



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

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Chair, Jeff Foe  
Vice-Chair, John Colvin

**May 13, 2024**

**6:30 PM**

**AGENDA**

		Page
1.	<b>CALL TO ORDER</b>	
2.	<b>ROLL CALL</b>	
3.	<b>PUBLIC COMMENTS (SEE INSTRUCTIONS BELOW)</b>	
4.	<b>APPROVAL OF AGENDA</b>	
5.	<b>APPROVAL OF MINUTES</b>	
5.1.	Minutes of April 8, 2024 <a href="#"><u>Minutes of April 8, 2024</u></a>	3 - 5
6.	<b>NEW BUSINESS</b>	
6.1.	Update to City's Sign Code, DMC 25.116.110 - G. Karg <a href="#"><u>Ordinance City Signs</u></a>	6 - 10
7.	<b>UNFINISHED BUSINESS</b>	
7.1.	Old Fort Lake Subarea Plan Update 1. Recap from April 8, 2024 meeting 2. Next Steps	
7.2.	Periodic Comprehensive Plan Update 1. Existing Plan Overview and relationship to other plans 2. Future Land Use Map 3. Gap Analysis 4. Guiding Concepts <a href="#"><u>HANDOUT-Comp Plan Land Use Map</u></a> <a href="#"><u>HANDOUT-OFL Subarea Plan-Land Use Map Concept G</u></a> <a href="#"><u>PRESENTED-20240513 Comprehensive Plan Update PC Meeting</u></a>	11 - 26
8.	<b>PUBLIC COMMENTS (SEE INSTRUCTIONS BELOW)</b>	
9.	<b>PLANNING COMMISSIONERS' COMMENTS</b>	

## 10. ADJOURNMENT

*To attend the meeting remotely, call into the Zoom meeting, dial **1-253-215-8782**, and enter Webinar ID: **850 1524 0585** and Passcode: **242281** or use the following link:*

*<https://us02web.zoom.us/j/85015240585?pwd=Yitxajl5OW5XQ2tnSm5YUWIHSkxLUT09> and Passcode: **242281**.*

*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](https://www.youtube.com/channel/UCI-nrLK1wNfpq3_CeNJw40A). A recording of the meeting can be found on the same site following the meeting.*



## CITY OF DUPONT

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### MEETING MINUTES Monday, April 8, 2024

**Call to Order:** Chair Foe called the meeting to order at 6:32pm.

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

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

#### **Public Comments:**

There were no comments.

#### **Approval of the Agenda:**

Commissioner Chase made a motion to approve the agenda and Commissioner Colvin seconded the motion. Motion carried 7-0.

#### **Approval of the Minutes:**

Commissioner Thakor made a motion to approve the March 11, 2024, Minutes, and Commissioner Colvin seconded the motion. Motion carried 7-0.

#### **Unfinished Business:**

Director Kincaid explained the meeting is to continue work on the Old Fort Lake Subarea Plan Update beginning with a recap from the March 11, 2024 meeting with addressing some comments of discussion meeting.

Ms. Kincaid began with the school siting on Draft Proposed Future Land Use Map-Concept G. and has worked diligently with the stakeholders.

Ms. Lisa Klein, AHBL, consultant to the City, discussed Community Character Goals and Policies, CC 3.5 and CR 2.2 with respect to Street Names.

Discussion continued to multifamily building and number of units. Various examples of building heights were shown.

Director Kincaid further added the area can accommodate a building with cap of 200 units per building. There was a consensus of the commissioners to allow 200 units.

A majority of the commissioners favored multifamily housing area to allow 4 stories.

Ms. Klein continued discussion to clarify Access Dwelling Units, HB 1337 and HB 1110- Middle Housing Legislation. As Dupont is a Tier 3 city, this allows one primary structure and one ADU per lot.

Ms. Klein continued discussion from the previous meeting on section 25.71.700 Single-Family and Middle Housing Design Standards, under section 25.71.707.

The Commissioners agreed to remove the proposed shared driveway section.

Ms. Klein next reviewed Cottage Housing Design Standards, section 25.71.708, with an indepth explanation of the difference between Cottage Housing and single-family open space.

Ms. Klein reminded from the previous meeting discussion that Section 25.71.709, Courtyard Apartment Design Standards, will be removed as won't be built in the Old Fort Lake Subarea.

Ms. Klein reviewed Section 25.71.710, Parking Standards and 25.71.711, Infrastructure Standards.

In Section 25.71.270 Off-street parking regulations, it was explained of the decision to put all parking requirements for OFL into a table.

Discussion next moved onto the previously provided draft Land Use, Housing and Capital Facilities Goals and Policies and Director Kincaid began an explanation of the Comprehensive Plan Periodic Update – Public Participation and various outreach opportunities.

