

**City of Poulsbo
PLANNING COMMISSION**

Tuesday, June 19, 2012

MINUTES

MEMBERS PRESENT: Jim Coleman, Gordon Hanson, Kate Nunes, Ray Stevens, James Thayer, Stephanie Wells

MEMBERS ABSENT: Bob Nordnes

STAFF PRESENT: Karla Boughton, Consultant, Debbie Nau

GUEST: William Quinn, Shane Skelley

1. **CALL TO ORDER :** Chairman Stevens called the meeting to order at 6:01 PM
2. **FLAG SALUTE**
3. **MODIFICATIONS TO AGENDA -** None.
4. **APPROVAL OF MINUTES OF -** None at this time.
5. **COMMENTS FROM CITIZENS -** None

6. 2012 Draft Zoning Ordinance – Workshop and Discussion:
Continue from June 12, 2012 - beginning on page 188

Chairman Stevens notes to staff he will not be present at the next Planning Commission meeting June 26, 2012. Ms. Boughton indicates the meeting will be in two sections, a Preliminary Plat project will be heard before the workshop begins.

18.180 Significant Tree Retention (page 188) (1)

Ms. Boughton begins with introducing the new section in the Draft Zoning Ordinance of Significant Tree Retention 18.180 -policy in the Comprehensive Plan provides direction and approaches for the preservation of larger trees, at the time of development proposal.

The professional opinions submitted to the Planning Commission for review suggest different theories of preservation, of which, were combined and to be taken into consideration when completing the drafting of Significant Tree Retention. Commissioners discussed this section in depth and in length, considering what is; the definition of significant tree. The Consultant provided an inventory/survey of other cities' tree retention size requirement, which ranged 6"-18". The Commission continued discussion with the requirement to inventory/survey of existing trees, type of trees to be preserved; health, cost to the City and developer, maintenance, retention and replanting, clustering, and existing zoning regulations, Critical Areas Ordinance and State laws.

18.180.020 Applicability (2) A. Remove the words short subdivisions from sentence. (3) B. Add a minimum size requirement. (4) C. Change this requirement to include site specific location. (5) D. Add a minimum size requirement.

18.180.030 Definition of Significant Tree (6) Planning Commission consensus was to leave the size of 10 inches as written.

18.180.40 Review Required (7) Consultant to rework section to include suggestion from Planning Commissioners at the Pre-Application an inventory of trees of 10 inches to be presented by applicant. At time of application, a survey of significant trees and clusters including location will be required.

18.180.050 Retention Required (page 188-189) (8) Consultant to reword A.1 - 4 to include cluster and location of significant trees. (9) B.1 Consultant to check on preservation of the State flower - tree, the dogwood and any regulations.

18.180.060 Alternative Tree Retention Option (189) (10) Consultant to add additional language to paragraph; incorporate one the following; as or. (11) D. Add a percentage to requirement, or some type of measurement.

18.190 Temporary Transitory Accommodations (page 191) Consultant gives history of how the state legislation came to the decision of no limit on number limit of people or size of facility and why this new section was add to the draft zoning ordinance.

18.190.030 Outdoor Transitory Accommodation (page 191-192) (12) A.1 sentence change to; is to be submitted. (13) (A.2) Remove the words; has been, change to; must be or required to be. (14) Add definition of shelter. (15) Consultant to check with City Attorney for clarification of regulating the square footing of space based on health and welfarè. (16) H. 2. Define portable toilets. (17) H. 4 Define facilities; food preparation or services tents.

18.190.40 Indoor Transitory Accommodation (page 192) (18) A.2 Remove words; has been, replace with will be. (19) B. 3 and 5. Include reword same as (20) H.4.

181.190.050 Application Requirements (page 193) (21) D. Include the language; and, or permanent facilities.

18.190.080 Revocation of Temporary Use Permit (page 194) (22) Add words that and been to sentence.

18.200 Wireless Communication Facilities

18.200.300 Applicability (page 195) (23) B. Consultant to rework: change use table page 93 from 10 feet to 20 feet in height and from AC to P. (24) 20 feet or higher becomes a CUP. (page 196) D. Last paragraph, consultant to clarify the meters verses feet in sentence.

