

# APPROVED

## CITY OF BREMERTON

### PLANNING COMMISSION MINUTES OF VIRTUAL MEETING June 21, 2021

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#### CALL TO ORDER:

Vice Chair Tift called the regular meeting of the Bremerton Planning Commission to order at 5:30 p.m.

#### ROLL CALL

##### Commissioners Present

Chair Wofford (arrived at 5:50 p.m.)  
Vice Chair Tift  
Commissioner Flemister  
Commissioner Coughlin  
Commissioner Mosiman  
Commissioner Pedersen  
Commissioner Rich

##### Staff Present

Andrea Spencer, Director, Department of Community Development  
Garrett Jackson, Planning Manager, Department of Community Development  
Sarah Lynam, Project Assistant, Department of Community Development

##### Others Present

##### Commissioners Excused

None

##### *Quorum Certified*

#### CHAIR CALL FOR MODIFICATIONS TO AGENDA

The agenda was accepted as presented.

#### APPROVAL OF MINUTES

COMMISSIONER COUGHLIN MOVED TO APPROVE THE MINUTES OF APRIL 19, 2021, AS SUBMITTED.  
COMMISSIONER MOSIMAN SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.

#### PUBLIC MEETING

Call to the Public (public comments on any item not on the agenda)

Vice Chair Tift invited comments from citizens on items that were not on the agenda. There were none.

#### Public Hearing: Amendments to the Zoning Code Related to Drive-Thru Facilities

Mr. Jackson explained that the Commission's responsibility is to conduct a public hearing, consider public testimony, deliberate and then make a recommendation to the City Council. He reviewed that they could recommend approval as is or as modified by the Commission, or they could recommend denial. They could also continue the hearing to a future meeting.

**Mr. Jackson** referred to the proposed code amendments that were provided as Attachment A of the Staff Report. He advised that the proposed amendments would:

- Expand the zones where drive-thru facilities are permitted to include all Commercial, Mixed-Use and Industrial zones, unless drive-thru facilities are specifically prohibited in the zone.
- Add a “Submittals” Section that formalizes what documents need to be turned in with the permit. It includes a new requirement to potentially require a Traffic Impact Assessment prepared by a qualified professional, certifying that the plans are safe for vehicles, bikes and pedestrians. This assessment is currently performed by the Public Works Department. The proposed amendment would not change that process, but it provides the Public Works Department an additional tool to help assess specific sites.
- Revise the “Procedures” Section to potentially require a Hearing Examiner level decision in cases where the applicant doesn’t meet the prescriptive requirements of the code. This would add a more scrutinized public process for any proposal seeking alternatives to the code.
- Add the potential for post-permit issuance traffic mitigation. If problems come after a drive-thru is installed and mitigation isn’t included with the permit, this provision ensures that the traffic problems can be handled at a later date after permit issuance.

**Mr. Jackson** reviewed that, at a previous workshop, staff provided examples of undesirable drive-thru facilities. The examples illustrated the need to avoid situations where the stacking lanes completely surround the building and there is no safe access for pedestrians to enter the business, where pedestrian entrances are directly after the drive-thru window where cars receive food, and where cars in the parking lot back directly into the stacking lanes.

**Mr. Jackson** shared an example of a drive-thru facilities that would meet the City’s code requirements. The building is located close to the street and there are no drive-thru lanes between the building and the roadway. The drive-thru is not the primary focus of the building, and access to the building is provided from all parking areas with only one area crossing the drive-thru lanes at the front of the stacking lane.

**Mr. Jackson** explained that a drive-thru helps ensure that a business’s bottom line is maintained by providing that third place for people to obtain services. It adds an extra tool for businesses to continue to maintain their service levels. A drive-thru can be particularly helpful for citizens with mobility impairments, and it offers a convenience for customers. Typical businesses that provide drive-thru service include restaurants, pharmacies, banking, and coffee shops. Drive-thru service is a private decision made by individual businesses based on whether or not it can help their bottom line. He referenced two articles that indicate, *“Landlords are able to charge 10-20% higher rents for properties with drive-thru facilities,”* and *“Drive-thru facilities make accessibility for customers significantly more convenient, and in turn, increase sales as much as 70% for some national chains.”* **Mr. Jackson** reported that the majority of recent commercial development has included a drive-thru component (banks, pharmacies, coffee shops, restaurants, etc. As more proposals come in, that trend will likely continue.