Director Kincaid read the 2015 Comp Plan Vision for DuPont which continues to remain true.

Director Kincaid and Ms. Klein discussed and reviewed the Comprehensive Plan elements with focus on the mandatory requirements including Land Use, Housing and Capital Facilities & Utilities, Transportation and Parks & Recreation.

Ms. Kincaid reviewed other requirements of Climate Change & Resiliency, Tribal Participation, Siting Essential Public Facilities, General Consistency and Future Emergency Amendments and a work plan.

Director Kincaid discussed the upcoming agenda topics for the next meeting, May 13, 2024.

Question and discussion periods occurred throughout the presentation.

## **Public Comments**

Troy Andrew, CEO of The Home Course and Washington Golf and Pacific Northwest Golf Association, expressed appreciation for the relationship with the City and support and on the work that has been done this far. He expressed concerns regarding the proposed school location and suggested having further discussion with school district and developers. The golf course wants to continue be known as a nationally recognized golf course and host national championships.

Jon Potter, representative of the property owner, is interested in the continued success of the Home Course. It represents economic development, tourism and has strong affinity with residents, and so interested in continued success. As with what Mr. Andrew expressed, he believes it would be constructive to meet collectively with Mr. Shawn Lewis and come back with a collaborative approach to a school location for consideration.

Anthony Hemstad, Principle of Hemstad Consulting, of which both the land owners and NorthPoint are clients, but spoke for himself. He complimented the Commissioners on their work but expressed concerns on the proposed location of an elementary school causing potential various impacts on building, traffic and the golf course and offered the suggestion to look at building closer to Pioneer Middle School.

Mr. Hemstad encouraged further discussion on the multifamily housing tax exemptions.

**Planning Commissioners Comments:**

Commissioner Chase expressed that he finds pictures and drawings beneficial for discussions and suggested to continue use as may also be beneficial to developers and contractors, etc.

Commissioner Thakor summarized concerns expressed regarding the location of the school and the Commissioners have already been discussing the location. As the school was not present, he suggested it would be beneficial to get everyone involved, including the school district, to discuss and save time.

Commissioner Schou expressed thanks to those who attended the meeting and appreciates them listening to their concerns. She also expressed appreciation for the interest in trying to work this all out and that it is beneficial to everyone. She thanked everyone for the time invested and input throughout the process.

Chair Foe also expressed thanks and appreciation for all those who attended to observe the process in trying to achieve the right outcome.

**Adjournment:**

Chair Foe adjourned the meeting at 8:38pm.

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Chair, Jeff Foe

Date

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

**CITY OF DUPONT  
WASHINGTON  
ORDINANCE NO. 24-\_\_\_\_\_**

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**AN ORDINANCE OF THE CITY OF DUPONT, PIERCE COUNTY, WASHINGTON; AMENDING DUPONT MUNICIPAL CODE 25.116.110; EXEMPTING CITY SIGNAGE; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to RCW 35A.11.020 the City is authorized to adopt ordinances of all kinds relating to the regulation and good governance of municipal affairs; and

**WHEREAS**, The Planning Commission has reviewed DuPont Municipal Code (“DMC”) 25.116.110 and recommended to the Council that amending the code to allow the City to construct, install and operate signage otherwise prohibited under DMC Chapter 25.116 and reaffirming that such signage does not require an approved sign permit shall efficiently and effectively allow the City to install and operate signage of any type or configuration if deemed by the Director to be appropriate and beneficial to the community; and

**WHEREAS**, having considered the aforementioned recommendation of the Planning Commission in a public meeting and adopting that recommendation as a finding of fact, the Council has concluded that the proposed amendment DMC 25.116.110, shall enhance the health, welfare, and safety of the community;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DUPONT, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1.** Amendments to DMC 25.116.110- attached hereto and incorporated herein by reference - ~~is~~ are enacted and shall be published as an amendment to DMC Chapter 25.116.

**Section 2. Severability.** Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason , or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

**Section 3. Effective Date.** This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

PASSED by the City Council of the City of DuPont Washington and approved by the Mayor on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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Ronald J. Frederick, Mayor

Attest:

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Karri Muir, CMC  
Community Relations Director/City Clerk

Approved as to Form:

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Gordon P. Karg, City Attorney

Ordinance No.: \_\_\_\_\_  
Published Date: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

DRAFT

## 25.116.110 Permit-exempt signs and displays.

The following signs and actions shall not require a DuPont sign permit approval provided the sign complies with the requirement(s) listed for the respective sign, except official public signs per DMC 25.116.110(1) may include sign types and configurations that would otherwise be prohibited or not allowed under this Chapter at the Discretion of the Director:

