

Memorandum

Date:
To: Planning Commission
CC:
From: Randy Lewis, CA
RE: Updated Meeting Notes

This memo represents a summary of the comments made during the planning commission's meetings concerning the update of the comprehensive plan update:

October 18, 2011

Discussion of what the public member's that were present felt was their priorities to keep in mind while updating the comprehensive plan:

- Commercial and Recreational Fishing and Fish Processing are key components of the Westport Economy. We need to retain and enhance these industries. The City should work to eliminate conflicts between residential and commercial uses either by providing for separation in land uses or by managing expectations of residential owners based on existing commercial industrial land uses.
- Westport as a destination for Tourism is also important for our economy.
- Do not sacrifice the Environment of Westport for the benefit of others
- Review the City's Design Guidelines and update if necessary
- Continue and improve coordination with Key Partners such as the Port of Grays Harbor to improve the City.

November 15, 2011

Reviewed Draft Chapter 1 and Chapter 4 (Land Use) out of the current plan. Chapter 4 really represents the foundation for the entire plan. The following questions, issues or comments came up during those discussions.

- Do we want to keep the definitions section of Chapter 1; the current definitions are very basic and common sense.
- Do we have too many zoning districts, or not?
- Do we have enough Marine Industrial are for potential development?
- Do we have too much MUTC in areas that clearly are residential, such as South Forrest Street? We need to look towards the future and determine whether we want those areas to remain residential or redevelop over time.
- Is the MUTC zone south of Dock Street appropriate or should this be rezoned to Marine Industrial or possibly a new transition zone that would increase the area for industrial use but also allow other commercial development.
- How do we handle the marina itself? Should the City zoning affect development on or over the water or should that be strictly up to the Port. We need to research how other marinas regulate development. The final decision and standards must be worked in cooperation with the Port.

December 20, 2011

Reviewed Draft Chapter 1 and preparations for focus on the designations found in Chapter 4 (Land Use). Also discussed how to increase public participation as the commission discusses Chapter 4. The following questions, issues or comments came up during those discussions.

- It was noted the planning process was not discussed in the draft. The process, including meetings and public outreach will be included once the process is completed.
- The next step is to focus on Chapter 4. We would like to increase the public's participation in that. After discussing several options it was decided staff should put an article in the newspaper in the Thursday before the next meeting.
- The discussion of land use needs to look to the future and determine what Westport should look like and then develop designations, goals and objectives in line with that vision.
- A question about mobile homes was discussed. The current standards are contained in Chapter 17.27 WMC. We need to update the comp plan to address this. A copy of the code will be placed on the website.

- Several additional issues that need to be better addressed include; the Tourist Commercial Zone, public lands, groundwater, and whether we have too many zoning designations.
- It isn't clear how the City's comp plan affects or does not affect the Marina. The City needs to coordinate with the Port to determine how best to address this.

January 17, 2012

Handed out Draft Chapter 2. Planning Commission members will take it and bring comments and suggestions to next meeting. Discussed Chapter 3 - Overall Goals and Objectives. The 10 current objectives were read and members indicated they would send Email recommendations to be included in updated draft for next meeting. The following questions, issues or comments came up during those discussions.

- There haven't been any responses received through the comment feature on the website or in response to the newspaper article.
- Need to clarify and expand on the 6th objective related to expanding Westport's effective market for commercial services to the South Beach area.
- Need to encourage development that promotes year round activity.
- City needs to manage its lands to both meet state mandates and to provide for proper mix of developed and undeveloped lands. We need to prevent over development, and also to prevent setting aside so much land that we eliminate necessary development. This should be addressed as a separate issue
- City Administrator will review section on stormwater with staff and provide additional recommendations.
- Need to allow development of business in residential zones that directly benefit those areas such as mini-marts and laundry mats.
- There was a discussion of the effects of zoning on the in water portions of the Marina, as well as a concern whether there was sufficient industrial property in the upland portions of the Marina.

February 21, 2012

Completed Review of Draft Chapter 2. It is now considered final draft. Handed out updated Draft Chapter 3 and discussed. The City Administrator will update Chapter 3 based on the discussion and collect comments from staff on Chapter 4 and provide at next meeting. The goal is to finalize Chapter 3 at the next meeting and begin discussion of Chapter 4; Land Use. The following questions, issues or comments came up during those discussions.

- It was clarified that the City's Shoreline Master Program, which is discussed in Chapter 9 is a state mandated program with its own schedule for updates. The State does not normally process modifications apart from a required update. This chapter will be updated when the City updates its Shoreline Master Program in two more years. Section 9 in the Draft Chapter 2 reflects this process.
- It was noted the plan does not specifically address open spaces. The City Administrator will investigate this and come back with recommendations.
- We need to review and more clearly identify the affects of zoning on the Marina and need to coordinate with the Port of Grays Harbor in addressing this issue to avoid any conflicts.
- The extent to which zoning standards extend to tidelands was questioned. Currently all platted properties in the city are included in one of the zoning districts or classifications.
- We need to maintain and enhance our environmental quality without limiting our social and economic growth. We also need to protect existing developments while we pursue economic growth.

March 20, 2012

Completed review of Final Draft of Chapter 1. Reviewed updates to Chapter 3. It is now considered a Final Draft. Discussed Draft Chapter 4. Provided entire Chapter 4 and zoning districts from zoning code to discuss at next meeting. Citizen pointed out that website had incorrect information. This will be corrected.

- Need to add definitions of commercial and industrial to those portions of Chapter 4

- Need to review and update groundwater section
- Comment received from public that we should prohibit activities that increase the City's vulnerability for damage from Tsunamis, such as eliminating cuts in the primary dune.
- Need to define open space to include in plan
- We need to determine the extent of the City limit in the water, including the Marina.

April 17, 2012

Reviewed and discussed definitions for residential, commercial, and industrial uses to be included in Land Use sections of Chapter 4. A discussion of open spaces, which was identified earlier, will be included in Chapter 7 when that is reviewed. Discussed how to address issues related to tsunami impacts. Still researching jurisdiction with attorney. He is confident the waters of the Marina are within city jurisdiction. Discussed handling of zoning within the Marina. Some cities have zoning that covers Marina's owned by a port district and some stop zoning at the waters edge and allow the marina to regulate development. Web site has been fixed.

- Consider adding reference to tsunami evacuation in the transportation section.
- We need to determine how to handle the location and standards of tsunami structures including emergency equipment storage and vertical evacuation structures.
- Consider creating a separate zoning classification for the Marina and then work with the Port to establish allowed and prohibited uses that are consistent with our shared vision.