**Mr. Jackson** recalled that, at a previous meeting, a commissioner requested information on the existing drive-thru facilities throughout the City. Although permitting information is spotty, his calculation includes 3 pharmacies, 8 banks, 2 car washes and 26 restaurants.

**Mr. Jackson** advised that, as the proposed code amendments would allow drive-thru facilities in all Commercial, Mixed-Use and Industrial zones, it would alter where drive-thru facilities are currently prohibited. For example:

- **Neighborhood Business Zones.** The current code only allows drive-thru facilities in the Neighborhood Business and District Center zones if the property is located off of Kitsap Way or Wheaton Way. However, there are no Neighborhood Business zones located off of these two streets, so the use is effectively prohibited at this time. The proposed amendments would allow drive-thru facilities in all Neighborhood Business zones, which are intended to serve the neighborhoods they are located in. He briefly reviewed where the Neighborhood Business zones are located and described the current development, noting that there are already some drive-thru facilities.

- **Downtown Regional Center.** Currently, there are two zones in the Downtown Regional Center that specifically prohibit drive-thru facilities: Pedestrian-Oriented Mixed-Use Zone and Downtown Waterfront. There are currently three drive-thru facilities in the center, all at banks.
- **District Centers.** The current code allows drive-thru facilities in District Centers that are located off of Kitsap Way or Wheaton Way. He shared a map of the Charleston District Center, noting the properties that front on Kitsap Way that could potentially have a drive-thru. Some are located on the cliff side of Kitsap Way where a drive-thru would be unfeasible. Because the code only allows drive-thru facilities on Kitsap Way, the use becomes somewhat arbitrary at the point where Kitsap Way transitions into 6<sup>th</sup> Street. He reviewed the other District Centers, noting how properties are currently developed, where existing drive-thru facilities are located, and which properties are likely to redevelop with and without drive-thru facilities.

**Mr. Jackson** summarized that the examples were provided to show the limited amount of area that could potentially house a new drive-thru facility. Most of the properties have already been developed, so most of the new drive-thru facilities would be add-ons to existing development. He noted that many of the properties, particularly in the Neighborhood Business zone, would be too small to accommodate all of the code requirements of a drive-thru. Expanding the area where drive-thru facilities are allowed would not automatically entitle individual properties to have one. Because these zones are intended for pedestrian-oriented uses, the pedestrian, bicycle and pedestrian safety requirements would still preclude a lot of properties from having a drive-thru.

**Mr. Jackson** further summarized that the proposed amendment would expand the existing code to allow drive-thru uses in the Mixed Use, Commercial and Industrial zones. The additional “Submittal” Section would formalize the submittal process, and the “Procedures” Section would be revised to potentially elevate the decision to the Hearing Examiner when the basic prescriptive code criteria cannot be met. There would also be potential for post-permit issuance of traffic mitigation.

Chair Wofford joined the meeting at approximately 5:50 p.m.

**Erin Harris, Bremerton**, observed that, in other jurisdictions, areas that have drive-thru facilities tend to have high collision rates with pedestrians on the sidewalk. She asked if this has been taken into account and what vehicle/pedestrian mitigation measures are being planned via the Traffic Impact Assessment. She asked if would specifically prohibit left-turn motions from the adjacent roadway into the drive-thru. The left-turn motion is what commonly results in vehicle/pedestrian collisions. She said it is also important to allow adequate sight distance for vehicles exiting the drive-thru.

**Mr. Jackson** said he hasn’t seen specific research on pedestrian drive-thru incidents, but the Public Works Department reviews sight distance requirements for all commercial driveways, including drive-thru facilities. He concluded that the City’s code does its best to separate modes of transportation and ensure safe access for pedestrians and bicyclists. Pedestrians moving from parking spaces to a business are supposed to have a clear, delineated pathway, and drive-thru facilities are supposed to be completely separated from the general parking.

