

# PLANNING COMMISSION

Tuesday, December 15, 2015  
Poulsbo City Hall Council Chambers

## MINUTES

### Members Present

James Coleman (JC), Kate Nunes(KN), Ray Stevens (RS), Shane Skelley (SS), James Thayer (JT), Bob Nordnes (BN)

### Members Absent

Gordon Hanson

### Staff

Karla Boughton (KB), Helen Wytko (HW)

- 7:00 PM
1. Call to Order
  2. Flag Salute
  3. Approval of Minutes – NONE
  4. Modifications to Agenda - NONE
  5. Comments from Citizens – regarding items not on the agenda
  6. Draft Title 19 Continued Review  
Sections 19.60 to end  
Staff: Boughton
- RS: Go by pages again, Pg 32.
- KB: More elaboration on public meeting procedures.
- RS: Pg 33.
- JT: Item B2, is there an actual form or a number of sorts?
- KB: Right now we have them write a letter, or we could have them fill out an actual form.
- JT: What about a complete written appeal?
- KB: We could do that.
- RS: Anything else?

JT: C1 those in the appeal period provided 19.7.90B

KB: It should be 070.

JC: C3 if person or groups – what parties?

KB: Parties of record. However is appealing it, the appellant or City.

JC: Should that say parties of record?

KB: Pg 35 070A defines.

RS: Pg 34, 35?

JT: 070 appeal procedures, is that for all types?

KB: Yes for appeals of type 1 and 2, everything else is being kicked out of City to Superior Court or Growth Management Hearings Board.

JT: Should we say that?

KB: It is earlier in the section.

JT: But then you jump around?

KB: We can clarify that these are only for City administrative appeals.

JT: Reason I ask that is they come after all the others.

RS: Since this is only type 1 and type 2, do comments establish party of record?

KB Yes, for these types of appeals, because they are 1 and 2 there is no public testimony. Maybe we should move them to 010 and it would make sense to have them all combined and then there is no confusion. Move 070 and consolidate over 010.

KB: Ray you mentioned you wanted appeals to go in the beginning.

RS: Yes.

RS Pg 36?

JT: 19.80.010 third line should that be 19.70.010

KB: 19.40.020b that is the correct reference.

JC: On 19.80.020 computing the time – I brought that up before about calendar days but this is saying that they do count?

KB: Only in the body of a week, but if it ends on a weekend or holiday we

will kick it over to the next business day.

RS Pg 37, 38?

KB: Would like to highlight 19.80.050 as a new section. This section is for projects which have been submitted and then have been placed on hold for additional information or corrections. It gives a time limit for the applicants to get those corrections or additional information into the City. Currently, we have no mechanism to close the file for projects that have been on hold for a long time, waiting for them to respond to the City's request. This section requires that when an application is submitted to the City, you really need to be ready to move on it."

JT: But if they need to submit a report, seems like 90 days is enough time.

KB: They can have an extension, they should already know because we communicate so we thought 6 months reasonable amount of time. We have applicants turn in an application to get it off their desk, even though it is not finished. It has been on us to make sure we are responding in a timely manner. Makes the applicant more responsive and prepared. Brand new for us and we look forward to using it.

BN: I believe in vesting but there is a time limit.

KB: Frustrating because once a project is technically complete they are vested. And we have to go back two plus versions ago.

RS: Yes we have seen that.

KB: This is consequence of state of Washington vesting laws. This helps eliminate those types of scenarios. Waited out the economic downturn.

RS: Is there the same vehicle that we have to protect developer?

KB: This is just the land use, so they can go forward and not build it. Say it is a preliminary plat, they get five years to submit for final plat. Wait to see what the market is. Once they start with infrastructure it is their risk.

BN: Not asking much to get it off this point here. They have a mechanism to vest for five years?

KB: Without a shovel of dirt

RS: Pg 38? 39?

JT: On 030 A1 at the time of extension request. So if there are code changes then it has to be compliant with the code changes?

KB: They do have vesting but it depends on type of permit. Site Plan Reviews vest at time of building permit but Short Plats vest when

technical complete. Buffer scenario led city attorney to say if a site vested project gets close to their extension.

JT: Applicable?

KB: Talk to city attorney about clarifying non vested project. Let me talk to him about how to clarify it here.

JT: I don't know if you have written definition somewhere else to justify applicable?

KB: Let me talk to attorney.

JC: Confused on B, once approval time period, terminate . . . what are you trying to say?

KB: Trying to say 2 things. First five years has gone by and you got 1 year extension and you haven't done anything you are done. Second as long as you are doing work and making progress on plat.

JC: Should separate.

KB: Okay.

JT: Confused by that too.

KB: We often get questions about what that mean, does putting in a foundation count? But most of the time we get protected by building codes, in that if you are not making progress you are done after 6 months, but you can get 6 month extension.

RS: So building permit process could define timing?

KB: Yes.

JT: .040A the section sets forth the procedures, I thought it read disjointed there.

KB: So those 2 sections have their own provision for post decision modifications, I can clarify.

JT: Provided they meet the following things or something like that.

RS: Anything else on that. Pg 40?

JT: I just thought that number 4 g sounded very broad to me.

KB: Standard in zoning code and ordinance.

JT: 10% of one or a whole bunch?

KB: Depends. Two things use exclusively setbacks and lot coverage.

JT: How about building height?

KB: Made a note that we typically do not give 10% per density and building height.

KN: You mentioned you do use it for parking and item e.

KB: The 10% in zoning code is for dimensional standards. Would only be if it is not prohibited in any other proceeding ones.

RS: Anything else on 40?

JT: Same situation on 4g.

KB: Yes it is I will make same comment.

RS 42? Anything on the last page.

JT: What happens next?

KB I am going to incorporate comments that you have made. Caught up and plan to get you modified pc version sometime next week. SO you can see strike out version for the work you did for the last. One last chance on January fifth and public hearing on the 12<sup>th</sup>. We will finish it up, check in one more time to make sure it works for what you want.

JT do you have to make the revised version available?

KB: Yes on the website.

RS: Since this is legislative. I assume that we can make comments and send back to you and incorporate those as further strike outs?

KB: Yes we just have to note them. You can make the changes at the public hearing.

KB: I will send it out last week of December. Do you want a January 5<sup>th</sup> workshop or January 12<sup>th</sup>?

BN: Let's do everything on the 12<sup>th</sup>.

JC: As long as I get the finished copy I will do a preview of that and if I have an issue I will make a change.

KB: That is helpful. When I come back we can decide whether to have a workshop on the 12<sup>th</sup>.

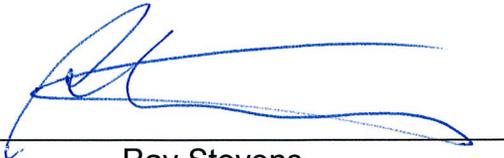
NO MEETING ON THE 5<sup>th</sup>, 12<sup>th</sup> workshop if necessary.

7. Comments from Citizens

8. Commissioner Comments 6<sup>th</sup> and 9<sup>th</sup> pump station and Lincoln man hole

10:00 PM

9. Automatic Adjournment (unless meeting is extended by a majority vote)  
**Adjourned 7:36**



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Ray Stevens  
Chairman, Poulsbo Planning Commission