- (1) Official public signs, including but not limited to: directional, warning, identification, facility, recreation, event or information signs, or signs authorized or required by federal, state, or municipal governments, including traffic or pedestrian control/direction signs;
- (2) Official notices authorized by a court, public body, or public safety official;
- (3) Religious symbols and seasonal decorations within the appropriate holiday season;
- (4) Use of signs during picketing and lawful assembly;
- (5) Changing of the advertising copy of a sign that has a valid permit. Any structural changes to the sign shall require a permit;
- (6) Signs on private property relating to trespassing, no hunting, household pets, etc., not exceeding two square feet in area;
- (7) Signs not visible or intended to be viewed from a public or pedestrian right-of-way;
- (8) Window merchandise displays;
- (9) Window signs;
- (10) Banners, streamers, pendants, balloons, strings of lights and/or decorations attached to merchandise or temporarily displayed as part of a special sale, promotion or community event;
- (11) Point of purchase advertising displays located on private property, such as product dispensers and candy machines;
- (12) National flags, flags of political subdivisions, or symbolic flags of a noncommercial institution;
- (13) Plaques, tablets or inscriptions indicating the name of a building, its date of erection, or other commemorative information, which are an integral part of the building's structure or are attached flat to the face of the building, which are nonilluminated, and which do not exceed three square feet in area;
- (14) Sculptures, fountains, mosaics, murals and design features which do not incorporate advertising or identifications;

- (15) Signs of a public utility providing information, directions or warnings to the general public regarding its poles, lines, pipes or similar facilities;
- (16) Signs that are part of and accessory to public bus and transit shelters that provide information to the general public regarding public transit schedules and routes, and that also may include public service announcements and product or service advertisements;
- (17) Structures intended for a separate use, such as public phone booths, public donation and recycling containers; or sign graphics attached directly to a licensed motor vehicle, licensed boat, licensed trailer, or licensed container operating in the normal course of business;
- (18) Barber poles not exceeding four feet in length;
- (19) Signs stating business hours erected on private property. These signs shall not contain advertising or promotional information and shall not exceed a sign area of four square feet;
- (20) Signs not legible from a distance of more than eight feet from a property line abutting a public right-of-way;
- (21) One nameplate/street address identification per street frontage;
- (22) Signs regulating the use of publicly owned parks and recreation facilities when authorized by the city;
- (23) Incidental signs not exceeding two square feet in area. Said signs may bear the name, address and phone number of a towing company responsible for impounding violators;
- (24) Temporary Political Sign.
  - (a) Temporary political signs, including the campaign of a person for public office and campaign for an initiative, referendum or other public ballot, may be displayed on private property or public right-of-way; and
  - (b) Temporary political signs shall not be placed on private property without permission of the property owner; and
  - (c) Temporary political signs may be placed in a public right-of-way provided:
    - (i) The sign is no taller than 36 inches when displayed and no larger than six square feet in area per sign; and
    - (ii) The sign shall be located in the public right-of-way between the front property line and the curb; and
    - (iii) Temporary political signs are prohibited in a public drive aisle, public parking aisle, public intersection, public median, or a sight triangle as determined by DMC [25.110.010](#); and

- (iv) Temporary political signs shall not be attached to a utility pole, traffic sign, or street sign, unless specifically authorized by the owner of the utility pole or traffic/street sign; and
- (v) Temporary political signs shall not present a safety hazard to pedestrian or vehicular traffic, as determined by the city, or violate city code; and
- (d) If related to an election, the temporary political sign shall be removed within five working days following an election, except that the signs of a candidate who is successful in a primary election may remain until five days after the final election; and
- (e) The person posting the sign shall be responsible for removing it; and
- (f) Temporary political signs shall not be illuminated; and
- (g) The city of DuPont may, without notice, remove any temporary political sign that is located in a public right-of-way and that violates this sign code; and
- (h) There is no maximum number of temporary political signs;

(25) Service organizations that hold regular meetings in the city of DuPont may install one identification sign in city public rights-of-way at: Interstate 5 – Exit 118; Interstate 5 – Exit 119; Center Drive at DuPont Steilacoom Road; and DuPont Steilacoom Road at Station Drive. Said sign shall not exceed two square feet in size and shall be subject to all regulations regarding signs in public rights-of-way. (Ord. 13-949 § 2)

