



CITY OF DUPONT
Special Planning Commission
1700 Civic Drive, DuPont, WA 98327
Telephone: (253) 964-8121
www.dupontwa.gov

Chair, Jeff Foe
Vice-Chair, John Colvin

September 25, 2023

6:00 PM

AGENDA

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|--|-------|
| 1. CALL TO ORDER | |
| 2. ROLL CALL | |
| 3. PUBLIC COMMENTS (SEE INSTRUCTIONS BELOW) | |
| 4. APPROVAL OF AGENDA | |
| 5. APPROVAL OF MINUTES | |
| 5.1. Minutes of September 11, 2023 | 2 - 3 |
| Minutes of September 11, 2023 | |
| 6. UNFINISHED BUSINESS | |
| 6.1. Old Fort Lake Subarea Plan Update | 4 - 7 |
| <ul style="list-style-type: none">• Debrief from field trip• Community Character Goals & Policies• Introduction to Design Standards; Building Frontages, and Site Planning | |
| Community Character Goals & Policies | |
| 7. PUBLIC COMMENTS (SEE INSTRUCTIONS BELOW) | |
| 8. ADJOURNMENT | |

To attend the meeting remotely, call into the Zoom meeting by dialing **1-253-215-8782** and enter Webinar ID: **826 8145 0396** and Passcode: **535038** or using the following link:
<https://us02web.zoom.us/j/84287427508?pwd=SDhJTIVEemsxN1Y4c0hidGFnOS9wZz09> and Passcode: **535038**.

To provide public comment, detailed instructions are located at the following link:
<https://www.dupontwa.gov/DocumentCenter/View/6137/Public-Comment-Instructions---Agencies---Rev-10172022-PDF>.

The public may watch the meeting live on "YouTube" at the following link:
https://www.youtube.com/channel/UCI-nrLK1wNfpq3_CeNJw40A. A recording of the meeting can be found on the same site following the meeting.



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MEETING MINUTES
Monday, September 11, 2023

Call to Order: Chair Foe called the meeting to order at 6:34pm.

Roll Call: Chair Foe, Vice-Chair Colvin, Commissioners, Chase, Thakor, Burlison, Lynch and Schou.

Staff Present: Public Services Director, Kincaid, and Administrative Specialist, Howald

Public Comments

There were no public comments.

Approval of the Agenda

A motion was made and seconded to approve the agenda (Colvin/ Lynch); 7/0, motion carried.

Approval of the Minutes

A motion was made and seconded to approve the August 28, 2023, Minutes, (Schou/Colvin); 7/0, motion carried.

Unfinished Business

Director Kincaid explained the continued discussion of the Old Fort Lake Subarea Update Plan. This meeting focused on Trails, Parks & Open Space, Transportation, and Cultural Goals and Policies.

Ms. Kincaid introduced Lisa Klein, AHBL. Ms. Klein presented a powerpoint and began with a review of the approach in preparing the draft goals and policies.

Director Kincaid and Ms. Klein offered a review of the feedback from previous suggestions and a proposed draft and policies.

A question and discussion period occurred between the various discussion topics.

Director Kincaid informed of field trip to visit the Old Fort Lake subarea followed by a Special Meeting on September 25, 2023.

Special meetings will be held on October 23, 2023 and January 22, 2024.

Ms. Klein discussed the Project Schedule process for the Old Fort Lake Subarea Update Plan and the Comprehensive Plan. The Subarea Update Plan and Comprehensive Plan will then be combined for the adoption workshops and public hearings.

Public Comments

Carol Estep encouraged the public to visit the museum.

Brad Beach, Nisqually Indian Tribe, offered thanks for considering and including Tribe input in the Old Fort Lake Subarea Update Plan.

Adjournment

Chair Foe adjourned the meeting at 8:27 pm.

Chair, Jeff Foe

Date

Please note that the minutes from Advisory Commission Meetings are not verbatim.

