



**City of Pacific  
PLANNING COMMISSION MEETING  
Tuesday, February 22, 2022  
6:00 p.m. at Pacific City Hall**

- 1. Call to Order**
  - A. Flag Salute*
  - B. Roll Call*
- 2. Approval of Agenda**  
*Approval of the February 22, 2022 Planning Commission Agenda*
- 3. Approval of Minutes** – *January 25, 2022 Planning Commission Meeting*
- 4. Audience Participation**

*Members of the audience who wish to speak on matters not on the agenda: Please state your name and address for the record and limit your comments to 3 minutes*

**The February 22, 2022 meeting will be conducted via ZOOM. City Hall will be closed due to construction work. For Commissioners wishing to attend in person, the meeting will be conducted in the Senior Center. Please let me know if you will be attending in person or via ZOOM.**

Thanks, Jack

**Public Hearing**

1. Proposed code amendments to Title 19 – Subdivisions related to the Public Works Design Standards

**Adjournment**

**The next regularly scheduled Planning Commission Meeting will be Tuesday, March 22, 2022 at 6:00 p.m.**

Citizens are welcomed and encouraged to attend this meeting, and to present oral or written comments. *The City of Pacific does not discriminate on the basis of disabilities. If you need special accommodations, or have any questions about items on this agenda, please contact the Community Development Department at (253) 929-1110. American Disabilities Act accommodations will be provided upon request.*

# **PACIFIC PLANNING COMMISSION**

## **Meeting Minutes of January 25, 2022**

### **Call to Order**

Chairman Gratz called the Regular Meeting to order at 6:04 p.m. and led the flag salute.

### **Attendance**

Commissioners Present: DuWayne Gratz, John Welch Jr, John Boyd, Don Blackwell, Patrick Mahaffey, and Wynette McCracken

Commissioners Absent:

City Staff Present: Community Development Manager Jack Dodge and Administrative Assistant Nicole MacDonald

### **Approval of Agenda**

Commissioner Boyd moved to approve the agenda as presented, seconded by Commissioner McCracken; motion carried unanimously.

### **Approval of Planning Commission Minutes**

Commissioner McCracken moved to approve the November 23, 2021 Regular Meeting minutes as presented, seconded by Commissioner Blackwell; motion carried unanimously.

### **Audience Participation**

None

### **New Business**

1. Proposed code amendments to Title 19 – Subdivisions related to the Public Works Design Standards

Jack Dodge explained why the subdivision title needed to be updated

Commissioner Blackwell made a motion to set a public hearing date for the February 22, 2022 Planning Commission meeting to gain public input regarding the proposed revisions to Title 19 Subdivisions. Seconded by Commissioner McCracken; motion carried unanimously.

### **Adjournment**

Commissioner Mahaffey moved to adjourn, seconded by Commissioner Blackwell; motion carried unanimously. The meeting was adjourned at 6:19 p.m.

Minutes prepared by Nicole MacDonald, Administrative Assistant.

Approved \_\_\_\_\_  
Date

\_\_\_\_\_  
Planning Commission Chairperson  
DuWayne Gratz



**TO:** Planning Commission  
**FROM:** Jack Dodge, Community Development Manager  
**MEETING DATE:** February 22, 2022  
**SUBJECT:** Proposed Amendments the Subdivision Code

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**ATTACHMENTS:** 1. **Draft Subdivision Code Changes – Title 19**

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**Planning Commission: 1/25/2022**

### **Background**

Title 19 Subdivision contains the standards for the development for new Subdivisions (5+ lots) and Short Plats (1-4 lots). These standards, in part, set the requirements for the construction for public roads, sidewalks, water systems and sewer systems within a new subdivision or short plat.

In 1999, the City adopted Public Works Design Standards under Ordinance 1416. In 2011, updated Public Works Design Standards were formulated.

To ensure consistency between the standards within Title 19 Subdivisions and the City of Pacific Public Works Design Standards, the subdivision codes are proposed to be revised to reference the Public Works Design standards as the guide to developing new subdivisions and short plats.

**Staff Recommendation:** Staff recommends that the Planning Commission recommend to the City Council the proposed changes to the Subdivision Code as provided in Attachment 1 to this Agenda Bill

### **Motion:**

I move that the Planning Commission recommend to the City Council to adopt the proposed changes to the Subdivision Code as provided in Attachment 1 to this Agenda Bill

**Proposed updates to Subdivision Title 19 for consistency with the public works standards:**

**Chapter 19.01**

**19.01.030 Scope.**

This title shall apply to the division of land for sale or lease into two or more parcels.

Where this title imposes greater restrictions or higher standards upon the development of land than other laws, ordinances or restrictive covenants, the provisions of this title shall prevail.

Where adopted public works standards impose greater restrictions or higher standards upon development than this title, the public works standards shall apply.