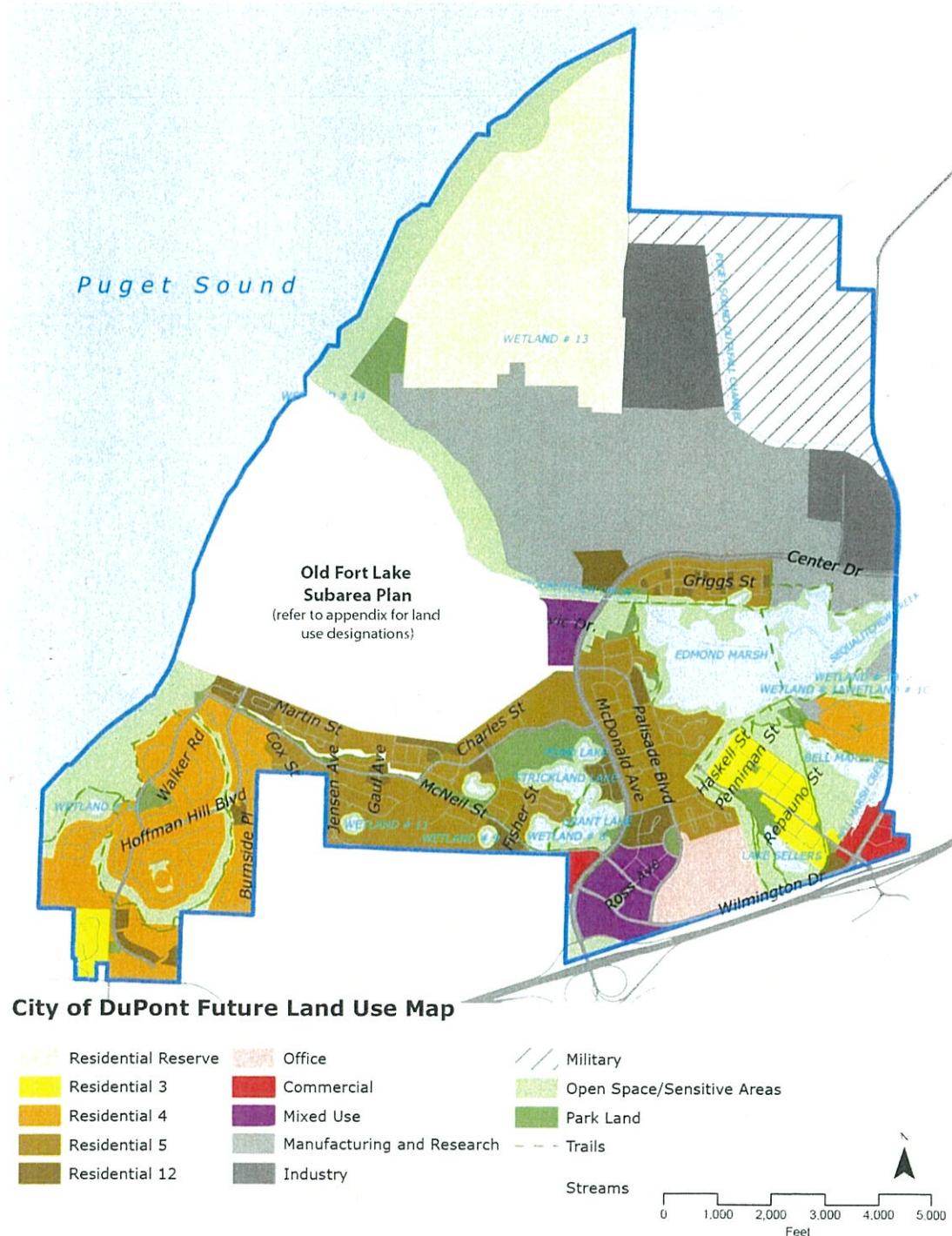


Figure B: Citywide Future Land Use Map

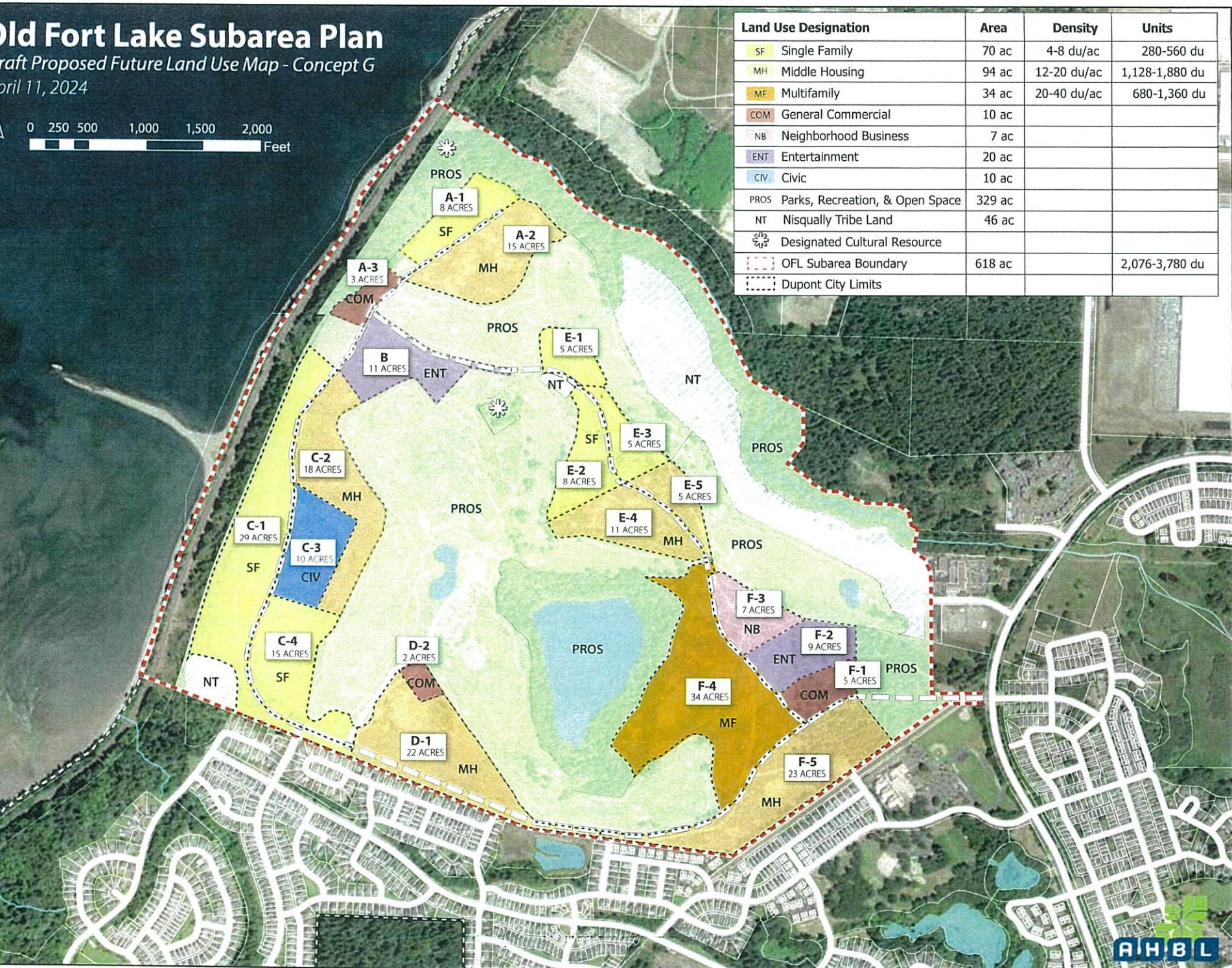
# Old Fort Lake Subarea Plan

Draft Proposed Future Land Use Map - Concept G

April 11, 2024



0 250 500 1,000 1,500 2,000  
Feet



AGENDA ITEM #7.7.2



# DuPont Old Fort Lake Subarea Plan

## Citywide Comprehensive Plan Update

Planning Commission Meeting – May 13, 2024



# Old Fort Lake Subarea Plan Update

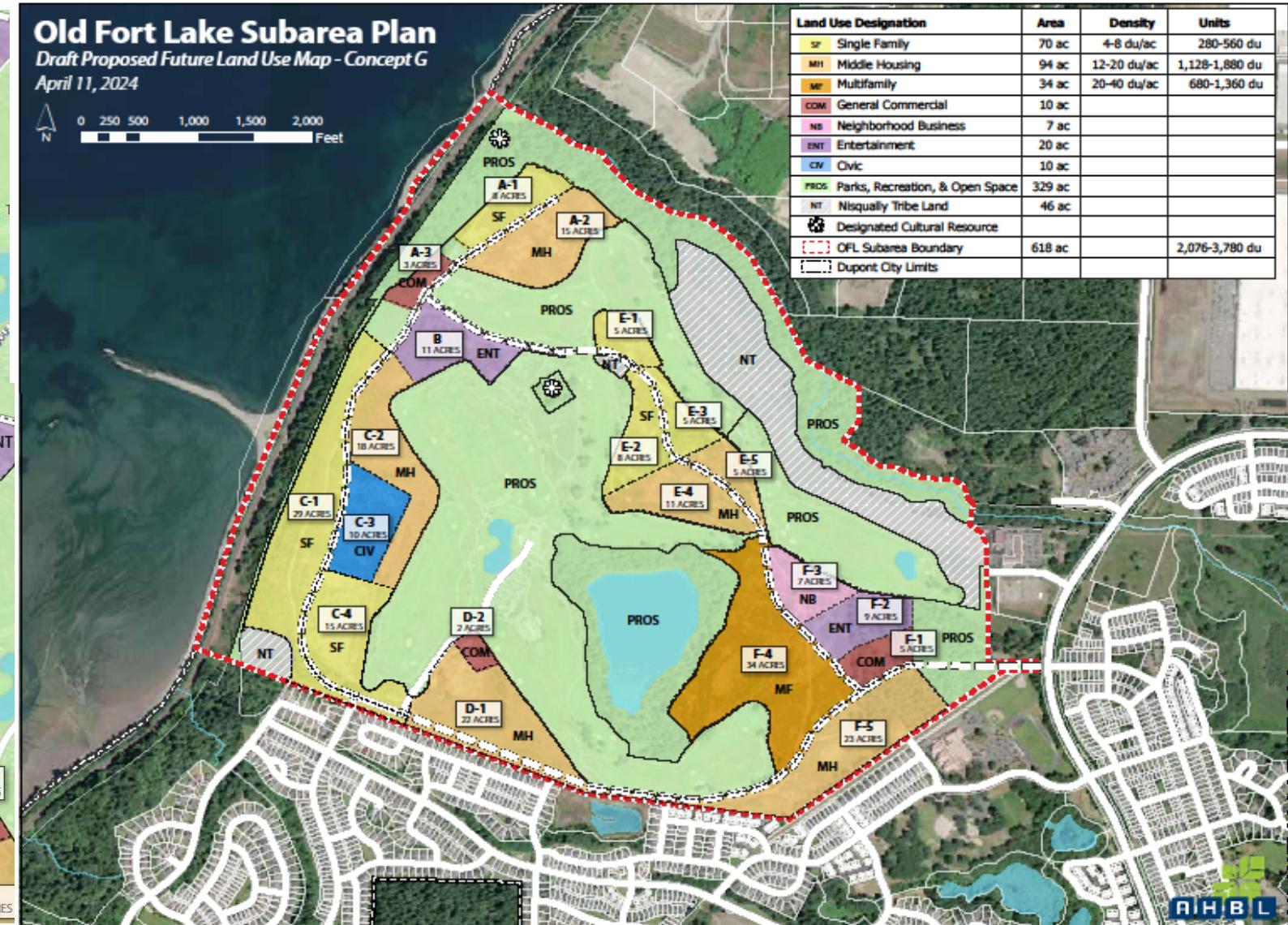
## Recap from April 8, 2024 Meeting:

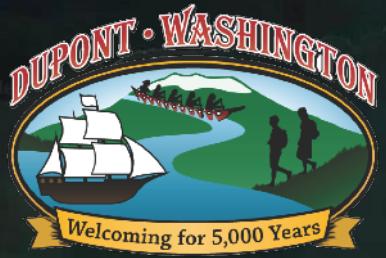
- Reviewed Single Family and Middle Housing Design Standards, Parking Standards, Land Use, Housing, and Capital Facilities Goals and Policies.
- Tweaked School Site location on Concept Map “G”
- Still need to address provisions for overflow parking.

	<b>NEXT STEPS for Subarea Plan</b>	<b>WORK PLAN</b>
Staff	<ul style="list-style-type: none"><li>Draft updated Plan Chapters</li></ul>	In progress/est. completion July 2024
