

**City of Poulsbo
PLANNING COMMISSION**

Tuesday, May 24, 2011

MINUTES

MEMBERS PRESENT

Jim Coleman
Gordon Hanson
Kate Nunes
Ray Stevens
James Thayer
Stephanie Wells

STAFF

Keri Weaver
Edie Berghoff

GUESTS

Charlie Wenzlau
Vicky Wenzlau

MEMBERS ABSENT

Bob Nordnes

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 OF – April 12, 2011

**MOTION: Coleman/Hansen: Move to approve the minutes of April 12, 2011.
6 yes, 1 absent**

5. COMMENTS FROM CITIZENS – none

6. WENZLAU SHORT PLAT

Keri Weaver, Associate Planner, presented the Wenzlau Short Plat which is a proposal to subdivide an existing residential lot into two lots. The house and garage currently on the property will remain on one of the two lots.

This proposal is consistent with lot size requirements. Water and sewer are located in the adjacent street. This is an infill project in an older developed area of town. Vehicle access to the lot will likely be 6th Avenue, with the potential to access from Haugen; this will be reviewed for compliance with building permit review.

Discussion: Poulsbo Creek is located on the opposite side of 6th Avenue and is not within 200 feet of the subject property.

Motion: Coleman/Hanson: The Planning Commission shall hereby recommend

approval to the City Engineer for the Wenzlau Short Plat, Planning File 03-01-11-1, subject to the Conditions of Approval contained in the staff report. 6 for, 1 absent

7. SHORELINE MASTER PROGRAM UPDATE

Keri Weaver, Associate Planner, reviewed the current status and next steps of the update. Draft of shoreline regulations are out for public review. At this time, it is appropriate for Commission members to begin review, and begin thinking about comments and concerns regarding this draft document. This same draft has been reviewed by the Washington State Department of Ecology and City Attorney. Their comments will be incorporated into the document.

The Public and Agency Participation plan is provided to you tonight. This outlines the review agencies involved in the program and opportunity for public participation in the update to date. The goal is to have comment from all agencies.

An official advisory committee is required for this program update and the Planning Commission has the honor of being so designated.

In general, program update changes are minor relative to other jurisdictions. Goals and policies of the SMP will be incorporated into the Natural Systems element of the Land Use Comprehensive Plan. The remainder of the plan will likely be adopted as a standalone document.

Workshop review of the program update is scheduled to begin August 9, 2011 and will be immediately preceded by an open house for the public. PC workshop schedule is tentative in that if fewer or more dates are needed, they will be accommodated as necessary. Culmination of the PC process is a Public Hearing on October 25, 2011. Council review will follow.

The documents provided to commission members, and other related documents are available on the city website. One document, the nearshore habitat assessment, is not available on the city website, as it is an extensive document. Members should request paper copies or cd/dvd if preferred.

PC review focus is on regulations, not the scientific basis, which has been reviewed by consultants and accepted by DOE. Adopted regulations will replace Poulsbo Municipal Code Chapter 16.08. Then 16.09 will be a separate review and document for processing shoreline permits and variances.

The SMP contains three major components: Inventory and Characterization; regulations; and Cumulative Impacts Analysis and Restoration Plan. The Cumulative Impacts Analysis is a report that looks at the Inventory and Characterization information, what the city wants to see as expressed in regulations, and what impacts are anticipated, and provides for mitigation of

anticipated impacts as well as potential restoration opportunities.

The final draft SMP update document will be released in early July with a signoff by WSDOE and city attorney. This document will be the review document for PC workshop.

Discussion: 1) Comments will be helpful with dialogue and review section by section during workshop; 2) 15% lot coverage by buildings and structures for reasonable use in the "N" designation area; 3) shoreline permit required for commercial uses maybe some exemptions for short term occasional use; 4) water dependant uses is key requirement; 5) permit is Shoreline Substantial development permit therefore new development is different than simply selling fish from a fishing boat; 6) sediment control curtain required for underwater work such as installation of pilings; 7) pending Department of Ecology requirement for new liveboards to have water and sewer connections; and 8) the next draft received by Planning Commission will be the benchmark document for the 6 month schedule.

8. COMMENTS FROM CITIZENS - none

9. COMMISSIONER COMMENTS

Review of upcoming extended meeting for large project. A survey will be taken of Commissioners to determine best date for the meeting.

The meeting was adjourned at 7:38 pm

Ray Stevens
Chair, Poulsbo Planning Commission