasibility of implementing a Main Street Program sponsored by the National Trust for Historic Preservation.

Economic Development Policy #: Encourage economic development opportunities compatible with airport operations that do not require urban levels of services.

Public Facilities and Services

Public Facilities and Services Policy #: The City will strive to maintain the following levels of service:

- a. Water supply: 140 gallons per capita per day;
- b. Sanitary sewage collection: 110 (approximately) gallons per day per capita;
- c. Emergency medical facilities: Responding to 90% of the emergency calls within 6 minutes; and^[GD8]
- d. Fire: The City's existing fire protection rating from the Washington Survey and Rating Bureau.

Public Facilities and Services Policy #: New growth and development activities shall pay their fair share of the cost of facilities needed to serve them.

Public Facilities and Services Policy #: Explore the feasibility of establishing impact fees in accordance with the provisions of the Washington State Growth Management Act. Public facilities for which impact fees may be collected shall include public streets and roads, open space and recreation facilities, stormwater, and school facilities.

Public Facilities and Services Policy #: The rates for City utilities in areas outside of the City the City limits shall be 150% of the rates charged for services inside the City limits.

Public Facilities and Services Policy #: Support the establishment of electrical service areas in an effort to minimize the duplication of services.

Public Facilities and Services Policy #: Support the placement of power lines and overhead cables underground.

Public Facilities and Services Policy #: The City should join the US Army Corps of Engineers and Walla Walla County in updating the Mill Creek Flood Channel Management Plan.

Public Facilities and Services Policy #: Promote the co-location of new public and private utility distribution facilities in shared trenches or rights-of-way and coordinate the timing of construction to minimize disruption to the public and reduce the cost of service delivery.

- a. Provide timely and effective notice to utility providers to encourage coordination of public and private activities in the construction and maintenance of new and existing roads.

Public Facilities and Services Policy #: Identify and assess potential sites for the library. This may include, but is not limited to:

- a. Sites in or near downtown College Place;
- b. Sites that would promote connections and interactions between residents and Walla Walla University; and
- c. Lions Park.

Public Facilities and Services Policy #: Evaluate alternative sites for a community library utilizing the following criteria:

- a. Supports library operations;
- b. Contributes to the provision of related community services such as meeting rooms, events center, and/or cultural events such as plays, concerts, and/or reading programs;
- c. Centrally located and/or readily accessible to residents;
- d. Accessible by vehicles, transit, walking, and bicycles;
- e. Cost effective, requiring limited improvements and/or providing operational savings; and

- f. Contributes to other community goals such as economic development, increasing a sense of community identity, strengthen the relationships between the City and the University, etc.

Public Facilities and Services Policy #: The City should provide voters with the option of joining a library district.

- a. The City should continue to explore the feasibility of annexing into the Mid-Columbia Library District.
- b. This may include as an interim measure, payments to the Rural Library District or the City of Walla Walla Library for library services.

Public Facilities and Services Policy^[GD9] #: The City shall review and update its Capital Facilities Plan (CFP) annually, in conjunction with the City budget process. The updated CPF shall be incorporated by reference into this Comprehensive Plan.

Public Facilities and Services Policy #: The City will continue to evaluate cost effective options for the delivery of basic life support services (BLS).

Public Facilities and Services Policy #: It is the intent of the City to maintain a mutual aid agreement with Fire District 4.

Public Facilities and Services Policy #: The City should continue to expand and support Fire Department volunteers.

Parks and Recreation

Parks and Recreation Policy #: ^[GD10]Maintain a Comprehensive Park and Recreation Plan, meeting the standards of the Interagency Committee for Outdoor Recreation by updating and gaining certification of the Plan as needed in conjunction with the review of the City's Comprehensive Plan.

Parks and Recreation Policy #: Ensure the ongoing involvement of community residents in the park planning process.

Parks and Recreation Policy #: Future parks and recreational facilities should include the operation and maintenance of neighborhood parks and/or playgrounds as well as small green spaces for passive and organized recreation that may be safely enjoyed by the public.