Staff	<ul style="list-style-type: none"><li>Combine and clean up Design Standards Document</li></ul>	“ “
Staff	<ul style="list-style-type: none"><li>Clean up draft zoning code &amp; definitions</li></ul>	In progress/est. completion August 2024
Staff	<ul style="list-style-type: none"><li>Analyze Concept Map “G” to identify impacts and mitigations (DEIS)</li></ul>	In progress/est. completion July 2024
PC/Staff	<ul style="list-style-type: none"><li>Discuss findings from DEIS analysis</li></ul>	July 2024
PC/Staff	<ul style="list-style-type: none"><li>Review “final” draft documents</li></ul>	August 2024
Council/Staff	<ul style="list-style-type: none"><li>Workshop Draft Plan, Zoning, and Design Standards</li></ul>	August-October 2024
PC	<ul style="list-style-type: none"><li>Transmit Findings to Council on Subarea Plan with Citywide Comp Plan</li></ul>	October 2024

# OFL Subarea Plan updated Concept "G" Map for School Site

Shifted Civ (Civic) land use slightly to provide intervening MH (Middle Housing) land use to create buffer between potential future school site and golf course.





# DuPont Citywide Comprehensive Plan Update

Planning Commission Meeting – May 13, 2024



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AGENDA ITEM #7.7.2

# Old Fort Lake Subarea Plan Update

## Recap from April 8, 2024 Meeting:

- Discussed public participation plan
- Gave overview of approach for doing the minimum required by the GMA
- Provided general timeline and interaction between work on OFL Subarea Plan and Citywide Comp Plan updates
- Read the adopted Vision statement and agreed to leave as is

## May 13, 2024 Meeting Agenda:

- Comp Plan and relationship to other City planning documents
- Review Future Land Use Map
- Present “gap analysis”
- Discuss Guiding Concepts from adopted Plan

## Vision for DuPont

The City of DuPont is a model small city known for its planned setting and hometown sense of community; a place that blends its natural beauty, rich Northwest history, and vibrant economy with a proactive approach to its future.