DRAFT



PROJECT MEMO



TO: City of DuPont Planning Commission **DATE:** September 11, 2023
FROM: Barb Kincaid and **PROJECT NO.:** 2220649.30
 Bob Bengford and Katy Saunders, **PROJECT NAME:** Old Fort Lake Subarea Plan Update
 MAKERS
SUBJECT: Community Character - Proposed DRAFT Goals and Policies

This memo provides the existing Old Fort Lake Subarea Plan (2017) Future Community Character Goals and Policies together with proposed changes for the plan update. This is a working document intended for analysis and discussion purposes; any of the proposed changes presented are still in draft form and subject to change as they develop through the plan update process. The existing goals and policies are in black text and the proposed draft text additions are underlined in blue and text removal in underlined strikethrough. Red fonts are topic areas that will be brought back to the Planning Commission later when we have more information.

Community Character Goals and Policies

The following goals and policies shall guide the City and its actions to ensure that the subarea plan develops in way to create a strong community character that balances function, aesthetics, and compatibility. This character should complement the established city form and the surrounding neighborhoods. These goals and policies establish future actions that the City and developers shall make to ensure the subarea is well-designed and followed sound urban design principles.

- CC-Goal 1** Promote pedestrian-oriented development that builds on Dupont's existing design character and responds to Old Fort Lake's unique physical, historical, and cultural context~~Develop buildings that are attractive and project a welcoming appearance to pedestrians, customers, and the residents of DuPont.~~
- CC-1.1** Craft and administer user-friendly design standards for commercial and multifamily development emphasizing the concepts below. Evaluate the effectiveness of the adopted standards over time and make adjustments necessary to achieve the community design policies herein.~~Apply the City's Multifamily Design Regulations and Guidelines and Commercial and Mixed Use Design Regulations and Guidelines to future development within the Old Fort Lake subarea.~~
- CC-1.2** Create block frontage standards that help to create attractive, welcoming and safe streetscapes. This includes:
- o Storefront standards to help create lively commercial/mixed-use neighborhood centers.
 - o Mixed pedestrian-oriented frontages in portions of the commercial/mixed-use centers where both storefronts and landscaped setbacks are permitted, and options.
 - o Multifamily block frontage standards that emphasize modest landscaped setbacks, buildings oriented towards the street, and parking/garage elements strategically located to the side and/or rear of buildings and deemphasized from the street.

- CC-1.3 Develop standards that identify highly visible street corners and provide flexible standards to accentuate sites/buildings on those highly visible street corners.
- CC-1.4 Employ site and building design techniques that promote safe and inviting pedestrian access and connections.
- CC-1.54 Craft standards that manage the location and screening of parking lots and loading docks, minimizing their impact on the streetscape environment.
~~Establish development requirements that require sites to downplay and screen parking lots, service areas, loading docks, and semi-truck parking from off-site view.~~
- CC-1.5 Create internal open space standards. Specifically:
- o Create useable space that is suitable for leisure or recreational activities for residents and contributes to the residential setting.
 - o Integrate plazas and other pedestrian oriented spaces in commercial areas that enhance the employees' and public's opportunity for active and passive activities, such as dining, resting, people watching, and recreational activities.
- CC-1.6 Create landscaping standards that emphasize landscaping as one of the character-defining features of Old Fort Lake. Specifically:
- o Utilize native, drought-tolerant, and low-maintenance plant species to promote long term success of landscaping.
 - o Utilize landscaping to screen unwanted views.
 - o Utilize landscaping to increase human comfort, enhance air quality, provide wildlife habitat, support resilience needs, and reduce stormwater runoff.
- CC-1.7 Create standards to promote the thoughtful integration of service elements into the design of sites and buildings. Specifically:
- o Limit adverse visual, odor, and noise impacts of mechanical equipment, utility cabinets, trash and recycling receptacles, and other service areas at ground and roof levels.
 - o Provide adequate, durable, well-maintained, and accessible service and equipment areas.
 - o Reduce impacts from the location and utilization of service areas.
- CC-1.8 Create building design standards that emphasize the following:
- o Rather than prescribing a singular architectural style, use block frontage provisions and other standards noted below to achieve the desired design character.
 - o Create building massing and articulation standards that help to reduce the perceived scale of large buildings by providing for secondary scales and patterns that are smaller than the entire façade.
 - o Place an emphasis on human-scaled design details that contribute to Old Fort Lake's character and identity.
 - o Integrate window design that adds depth, richness, and visual interest to the façade.
 - o Create clear and welcoming building entries.
 - o Integrate window design that adds depth, richness, and visual interest to the façade.
 - o Encourage the use of durable, high quality, and urban materials that minimize maintenance cost and provide visual interest from all observable vantage points.
 - o Promote the use of a distinctive mix of materials that helps to articulate facades and lends a sense of depth and richness to the building.