**Ms. Harris** clarified that she is most concerned when pedestrians are on the adjacent sidewalk and vehicles are traveling from the roadway into the drive-thru. That’s where the high propensity for vehicle/pedestrian collision occurs. In crash statistics from other jurisdictions, these show up as mid-block collisions and they are not necessarily flagged as drive-thru situations. Because of the high number of accidents associated with drive-thru facilities, a number of jurisdictions in the country are banning them in urban areas. She agreed that there are a number of benefits associated with drive-thru facilities, but she wants to make sure the adjacent traffic patterns are adjusted to make them safe for pedestrian and bicyclists that are passing by the location. This includes looking at the left turns entering into the driveway, as well as making vehicles exiting the driveway stop well before they get to the sidewalk so they have time to look for both pedestrians and vehicles.

**Mr. Jackson** emphasized that these concerns can be addressed via the Traffic Impact Assessment. Professional traffic engineers can help buttress the work that the Public Works Department is currently performing. He underscored that the code would require that drive-thru lanes must be separated from the general traffic in an effort to promote safety for pedestrians.

**Vice Chair Tift** commented that the issue of pedestrian safety is not necessarily limited to drive-thru facilities. For example, on Kitsap Way, there is Ace Hardware, McDonalds, Papa Murphy’s Pizza and Taco Bell, and every single access point in and

out of these businesses presents a pedestrian hazard if drivers are not watching carefully. He understands the potential hazards, and the vegetation and bicycle lane on Kitsap Way add to the problem.

**Vice Chair Tift** opened the hearing for public testimony.

**Christopher Lux, Bremerton**, said he and his wife own the property at the corner of Burwell and Navel (Sprout and Thistle), and they have been working towards developing Street Eats Bremerton, as well as Gravity Coffee drive-thru. He observed that staff is proposing that drive-thru facilities be allowed in all commercial zones except for those where it is specifically excluded, but the current code specifically excludes the use in the Neighborhood Business zone. **Mr. Jackson** clarified that the current code language would allow drive-thru facilities in Commercial and Industrial zones, and District Centers are zoned Mixed-Use but are selectively allowed to have drive-thru facilities. The Mixed-Use zone was added later for clarification purposes, but drive-thru facilities are already permitted in Mixed-Use zones under certain circumstances. Drive-thru facilities would be permitted in the Neighborhood Business zones if the proposed code is adopted.

**Mr. Lux** referred to Mr. Jackson's description of the preferred and non-preferred design, particularly the concept of maximizing pedestrian access to the buildings. He pointed out that there are use cases, such as coffee stands, banks or pharmacies, where the drive-thru is the sole access point and there is no pedestrian access. He suggested there needs to be a site-by-site understanding of the proposal to make sure it provides safety for pedestrians rather than excluding specific design elements, such as pedestrian access to the building.

**Akash Juneja** asked if the proposed amendments would allow a drive-thru facility at the Noah's Ark location. **Mr. Jackson** answered that it would be permitted.

No other members of the public indicated a desire to speak, and **Vice Chair Tift** closed the public portion of the hearing.

**Commissioner Pedersen** commented that staff has done a good job presenting the best proposal possible, but he felt the amendments would still result in worse biking and walkability in the neighborhoods. While he is sympathetic to the commercial landowners, the burden of proof hasn't been satisfactorily met. In order to support the amendments, he would need much more data showing that they wouldn't result in more bicycle and pedestrian accidents.

**Commissioner Flemister** asked if there is a lot-size requirement for being allowed to add a drive-thru facility. **Mr. Jackson** answered that there is not a minimum lot size requirement, but there is a minimum length for queuing lanes. The drive-thru lane must be at least 120 feet, which is meant to accommodate eight cars. If the property cannot accommodate that length, the application would be elevated to a Hearing Examiner decision, and the property owner would have to provide some very convincing safety improvements.

**Commissioner Coughlin** said he tried to think of all of the cons and concerns associated with the amendments, and most were addressed in the Staff Report. However, some were not:

- **Public Health.** Some have raised the concern that obesity rates will be higher with greater access to fast food. He noted that South Los Angeles banned fast food and drive-thru windows and obesity rates went up, which indicates that people want the service and are willing to drive further to get it.
- **Carbon Emissions.** He couldn't find any studies showing that drive-thru facilities resulted in increased carbon emissions. If they are prohibited in an area, people will likely be willing to drive further to get the service. Given that vehicles will become more efficient and less polluting over time, the impact would be negligible.
- **Greater and More Convenient Access.** Drive-thru facilities provide greater access for the disabled, working families, etc.