# Comp Plan and Relationship to Other City Planning Documents

- There are several Official Planning documents that City officials adopt. The following provides a brief overview of the DuPont documents and their relationship to one another.
  - The Comprehensive Plan: Provides an all-inclusive approach to analyzing and evaluating the City's future growth and physical development. It is organized into chapters (or elements) and sub-elements that are topical in nature. Subarea plans are sub-elements of the Comprehensive Plan.
  - “Functional” Plans: Are detailed plans that evaluate and analyze the “systems” within the City and how resources will be used to support activities. The Parks Master Plan, Water System Plan, Stormwater Plan, Public Works Standards, Solid Waste and All-hazard Plans are all types of Functional Planning documents. These plans are used as standalone documents but are also incorporated into the Comprehensive Plan by reference and can be attached to the Comp Plan as appendices.
- All Official Planning Documents must be adopted by the governing body (City Council).
- The DuPont Municipal Code is not a Planning Document. It is the collection of laws (ordinances) passed by the governing body (City Council).

# Future Land Use Map

## Overall Land Use

Table 11: Overall Designated Acres by Village

	Bell Hill	Civic Center	DuPont Station	Edmond	El Rancho Madrona	Old Fort Lake BTP	Historic	Hoffman Hill	MRP&I	Palisade	Sequallitchew	Yehle Park	Total
Residential 3	0	0	0	0	18	0	53	0	0	0	0	0	71
Residential 4	31	0	0	0	0	0	0	241	0	0	248	0	520
Residential 5	0	0	0	45	0	0	0	0	0	123	0	202	370
Residential 12	0	13	0	6	0	0	3	21	0	26	0	18	87
Reserve Residential	0	0	0	0	0	0	0	0	0	0	166	0	166
Mixed-Use	0	18	61	0	0	0	0	0	0	0	0	0	79
Office	0	0	55	0	0	0	0	0	0	0	0	0	55
Commercial	0	0	6	0	0	0	22	0	0	0	0	0	28
Business Technology Park	0	0	0	0	0	0	0	0	0	0	0	0	0
Old Fort Lake	0	0	0	0	0	517	0	0	0	0	0	0	517
Manufacturing and	3	0	0	0	0	0	0	0	244	0	233	0	480
Research													
Industry	0	0	0	0	0	0	0	0	182	0	0	0	182
Military	0	0	0	0	0	0	0	0	290	0	0	0	290
Neighborhood Park	0	0	0	1	0	0	9	9	0	0	0	11	31
Community Park	3	3	4	0	0	4.6	0	0	0	1	20	28	64.4
Open Space*	25	22	10	2	0	133.1	78	119	186	14	178	62	829.1
	63	56	135	54	18	654.7	166	390	903	164	845	321	3,769.7

- ❖ Page 34 of adopted Comprehensive Plan (available online)
- ❖ Shows the distribution and type of land uses by category.
- ❖ Plan divides each area by Villages