- a. Strive to provide park and recreation facilities dispersed throughout the City.
- b. Encourage volunteer citizen groups, developers and others in the development and implementation of park and recreation programs.

- c. Enforce the City's Subdivision Ordinance to require dedication of open space and provide for voluntary payment of fees in lieu of dedication to provide adequate open space for specific neighborhoods throughout the City.

Parks and Recreation Policy #: Pursue the standard that every City resident should be within one-half mile of a neighborhood or community park facility. Stress the acquisition of smaller parks closer to or within residential neighborhoods located such that a majority of the residents served do not have to cross an arterial street.

Parks and Recreation Policy #: The small streams passing through the City are an important visual and environmental asset which should be preserved and enhanced by:

- a. Using open space dedications when required for a development proposal on properties containing a creek to acquire creek frontage and access; and
- b. Protect streams from unauthorized channelization, loss of bank vegetation and other actions that may adversely impact the stream corridor.

Parks and Recreation Policy #: Delineate and sign specific bike routes through the City so that future roadway improvements can be made compatible with bicycle use.

- a. As funds become available continue the bike path through the City of College Place from Larch and 12th to the City limits on Whitman.
- b. Support the Regional Bicycle Committee in their efforts to continue the bike path to Whitman Mission.
- c. As the City continues to develop along Garrison and Stone Creek, pedestrian/bicycle trails should be developed along these streams.

Parks and Recreation Policy #: Identify areas in the City where additional bike routes or pedestrian paths would be desirable and could be acquired through the Subdivision Ordinance. Where feasible bicycle routes and pedestrian paths should be integrated with recreational facilities and schools.

Parks and Recreation Policy #: Prioritize park improvements and identify a source of funds, both for large projects and small maintenance type works, by preparing and maintaining a current Capital Improvement Program.

- a. The City should continue to pursue funding for park projects from the RCO.
- b. Renovations should be accomplished in a manner that allows a minimum opportunity for vandalism.

- c. Work to provide and upgrade parking facilities in City parks.
- d. Maintain adequate drainage and irrigation of park lands.

Parks and Recreation Policy #: Provide adequate park facilities, while minimizing maintenance and labor requirements.

Parks and Recreation Policy #: Stress advertising of park facilities and activities. Develop an informational mail-out about the City's park system and improve the signing of park facilities.

Parks and Recreation Policy #: The City shall continue to identify opportunities and execute agreements for the shared use of parks and recreation facilities.

Ideas for other Goals and Policies: [GD11]

- *Transparency, accountability, and social justice/equity*
- *Create and protect neighborhoods of various housing types, styles, and prices.*
- *We need a tie in goal to the College Avenue Design Regulations that are being developed.*
- .
- *Need language about Recreation Programming and if we enter that foray it is in partnership with City of WW, College Place Schools, and Adventist Educational System (Rogers, WWVA, WWU)*
- *Prevent inappropriate disposal of toxic hazardous waste materials and partner with private sector to mitigate brownfield sites (Lund, others)*
- *For water need to put in language of need for water conservation, potential reuse, additional rights, and wells. Also, minimize inflow & infiltration in lines.*
- *Need language that harkens back to the strategic plan about working toward providing police and fire services and staffing toward industry standard.*
- *Also, language about provision of affordable, cost effective basic life support ambulance service. Work in house and with District #4 for partnerships with BLS and with City of WW for ALS.*
- *For Economic Development Chapter may be relevant to throw ESRI Market and Retail Leakage and Surplus as well as the Labor Dynamics Tool Data into the plan.*
- *Need a goal about growing and sustaining a qualified workforce.*
- *I think we need a goal or policy that safeguards when and where we make investment in public infrastructure in developments. Something like “The City achieves maximum economic, environment, and social benefit from public infrastructure”*
- .
- *Policy that we need to have responsive and efficient services and permitting processes.*
- *Support a “healthy community” in which everyone has access to community resources and services.*
- *Something about sustainability.*
- *I think we need sections of the Comp Plan that deal with College Avenue as a Downtown District. Also, section also dedicated to big box commercial corridors of Myra Rd and State Route 125.*