**Commissioner Coughlin** said he supports the proposed amendments overall. He suggested that perhaps Commissioner Pedersen's concerns about pedestrian impacts could be addressed by requiring a Traffic Impact Assessment for all drive-thru applications. **Mr. Jackson** emphasized that the review is already being done by the Public Works Department, and the Traffic Impact Assessment would be an additional requirement to help the Public Works Department assess individual sites. Staff isn't proposing that the assessment be required for all applications because some sites can easily meet all of the requirements without posing a safety issue. The Public Works Department would have the ability to require the additional analysis, if there

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are any unusual site conditions. **Director Spencer** said she equates this to the recommendation the Commission made relative to boundary line adjustments. The code was written to say the City may require a title report or not. Some boundary line adjustments move lines in a very minor way and it doesn't make sense to spend all the money to require a title report when the request is straight forward. She cautioned against mandating that extra time and resources be spent when it isn't necessary in many situations. She explained that the Public Works Department does an extensive review of business access to a site, and they have worked hard to consolidate all of the access points along Wheaton Way. The proposed amendments would add more study requirements for the drive-thru, itself, but not for the development as a whole.

**Commissioner Coughlin** commented that drive-thru facilities provide real benefits to disabled and working families. He researched other cities and found that Portland, Oregon, increased its drive-thru provision and added a new section of code that encouraged drive-thru facilities to give access to pedestrians and bicyclists who ordinarily access the building. For example, if the business was open until 8 p.m., but the drive-thru until 10 p.m., the business would be required to serve pedestrians and bicyclists at the drive-thru from 8 p.m. to 10 p.m. He felt that was a great way to have drive-thru serve not just cars, but also pedestrians and bicyclists. If that were to be allowed, he would assume that appropriate safety measure would be taken. **Director Spencer** voiced concern about the liability associated with the City enacting code requirements that mix cars, pedestrians and bicyclists together. If they considered this approach, she would rather they focus on serving walk-up customers in a separate place than the drive-thru facility. **Vice Chair Tift** concurred with Director Spencer.

**Commissioner Mosiman** referred the Commissioners to the public hearing that was conducted in 2013 relative to proposed code amendments for drive-thru facilities. The amendments were being considered at the request of the City Council because the Comprehensive Plan was not working as expected, and the anticipated development was not happening. There was an identified requester, as well as an identified purpose. In other business before the Planning Commission, he has always appreciated having a clear understanding of why the Commission is being asked to consider a proposed amendment. However, he doesn't know where the current proposal came from or why it was made. When considering proposals, he likes to understand the problem the Commission is being asked to address, but that isn't clear to him at this point. He asked staff to explain who made the request and why it is being made.

**Director Spencer** responded that staff has had several conversations with people who want to develop in Bremerton. When staff informs them that drive-thru facilities aren't permitted, they generally choose to develop elsewhere in Kitsap County or other nearby jurisdictions that have less stringent requirements. The proposed amendments are intended to address the City's economic situation by encouraging redevelopment opportunities. In addition, it could be argued that the City's current regulations are somewhat arbitrary. They are currently only allowed on Kitsap Way or Wheaton Way, yet 6<sup>th</sup> Street is not that much different than Kitsap Way. Most of the commercial zoning is on high-traffic corridors, which seems to be an appropriate place. She cautioned that the City is currently competing with Kitsap County, Poulsbo, and Port Orchard, all of which allow drive-thru facilities with very few design standards. She suggested that the current proposal represents a good balance. It provides good design standards to address walkability, but also allows drive-thru facilities to serve the community needs. During the pandemic, the drive-thru option was very advantageous to keeping the local businesses alive. In addition, the Mayor has voiced concern that the current code is an impediment to development and redevelopment. Lastly, she expressed her belief that drive-thru service is the way of the future, and it can be allowed with good site design. The proposed regulations are still more onerous than those in Kitsap County.

**Commissioner Mosiman** agreed that the pandemic increased the demand for drive-thru service for at least the short-term because the indoor dining restaurants were closed down. He cautioned that they appear to be looking for a long-term solution to what is potentially a short-term problem. It would be a mistake to make a decision based on a short-term situation that will have impacts for decades to come. Regarding earlier comments about emissions, he agreed that vehicles are changing, but slowly. The turnover rate for vehicle sales is about 6% per year, and the majority are still gas or diesel vehicles. These vehicles will be part of the fabric of society for decades to come, and expecting automobile technology to solve this problem is decades away.