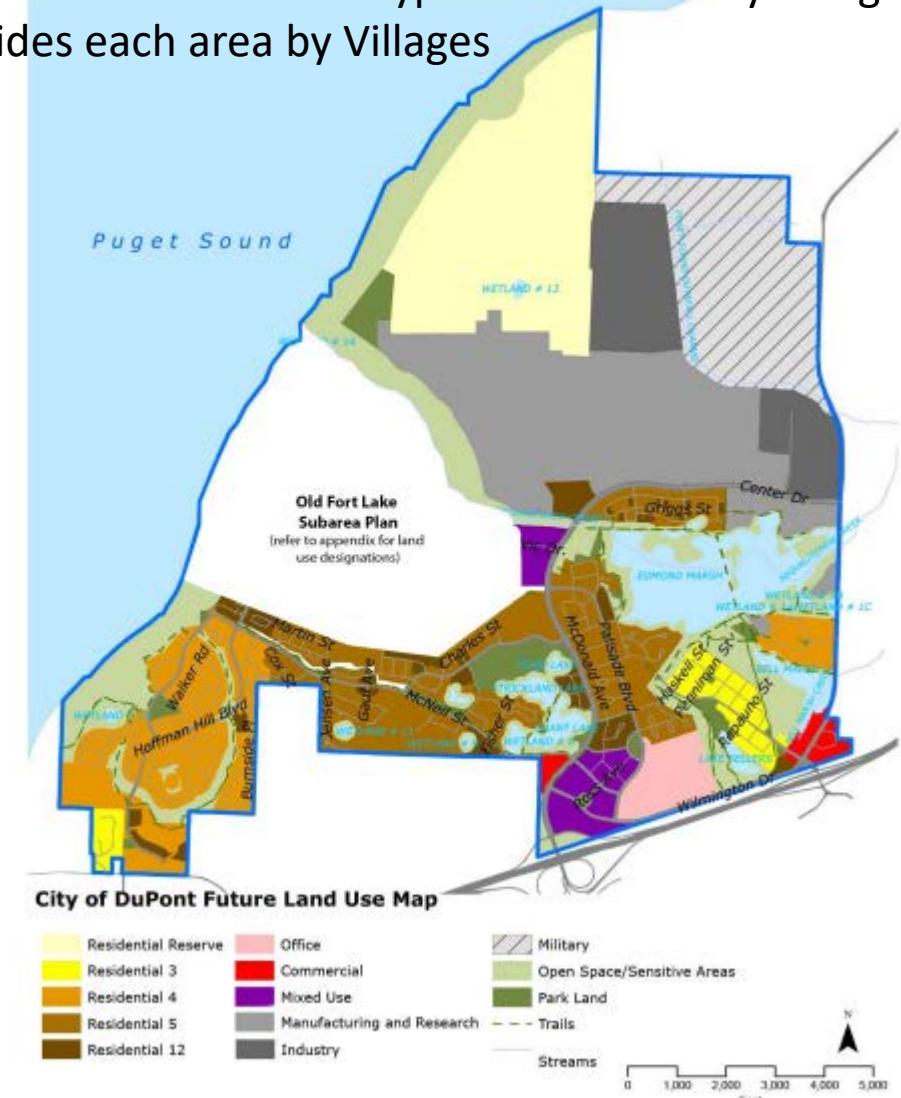


Figure B: Citywide Future Land Use Map

# “Gap Analysis”

- **Land Use:** CWPPS, reduce VMT and GHG emissions, groundwater quality/quantity measures, environmental justice, decrease environmental health disparities, WUII.
- **Housing:** Housing needs by income bands, barriers and actions to achieve housing availability, ensure zoning is not discriminatory, prevent displacement and exclusionary policies, and anti-displacement policies.
- **Capital Facilities and Utilities:** updated inventories, changes or additions to existing.
- **Transportation:** Multimodal LOS, equitable investments, ADA planning, active transportation
- **Siting Essential Public Facilities (EPFs):** Include emergency public facilities, EFP citing criteria (defined in RCW 36.70A.200).
- **Tribal Participation:** Document coordination.
- **Climate Change and Resiliency:** A new element is required later, but will develop goals and policies throughout plan.
- **Development Regulations/Zoning Code:** Must be adopted within 6 months after Comp Plan update.

## City of DuPont Comprehensive Plan Guiding Concepts (pg. 17)

“The basic concept for future development of DuPont is rooted in what has worked in the past for other American small towns. Planners and writers label it new urbanism, neo-traditional, or traditional neighborhood design. Many towns that grew and developed from colonial times to the middle of this century are model places to live, work and play. These towns were developed prior to the intensive use of the automobile and were able to accommodate vehicles without destroying the pedestrian environment or the character of the community.”

**Thoughts?**

# Guiding Concepts

- There is a balance of housing, jobs and services.
- Neighborhoods are not isolated and have a distinct focal point and short walking connections to other neighborhoods, services, public features, and jobs.
- Streets are designed to slow traffic and traffic volumes consistent with the adjacent land use character.
- Almost all residential and commercial development is compact, arranged along grid streets.
- There is a broad range of housing opportunities mixed into neighborhoods.
- Residential and commercial buildings are designed to a variety of styles from the 1900- 1940's.
- Housing density may be increased near the freeway for mass transit opportunities.

# Guiding Concepts

- There is a single, diverse, lively, commercial area, which includes a major public space, retail, office, and residential use.
- There is a sense of safety and people will find reasons to be outside, mingling on streets and greens.
- There is a civic center containing government, recreational and cultural services.
- Various uses are planned to fit and reinforce the basic community pattern and architectural style.
- You feel oriented, can find and enjoy the commercial area, and the community's various parts including natural areas.
- Environmentally sensitive areas are preserved.
- Heritage of the early settlements (American Indian, Hudson Bay, and DuPont Company) is featured with development, not obscured.

# Planning Commission Meeting - June 10, 2024

## 1. Comprehensive Plan Periodic Update:

- I. Update Guiding Concepts (Chapter 1)
- II. Review updated inventories and population data (Chapter 2)
- III. Discussion of Capacity and Growth Targets (Chapter 2)



# Thank you!

