

**City of Poulsbo  
PLANNING COMMISSION**

**Tuesday November 12, 2013**

**MINUTES**

**MEMBERS PRESENT**

Gordon Hanson; Kate Nunes; Ray Stevens; James Thayer; Stephanie Wells

**MEMBERS ABSENT**

Jim Coleman; Bob Nordnes

**STAFF**

Keri Weaver; Edie Berghoff

**GUESTS**

Barrie Hillman; Kent Sharpe; Jim Knob

**1. CALL TO ORDER**

Chairman Stevens called the meeting to order at 7:00 pm

**2. FLAG SALUTE**

**3. MODIFICATIONS TO AGENDA – none**

**4. APPROVAL OF MINUTES – Minutes of October 8, 2013**

**MOTION: Nunes/ Stevens: Move to approve the minutes of Tuesday, October 8, 2013. Vote: 2 for, 3 abstain**

**5. COMMENTS FROM CITIZENS – none**

**6. WEST SOUND ACADEMY DORMITORY CONDITIONAL USE PERMIT –**

**Public Meeting**

Keri Weaver, Associate Planner representatives of West Sound Academy (WSA) and the First Lutheran Church were in attendance and were available to answer questions. The proposal is to convert the former parsonage of the Church into a student dormitory for students of WSA. The maximum number of residences is 12 students and 2 live in staff. Parking is available on site, and none is proposed on 4<sup>th</sup> Avenue NE or NE Viewmont Street. The proposal is to fix up the property with work starting on the house exterior and deck; nothing which is a significant change.

WSA has been occupying one off site dormitory for 5 years, which houses 10 students with live in staff. Students are taken daily to and from school. No complaints have been received by the Planning Department regarding the existing dormitory which is at the corner of NE Hostmark Street and Fjord Drive NE.

Nine conditions are proposed; some are in city code or state statute but are included to address concerns of staff and residents. Primarily concerns are related to noise and traffic. As a conditional use permit conditions may be tailored to individual uses and made to fit specific cases. Dormitory is defined in Poulsbo Municipal Code, and use must be consistent with the definition. If number of students is amended then the permit may need to be amended. Noise limits must be respected by all residents in the neighborhood. Traffic is addressed by the provision of parking on-site. A Building Permit will likely be necessary and fire safety improvements are likely to be required, and remodel for the number of bedrooms may need to occur. The CUP runs with the use with the applicant; not with the land. Revocation and revision is available to the Planning Director if conditions are not met. Code requires that the permit expires if not used within 2 years. The academy does a good job in representing the use in the application.

**Discussion:**

Commissioners requested verification that parking spaces for cars identified as 5 and 6 on the drawing is currently paved.

**MOTION: Hanson/Thayer: The Planning Commission shall hereby recommend approval to the Hearing Examiner of the West Sound Academy Dormitory CUP application, Planning File 04-24-13-1, subject to the Conditions of Approval.**

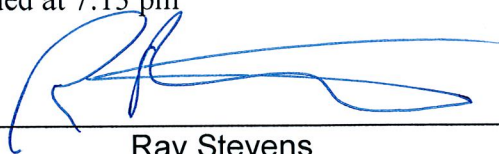
**Vote: 5 for**

**7. COMMENTS FROM CITIZENS – none**

**8. COMMISSIONER COMMENTS**

Commissioners discussed the preference of no meeting be scheduled Thanksgiving week and the meeting cancelled on December 24.

The meeting was adjourned at 7:13 pm



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Ray Stevens  
Chairman, Poulsbo Planning Commission