**Commissioner Mosiman** reviewed that in 2013, it was recognized that drive-thru uses needed to be expanded on auto-centric corridors. Because Wheaton Way and Kitsap Way were already auto-centric, it didn't make sense to prohibit drive-thru uses. The work done by the Planning Commission in 2013 was well considered, and the Charleston District Center was specifically identified as a success story that did not need drive-thru uses. Now they are proposing to change the Planning Commission's 2013 work without providing any demonstratable evidence that the situation has changed. The Neighborhood Business and

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District Center zones are Mixed-Use, which means there are residential properties. He is concerned that the proposal would allow drive-thru facilities right next to people's homes, and he doesn't believe that a 10-foot buffer would be sufficient. They need to consider the impacts associated with hours of operation, light pollution from the business and car headlights, noisy vehicles, diesel fumes, etc. He said he doesn't have a problem expanding drive-thru uses into auto-centric areas, but he doesn't support allowing them next to residential development.

**Commissioner Mosiman** reviewed that the Comprehensive Plan describes the Neighborhood Business character as *"small-scale commercial or mixed-use nodes with uses such as grocers or converted residential structures or purpose-built structures that are sensitive to the small-scale residential context."* In addition, Land Use Goal 1 calls for reducing traffic congestion, and the proposed amendments would do exactly the opposite. Again, he is opposed to allowing drive-thru uses in areas where there is residential development. He suggested that before the Commission makes a decision, residents in the District Centers should be notified of the proposal and invited to provide feedback.

**Commissioner Mosiman** directed attention to the Comprehensive Plan, as well as City, County and State documents where they are attempting to reduce carbon emissions. He expressed his belief that the proposed amendment would fly in the face of that goal. The average wait time in a drive-thru is 4 minutes 25 seconds, which means that cars idle for that amount of time.

**Commissioner Rich** said she came to the meeting thinking that the proposed amendments made sense and that the current code was arbitrary and didn't link up with the way people drive around Bremerton. She said she appreciates staff's research on the benefits of drive-thru facilities to working families, people with disabilities, etc. She suggested that the concerns could be addressed by more detailed information from staff, as well as more specific examples of how the code would be applied. She asked how the process would be impacted if the Commission decided to postpone its recommendation until the residents living in the District Centers have been notified and invited to provide input on the proposal.

**Vice Chair Tift** commented that he was on the Commission in 2013 when the drive-thru code provisions were last updated. At that point in time, the Commission's frame of reference was largely focused on fast-food restaurants rather than pharmacies and other drive-thru businesses that have grown as a result of the pandemic. He expressed his belief that drive-thru is valuable in neighborhoods, and he submitted that Hi-Lo is probably already a drive-thru by virtue of Uber Eats, Door Dash and other companies that deliver food from restaurants. He said he doesn't believe that the doomsday claims that have been raised will materialize in the heart of a neighborhood because it won't be profitable for a company to set up something that would attract diesel trucks and large volumes of traffic.

**Director Spencer** explained that a public hearing and a recommendation from the Planning Commission is required whenever the City adopts changes to the zoning regulations. The recommendation is then scheduled for a public hearing before the City Council. The City Council could take action following its public hearing, or it might choose to study the issue more before adoption. The timeline for adopting most zoning code amendments is a month or two. She reminded them that property owners are waiting for the Commission and City Council to take action on the amendments so that proposed development can move forward. If the Commission's recommendation is a split vote, they could move the recommendation forward with a minority report that clearly outlines the concerns. Staff could then do more public outreach to encourage citizen comments at the City Council's public hearing.

**Commissioner Coughlin** said he doesn't envision the code change would result in a lot of new businesses where there are none now. The proposed amendment would simply allow existing businesses and perhaps a few new businesses to have drive-thru capability. While he appreciates the concerns about more traffic in residential areas, the code provides sufficient safeguards to mitigate the impacts. He noted that carbon emissions from both public and private transportation worldwide is only about 27%, and he doesn't see any significant increase of carbon emissions associated with the use. If the Commission decides to postpone a recommendation to allow more time to reach out to nearby residents, they should make it clear that they do not expect the proposal would result in an explosion of businesses in the area that weren't there before. Instead, it would provide flexibility to a few businesses that could benefit from it.