18.200.060 Development Standards (page 197) (25) A.1 Consultant to clarify the last sentence, under the CUP permit. (page 198) (26) B. 2 Add the word; of to the fourth sentence removing the word; or. (27) B.4 The word document should be documented.

18.220.030 Annexation Methods (page 202) (28) Consultant to research RCW's for better explanation of Methods: election verses direct petition and make distinction by possibly additional headings as; E. or B.1 naming it Annexation Procedures.

18.220.040 Direct Petition-Method Procedures (page 202) (29) B. Add the word; shall to the first sentence. (30) (page 203) F. Add word; The, at beginning of first sentence and shall be after signatures in the first sentence.

18.230 Conditional Use Permits (page 204) (31) Add new paragraphs - Extension of time from page 207. Permits that are approved and permits that are under review, counter complete but are on hold do the lack of information then expiring.

18.230.030 Review Authority (page 204) (32) First paragraph, cap Administrative.

18.240 Developer Agreements (page 208) (33) Change title to read Development Agreements.

18.240.030 Application Procedure

18.240.050 Council Action (page 209) (34) Notice of Decision, is referenced in the title 19 PMC procedural codes –Consultant to check information within the referenced information.

18.250 Planned Mixed Use Developments (page 211)

18.250.030 Submittal Requirements (page 211) (35) First sentence, add one inch to forty foot or other scale or as specified by Planning department, Consultant to check with staff and change paragraph wording. (page 213) (36) G. May be submitted but are not required to –Consultant to re-word.

18.250.070 Extension of time (page 214) (37) A. Change the heading to: During Review of PMUD application; B. Change the heading to: After City Permit Approval. A.1 Add the words; no less than, to first sentence.

18.260 Planned Residential Developments Add tree protective areas in to purpose.

18.260.060 PRD Development Standards (page 226) (38) F. Consultant to clarify first sentence for landscaping areas.

18.260.110 Residential Density Incentives - Pedestrian Connections and Walk -

ability (page 226) (39) Table, Consultant to clarify section per City Improvement Plan on an identified - approved project; paved shoulder as a pedestrian trail.

18.260.140 Findings (page 229) (40) D. First sentence Consultant to reword.

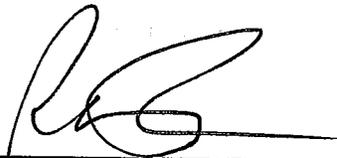
18.260.150 Final Approval (page 230) (41) A. The time limit may change from 5 to 7 years, maybe temporary due to the economy as the State issued the change. (42) A.2 The extension must be a signed original document, e-mails will not be accepted, consultant to add language to paragraph. (42) C. Add the words; may allow at its discretion.

Discussion on agenda items for June 26, 2012; the meeting will begin with the Preliminary Plat application at 6 PM then continuing with Draft Zoning Ordinance workshop beginning with Site Plan Review Section 18.270 page 232.

5. COMMENTS FROM CITIZENS – Shane Skelley on retention of trees asked if it can be a part of the Critical Area. Public Comments can they be at a half way thru meeting. Mixed Uses - Live Work questions if the easements be contributed to open space? Consultant responses it would be a case by case. He is pleased that the Planning Commission sees the need to be flexible within the code with the increase in density, and the green belt areas. Can the Critical Areas within a development be privately? It's owned by HOA and they would determine if children would be able to play. Is it possible for open space to be privately owned? The private space is the individual owned lots such as yards. Consultant refers citizen to Planning Department due to this may be a private development, which would require a pre-application or more specific details.

6. COMMISSION COMMENTS:

Meeting Adjourn: 8:49 PM



Ray Stevens, Chairman
Poulsbo Planning Commission