



**Development Review Committee
Minutes
May 17, 2023
Council Chambers
9:00 AM**



I. CALL TO ORDER

Chairman Matthys called the meeting to order at 9:00 AM.

Present: 3 - Dan Matthys, Community Development Director; Kim Tracy, Public Works Director; Mike McDowell, Division Chief

Absent: 0 -

Staff also in attendance: Sara Blanchard, Chief Planner; Barrett Chaix, Senior Planner; and Jacqueline Holt, Planner III

II. PUBLIC PERIOD

Chairman Matthys opened the Public Period for non-agenda items. There being no one who wished to speak, the Public Period was closed.

III. MINUTES APPROVAL

1. DRC MINUTES - FEBRUARY 1, 2023

A motion was made to approve the minutes as drafted.

RESULT: Approved

MOVER: Kim Tracy, Public Works Director

SECONDER: Mike McDowell, Division Chief

AYES: Tracy, McDowell, Matthys

NAYS: None

2. DRC MINUTES - APRIL 19, 2023

A motion was made to approve the minutes as drafted.

RESULT: Approved

MOVER: Kim Tracy, Public Works Director

SECONDER: Mike McDowell, Division Chief

AYES: Tracy, McDowell, Matthys

NAYS: None

IV. DECISIONS

1. **PETITION NO. WAIV(2023)-0001 • WAIVER OF DISTRICT STANDARDS - 281 CIRCLE DRIVE**

Chairman Matthys asked if the applicant had received a copy of the Staff Decision report and if they had any questions. The applicant confirmed receipt of the report.

Chairman Matthys asked if DRC had any questions for the applicant.

A motion was made for the approval of WAIVER REQUEST 1: Sec. 3.3.5(e)(4) Public Frontage Standards

Footnote [7]: The first floor of all buildings shall be a minimum of 14 feet in height.

RESULT:	Approved
MOVER:	Kim Tracy, Public Works Director
SECONDER:	Mike McDowell, Division Chief
AYES:	Tracy, McDowell, Matthys
NAYS:	None

A motion was made for the denial of WAIVER 2: Sec. 3.3.5(e)(7) Parking Lot Location

(A) The placement of a new parking lot should avoid conflicts between vehicular and pedestrian activities. Parking lots shall be located at the side or rear of the building, and behind the build-to zone. Parking located between the primary façade of the building and the street and pull-off or parallel parking directly off a road except in properly designated public parking spaces are prohibited.

(B) Consolidated parking areas are encouraged to minimize the amount of pavement. Cross access driveways between development shall be provided, to the maximum extent practicable.

RESULT:	Denied
MOVER:	Kim Tracy, Public Works Director
SECONDER:	Mike McDowell, Division Chief
AYES:	Tracy, McDowell, Matthys
NAYS:	None

A motion was made for the approval of WAIVER 3: Sec. 3.3.5(e)(8) Parking Lot Landscaping and Screening

5.3.4(c)(6)(C) Parking Lot Perimeter Landscaping:

All parking lots shall be screened from abutting properties, rights-of-way, and exterior building walls with a wall, hedge, or other durable landscape barrier that complies with the following standards: (C) Any fence or wall shall be at least four feet high.

RESULT:	Approved
MOVER:	Kim Tracy, Public Works Director
SECONDER:	Mike McDowell, Division Chief
AYES:	Tracy, McDowell, Matthys
NAYS:	None

A motion was made for the denial of WAIVER 4: Sec. 3.3.5(e)(10) Landscaping and Screening

(A) A minimum of one tree shall be planted or preserved for every 5,000 square feet of site area. Trees planted as part of the parking lot or buffer yard landscaping requirements may count toward this requirement. In-lieu of providing the trees on-site, applicants may choose to pay into the City's tree fund.

RESULT:	Denied
MOVER:	Kim Tracy, Public Works Director
SECONDER:	Mike McDowell, Division Chief
AYES:	Tracy, McDowell, Matthys
NAYS:	None

A motion was made for denial of WAIVER 5: Sec. 3.3.5(e)(21) Stormwater Design

(A) The preferred method of accommodating stormwater impacts is through use of regional stormwater facilities in-lieu of accommodating stormwater on site. All stormwater management areas should be incorporated into the project's overall design.

RESULT:	Denied
MOVER:	Kim Tracy, Public Works Director
SECONDER:	Mike McDowell, Division Chief
AYES:	Tracy, McDowell, Matthys
NAYS:	None

V. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 9:23 AM.

 8/2/23
Chairman Date