**Commissioner Pedersen** said he believes the disability/accessibility argument is valid, but the counterpoint would be encouraging curbside pickup windows rather than full-on drive-thru facilities. He commented that staff did a good job with mapping to illustrate the impacts of the amendments, and it is clear that they would result in more drive-thru uses next to residential areas. He didn't believe that a 10-foot buffer would be sufficient. He also felt the proposed amendments would

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increase auto-centric neighborhoods as opposed to encouraging pedestrian and bicycle activity. The areas that are being compared to Wheaton Way and Kitsap Way are death traps for bicyclists and pedestrians, and he is opposed to creating any more of these situations in the City.

**Commissioner Mosiman** voiced concern about the misinformation that has been provided. They aren't talking about call ahead, pickup, Door Dash, Uber Eats, etc. They are talking only about drive-thru uses where cars are stacked up. He encouraged the Commissioners to read the Comprehensive Plan, which sets out the vision for Bremerton. The Land Use element in the Comprehensive Plan talks about a vision for Neighborhood Business and District Centers. He voiced concern that opening the areas to drive-thru uses would go against the vision outlined in the Comprehensive Plan. While it is likely true that the amendments would not result in an explosion of drive-thru businesses, that is wishful thinking rather than definitively correct. The purpose of the zoning code is to put limits on what may happen. He is in favor of supporting the business community, and he would be willing to consider expanding drive-thru uses in the auto-centric areas, but not in the District Center and Neighborhood Business zones. They need to carefully consider the impacts this change would have to the quality of life of the residential property owners in these areas.

**Commissioner Coughlin** reminded the Commissioners of his earlier suggestion that the proposal be amended to require businesses to provide opportunities for walkup service when the indoor dining is closed but the drive-thru is open. **Director Spencer** noted that staff prepared some alternative language to address this issue that ensures there isn't a conflict between pedestrians, bicycles and vehicles.

**Director Spencer** agreed with Commissioner Mosiman that the City's vision is to create good center and mixed-use development. However, it is important to keep in mind that the Commission is only considering a small portion of the development code. The overall intent and underlying principles of each of the zoning districts would still have to be met. She explained that drive-thru uses are an accessory to an existing business. The actual building would have to meet all of the code requirements, such as transparency and buildings that are located at the street front. Drive-thru uses would be located behind the building and wouldn't be the primary feature. She suggested it would be helpful for Mr. Jackson to explain the development regulation intentions, which cannot be undermined by a proposed development. He could also share suggested language for a potential amendment to address Commissioner Coughlin's concern.

**Mr. Jackson** referred to the Findings and Conclusions (Attachment B) that were included in the Staff Report. He explained that the Findings and Conclusions are required to show how a proposed amendment would meet the Comprehensive Plan goals. He specifically referred to Policy LU-1, which states:

- A. Development regulations should encourage pedestrian-oriented mixed-use design in Centers and address such issues as:
  - 1. Locating buildings or features in the core of the Center at sidewalk edge,
  - 2. Providing windows and other architectural features that foster pedestrian interest along street fronts,
  - 3. Adopting sign standards that reflect pedestrian scale,
  - 4. Encouraging and/or requiring architectural features that are of a scale and type appropriate for viewing by pedestrians at the building front and immediately nearby, and
  - 5. Development projects should be encouraged to provide amenities such as street furniture, street trees, small public spaces and plazas, etc.

**Mr. Jackson** said it is staff's intention that the proposed amendments would not affect these policies. Drive-thru uses are intended to be accessory and located at the rear of the building. They would not supersede any of the pedestrian goals.

Next, **Mr. Jackson** shared alternate language to implement Commissioner Coughlin's recommendation that drive-thru businesses provide opportunities for walkup service when the indoor dining is closed but the drive-thru is open. The alternative language also addresses the concerns that have been raised about mixing pedestrian, bicycle and vehicular traffic. The proposed language would be:

*"When drive-thru facilities are open and other pedestrian-oriented customer entrances to the businesses are unavailable, they must serve customers using other modes rather than vehicular. This may be accomplished by on-line ordering, pickup areas or similar. Such pickup areas shall be illustrated on the submitted site plan."*

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**Mr. Jackson** commented that the words, “*or similar*” were added to recognize that there may be variations that would accomplish the same goal. The intent is to make sure that any area that is designated as such is shown on a site plan to ensure that pedestrians are safe. **Director Spencer** suggested that the motion could include allowing staff to work on language for alternate means to serve pedestrians and bicyclists.