**Chapter 19.04**

**19.04.010 Definitions.**

1. “Alley” means a public thoroughfare or way having a width of not more than 30 feet, which affords only a secondary means of access to abutting property.
2. “Block” means a group of lots, tracts, or parcels within a well defined and fixed boundary.
3. “City council” means the city council of the city of Pacific, Washington.
4. “City engineer” means a licensed engineer or an authorized member of a licensed consulting firm or organization retained by the city for consultation, design, and construction engineering of specific public works projects and subdivisions.
5. “Common open space” means a parcel or parcels of land or an area of water or a combination of land and water within the site designated for a subdivision and designed and intended for the use or enjoyment of residents of a subdivision. Common open space may contain such complimentary structures and improvements as are necessary and appropriate for the benefit and enjoyment of residents of the subdivision and/or the city.
6. “Comprehensive plan” means the plans, maps, and reports which comprise the official development plan as adopted by the city council in accordance with Chapter 35.63 RCW.
7. “County auditor” means as defined in Chapter 36.22 RCW or the office of the person assigned such duties under the King County or Pierce County charter.
8. “Cul-de-sac” means a short street having one end open to traffic and being terminated at the other end by a vehicular turnaround.
9. “Dedication” means a deliberate appropriation of land by its owner for any general and public uses, reserving to himself no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted. The intention to dedicate shall be evidenced by the owner by the presentation of filing of a final plat or short plat showing the dedication thereon; and, the acceptance by the public shall be evidenced by the approval of such plat for filing by the city of Pacific.
10. “Developer” means the person, party, firm or corporation proposing to make, or having made, a subdivision; subdivider.

11. “Director” means the appointed community development director.
12. “Final approval” means the final official action taken by the city council on the proposed plat, subdivision, dedication or portion thereof that has previously received preliminary approval.
13. “Final plat” means the final drawing of the subdivision and dedication drawn to scale not smaller than one inch equals 100 feet unless approval of another scale is given by the city engineer, prepared for filing for record with the appropriate county auditor or recorder and containing all elements and requirements set forth in this title and in state law.
14. “First-class shorelands” means public lands, once or still belonging to the state, bordering on the shores of a navigable lake or river, not subject to tidal flow, between the line of ordinary high water and the line of navigability, or inner harbor line, if established, and within or in front of the corporate limits of any city or town, or within two miles thereof upon either side.
15. “Improvement” means any thing or structure constructed for the benefit of all or some residents of the subdivision or the general public such as but not limited to roads, alleys, parks and recreation facilities, storm drainage systems and ditches, sanitary sewer pipes or main lines, storm drainage containment facilities, and water mains. Improvements shall be constructed consistent with the public works standards which are applicable at the time the building or other permit required for construction of the improvement is issued.
16. “Large lot subdivision” means a subdivision into divisions, lots or tracts of one acre or more in size with an arrangement of divisions, lots or tracts and roads such as to permit a later re-subdivision in conformance with zoning, access, division, lot or tract standards or requirements of the city.
17. “Lot” means a fractional part of subdivided lands having fixed boundaries, being of sufficient area and dimension to meet minimum zoning requirements for width and area. The term shall include tracts or parcels.
18. Lot, Corner. “Corner lot” means a lot abutting upon two or more streets at their intersection, or upon two parts of the same street, such streets or parts of the same street forming an interior angle of less than 135 degrees within the lot lines.
19. “Official plans” means those official maps or map, or portion thereof, adopted by ordinance by the city council as provided in RCW 35.63.110.
20. “Planning commission” means the city of Pacific planning commission.
21. “Plat” means a map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets, and alleys or other divisions and dedications.
22. “Public works standards” mean the applicable standard(s) adopted by the City for public improvements, including but not limited to: streets, sidewalks, bike lanes, storm drainage, sewer, water, parks, etc. “Public works standards” are also referred to as “public works design standards”, or “standards and specifications”.

23. “Preliminary approval” means the official favorable action taken on the preliminary plat of a proposed subdivision, metes and bounds description, or dedication, by the city council following a duly advertised public hearing.

2324. “Preliminary plat” means a neat and approximate drawing of a proposed subdivision showing the general layout of streets and alleys, lots, blocks, and other elements of a plat or subdivision consistent with the requirements of this title. The preliminary plat shall be the basis for the approval or disapproval of the general layout of a subdivision.

2425. “Private road” means that easement or parcel created to provide access from a city street to short platted lots, the maintenance of which is to be the responsibility of the lot owners.

2526. “Roadway” means that portion of a street intended for the accommodation of vehicular traffic, generally within curb lines.

2627. “Short plat” means an area, which has been divided into four or less lots, plots, tracts, or other divisions of land for the purpose, whether immediate, or future, of transfer of ownership, sale, or lease.