- Place the highest priority on the first floor in the quality and detailing of materials at the pedestrian scale.
- Provide for a varied built environment that provides for a variety of architectural designs and scales.
- Avoid highly repetitive façade designs.

CC-1.92 Develop and adopt design ~~regulations and guidelines~~standards for ~~light manufacturing and warehouse~~ land uses within the Old Fort lake subarea. Specifically:

- Limit the size of light manufacturing buildings to no more than 50,000 SF.
- Require integration of façade articulation techniques that provide visual interest to the buildings while avoiding requirements for costly façade modulation techniques.
- Include standards to enhance building entrances, including some human-scaled detailing.
- Integrate landscaping standards, particularly around the building entry and along the site's perimeter.

~~CC-1.3 Create and adopt pedestrian access standards so the subarea develops as a walkable district within the City.~~

~~CC-1.5 Adopt new zoning and land use standards with appropriate setbacks and other dimensions standards to result in attractive site/building designs that implement the subarea vision.~~

~~CC-1.6 Work with developers to explore private design standards or restrictive covenants that exceed City standards and provide an additional means of enforcement.~~

CC-1.7 Revise City lighting standards to reduce light glare and to follow 'dark sky' principles.

CC-Goal 2 Create attractive streetscapes that accommodate a variety of multimodal users including ~~motorists, bicyclists, and pedestrians~~.

CC-2.1 Develop and adopt street cross section standards for the subarea that includes landscaping, shade trees, vehicle travel lanes, transit access and amenities, on-street parking, and multi-use pathways.

CC-2.2 Continue to require landscaping planters between streets and sidewalks ~~buffers along rights-of-way~~ to provide vegetation, shade, and aesthetics, ~~and screening~~.

~~CC-2.3 Review the City's landscaping and buffering standards for opportunities to add additional requirements to strengthen the Old Fort Lake Subarea Plan vision.~~

CC-2.34 Require development projects to demonstrate that new roadways and site plans will provide landscaping that meets or exceeds City standards.

CC-2.45 Explore opportunities to provide decorative/enhanced paving at key intersections to calm traffic and to emphasize pedestrian/bicyclist crossings.

~~CC-2.56 Identify a long-term funding source and/or partnership opportunity to maintain streets and vegetation.~~



CC-Goal 3 Create signage and wayfinding with the subarea that has a coordinated, thematic design that provide helpful and effective orientation to site amenities and destinations.

~~CC-3.1 Expand City trail signage and informational placards across the subarea to provide direction and guidance for all trail users.~~

CC-3.2 Develop the design and locations for entry monuments into the subarea; ensure the entry signs are coordinated in terms of materials and design.

CC-3.3 Apply the City's sign regulations to all development sites/buildings within the subarea.

CC-3.4 Develop standards to ensure that lighted signs are not excessively illuminated and do not cast harsh light onto surrounding properties.

CC-3.5 Explore an informational and wayfinding sign program design that is cohesive throughout the subarea and expresses the subarea's cultural and historic to highlight cultural sites and areas of historical heritage.

CC-Goal 4 Encourage the practice and visibility of sustainable approaches to site and building design.

CC-4.1 Allow flexibility for the integration of sustainable site and building materials.

CC-4.2 Support innovative design practices or approaches that may further sustainability and the City's ability to meet state and regional climate goals.

LK/

c: Bob Benford and Katy Saunders, Makers

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