**COMMISSIONER COUGHLIN MOVED TO RECOMMEND THE CITY COUNCIL ADOPT TEXT AMENDMENTS TO TITLE 20 OF THE BREMERTON MUNICIPAL CODE (BMC) AS DETAILED IN ATTACHMENT A, BASED ON THE STAFF REPORT AND THE FINDINGS AND CONCLUSIONS PRESENTED IN ATTACHMENT B. HE FURTHER MOVED TO DIRECT STAFF TO ADD LANGUAGE TO SUPPORT WALKUP AND BICYCLE SERVICE AND CONDUCT OUTREACH TO RESIDENTIAL PROPERTIES ADJACENT TO THE COMMERCIAL DISTRICTS FOR PUBLIC INPUT. CHAIR WOFFORD SECONDED THE MOTION, WHICH CARRIED 5-2 WITH COMMISSIONERS COUGHLIN, FLEMISTER, RICH, TIFT AND WOFFORD VOTING IN FAVOR AND COMMISSIONERS MOSIMAN AND PEDERSEN VOTING IN OPPOSITION.**

## **BUSINESS MEETING**

### **Chair Report**

**Vice Chair Tift** said he is anxious to get back to some form of in-person meetings. He has heard from some constituents that they are missing out on important testimony because of the difficulty some people have with Zoom meetings. He noted a letter to the editor in *THE KITSAP SUN* from Diane Manning, who was quite annoyed with the lack of opportunity to comment at Commission meetings due to technology difficulties.

**Chair Wofford** announced that it is time for the Community Block Grant process to start, and he has been the participant representing the Planning Commission on the Grant Committee for the past several years. He asked if any of the other Commissioners were interested in serving in that role. **Director Spencer** reviewed that committee members review and score all of the applications in August. In September, the committee meets to conduct interviews, debate as a committee, and make a recommendation to the City Council on how to spend the Community Block Grant money. She said she finds it a very rewarding experience because you get to see the good work that is being done by non-profit organizations in Kitsap County. It’s also sad because there is such great need and not enough money to give everybody what they ask for. **Commissioner Coughlin** indicated he would be interested in serving on the Grant Committee.

### **Director Report**

**Director Spencer** announced that the Mayor and City Council President are talking about how to open up for in-person meetings. She reported that there has been an increase in participation and engagement from the public because it is easier for many to attend virtual meetings. Some people want to continue the virtual meetings even after the in-person meetings resume, and staff is working to update equipment to support that endeavor. At this time, she doesn’t have a timeline for when the in-person meetings will resume.

**Director Spencer** announced that Ms. Satter has left the City, and Garrett Jackson was promoted to the position of Planning Manager. She is currently recruiting for Mr. Jackson’s position during a time when the City is experiencing record permit activity. The next meeting is scheduled for July 19<sup>th</sup>, but given all of the other demands on staff time, it may need to be canceled.

**Director Spencer** reported that the City Council adopted the Planning Commission’s recommendations on boundary line adjustments, lot size averaging and double-wide mobile home width.

### **Old Business**

**Commissioner Coughlin** recalled that, at the last meeting, there was an outstanding question to staff about whether single-wide recreational vehicles (RVs) would be allowed on single-family lots as an accessory dwelling unit (ADU). **Director**

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**Spencer** responded that nothing in state law would prohibit the City from writing regulations that allow any size of manufactured housing. When Mr. Jackson was doing research for manufactured housing, he discovered that Bremerton and Poulsbo are the only jurisdictions that mandate double wide and regulate the size. The County doesn't have any requirements. She suggested they wait and see how the manufactured home amendments work over the next few years, and then they can be adjusted as necessary.

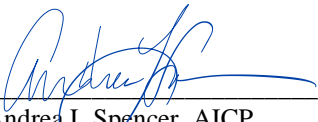
**New Business**

**Commissioner Coughlin** asked if there are any other Planning Commission items that will appear before the City Council before the Commission meets again, and **Director Spencer** answered no.

**ADJOURNMENT**

The meeting was adjourned at 7:15 p.m.

Respectively Submitted by:

  
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Andrea L. Spencer, AICP  
Executive Secretary

  
\_\_\_\_\_  
Mark Wofford, Chair  
Planning Commission

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