2728. “Street” means an officially approved public thoroughfare or right-of-way dedicated, deeded or condemned, which has been accepted by the city for use as such, other than an alley, which affords the principal means of public access to abutting property, including avenue, place, way, drive, lane, boulevard, highway, road and other thoroughfare, except as excluded in this title. The word “street” includes all arterial highways, freeways, traffic collector streets, and local streets.

2829. “Subdivision” or “plat” means an area, which has been divided into five or more lots, plots, tracts or other divisions of land for the purpose, whether immediate, or future, of transfer of ownership, sale, or lease.

29,30. “Traffic calming device” means a speed bump, island, or other structure designed to slow traffic and make the street quieter and safer for pedestrians.

## **Chapter 19.08**

### **19.08.045 Criteria and requirements.**

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K. Required Improvements. The city engineer shall prepare minimum development standards for infrastructure improvements in regard to materials, design and construction. These standards shall be appropriate to the locality, topography, soil conditions and geology of the area in which the proposed subdivision is to be developed and improved and shall be basic requirements to be met by all developers. These standards shall be made available to all applicants/developers, or their surveyors and engineers, at the pre-application meeting. ~~The minimum~~ Minimum development standards shall be the city’s public work standards as adopted ~~established by resolution of by~~ the city council.

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### **19.08.090 Completion of improvements – Letters of approval.**

After satisfactory completion of all improvements or guarantee of completion of all improvements pursuant to PMC 19.08.050, the director shall verify that the developer has satisfactorily completed the required installation in accordance with the provisions of Chapters 19.16, 19.20 and 24.08 PMC, and in accordance with city public works standards and specifications. The director shall transmit one copy of such letter to the developer, together with a notice advising the developer to prepare a final plat for that portion of the area contained in the proposed subdivision in which minimum improvements have been installed or are guaranteed to be installed and covered by the letter of approval issued by the director.

## **Chapter 19.16**

### **19.16.090 Grades for public highways and pedestrian ways.**

Grades of streets shall be a minimum of 0.5 percent and a maximum of five percent, except in hillside areas where the director may approve grades to a maximum of 15 percent. Grades of pedestrian ways or crosswalks shall be not more than eight percent unless steps and handicapped ramps designed in accordance with the city public works standards and specifications are provided in the plans.

### **19.16.120 Sidewalks.**

Sidewalks serving proposed commercial, shopping and retail land uses shall be at least seven feet wide. Sidewalks serving residential areas shall be at least five feet wide. Sidewalks shall be constructed on both sides of all existing or proposed through streets in accordance with the city public works standards. Sidewalks shall be constructed on both sides and around the end of a cul-de-sac serving a residential area in accordance with the city public works standards. Handicap ramps shall be provided in sidewalks at all intersections.

### **19.16.130 Streets and roads.**

All public streets shall be constructed to full width and surfaced in accordance with the city public works standards ~~of the city~~. All private roads shall be constructed of (1) a minimum two inches of Class B asphalt and (2) a minimum two inch base course and two inch top course crushed rock surfacing over a minimum six-inch bank run gravel, Class A compacted subbase.

### **19.16.140 Curbs.**

Vertical curbs shall be installed in accordance with the city public works standards ~~of the city~~.

### **19.16.150 Water distribution system.**

The water distribution system, including the locations of fire hydrants, shall be designed and installed in accordance with the public works standards of the city and water utility serving the area. Connections shall be provided for each lot.

### **19.16.160 Permanent monuments.**

Permanent monuments and other markers shall be erected and located, and each lot shall be staked in accordance with the city public works standards ~~of the city~~. Prior to acceptance by the city, the developer shall provide a certificate from a registered professional land surveyor that all monuments and lot corners have been established as shown on the final plat.

**19.16.170 Street lights.**

Street lighting shall be provided in all new subdivisions consistence with the city public works standards. Minimum mounting height shall be 25 feet and minimum illumination levels, measured in horizontal footcandles (lumens per square foot) shall be 0.3. In addition, as a minimum standard, the director may require luminaires located at all public and private street intersections. All new power lines and services to the street lights shall be underground.

**19.16.180 Parking strips.**

Landscaped parking strips may be required along such streets as established by the city public works standards, determined by the city. If parking strips are required, parking strip widths shall be as specified by the city engineer.

**Chapter 19.20**

**19.20.010 Plan preparation.**

Plans for public improvements shall be prepared by a registered civil engineer and shall be in accordance with city public works standards and specifications ~~as set forth by the city engineer under the direction of the city council.~~

**19.20.070 Standards and specifications.**

All improvements shall be installed in accordance with city public works standards and specifications as adopted by the city council and site improvements as inspected and approved by the city engineer of his/her designee. Variances regarding the design principles and minimum requirements for the layout of subdivisions can be considered by the ~~street committee of the city hearing examiner under the process contained in Chapter 16.90 PMC, council, if recommended for approval by~~ Tthe city engineer will make a recommendation to the Hearing Examiner on any application for a variance under this section.