

**City of Poulsbo
PLANNING COMMISSION**

Tuesday, June 26, 2012

MINUTES

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

MEMBERS ABSENT: Bob Nordnes, Kate Nunes

STAFF PRESENT: Karla Boughton, Consultant, Debbie Nau

GUEST: Shane Skelley

1. CALL TO ORDER

Chairman Stevens called the meeting to order at 6:54.

2. FLAG SALUTE

3. MODIFICATIONS TO AGENDA: None

4. APPROVAL OF MINUTES OF: None

5. COMMENTS FROM CITIZENS: None

6. 2012 Draft Zoning Ordinance – Workshop and Discussion:

Continue from June 19, 2012

18.270 Site Plan review (page 232) (1) B. Last sentence refers to Minor Site Plan Review process which is located on page 233 B. Consultant to add reference.

18.270.040 Submittal Requirements C.6 Wording to change based on discussion of previous meeting, see minutes of June 19, 2012. (page 234) (3) D. Capitalize; existing conditions.

18.270.060 Review of Previously Approved Plans (page 235) (4) A. Add the word, of to the third sentence.

18.270.070 Permit Limitations (page 235) (5) Consultant to re-write this section and 18.270.080 Extension of Time, some confusion as to placement of section. This information may be inserted into Submittal Requirement - application procedures.

18.270.080 Extension of Time (page 236) (6) Consultant explains the time frame to submit for extension and expiration of permit due to the technically complete application being on hold. (7) Consultant will re-write paragraph, and add the wording to the application sections. (8) Change heading of A. and B. - Application procedures (9) (10) Change word in fourth sentence to cumulative.

Temporary Use Permit

18.280.030 Exemptions (238) (11) E. Change the words, in the second line of paragraph to six garage sales per year.

18.280.020 Applicability (page 237-238) (12) Consultant will verify a Temporary Use Permit in relation to solar panels. (13) Possibly add definition of alternative energy use.

18.280.070 Removal of Temporary Use (page 239) (14) New section due to the new option of bonding and TUP may not require. (15) Resentence; remove use, replace with and/or.

18.290.040 Time Limits (page 241) (16) A.1 Add words no less than to first sentence in paragraph. (17) B. Add the word granted to first sentence. (17) 4. Re-word.

Administration

18.300.050 Power to Correct Errors or Clarify (page 243) (18) Missing Page

18.310.010 Exceptions to Building Height (page 244) (19) A. remove domes from exceptions; (20) Conversation on sentence regarding HVAC equipment and screening making this an exception, which is the existing code. (20) C. In depth discussion on this section; at end consensus is to leave as is.

18.320 Enforcement and Violation (page 248) This is a new section, added, to set up for the new Code Enforcement officer if the City Council decides to go that direction.

18.320.060 Employees Not Personally Liable (page 248) (20) Reword third line to read his/her.

18.320.100 Construction (page 249) (21) Rule of strict construction is a legalese term.

Code Enforcement Ordinance

Is the date identified on page 2, Section 2.16.100.C still a valid date or should it be changed. The Consultant will check with City Attorney and change is necessary.

Section 15.05.090 (page 4) A. Change wording, from his to: his/her.

Consultant congratulates the Planning Commission on the great work they have done with this document. The July 3rd meeting will be cancelled. The July 10, 2012 Agenda will have the Old Town Study and a staff report memo on the agenda for discussion.

Also, the Planning Department received a letter from the residents of 15th loop regarding the neighborhood commercial residential - commercial zoning, asking to be put on the agenda. Chairman Stevens refers to letter and expresses concern is that this may be a site specific issue, with both the applicant that wants to do something specific and a group of citizens that reacting to it. The meeting would be a workshop and they would present their comments with no response from the Commissioners. Staff will provide to Commissioners a map of potential intersections that could possibly have neighborhood commercial corner such as; Lincoln, Mesford, Hostmark, and Noll. Commissioners are very concerned regarding hearing comments from citizens outside of the Public Hearing for what seems like a site specific issue. Any citizen can come and make comment at any time. The Commission agreed that Planning Department

would communicate to the signers of the comment letter letting them know they may come and address the Planning Commission during citizen comments at any of their workshops.

Commissioner Thayer requested a map the overlays of annexations showing city limits for the next meeting.

7. COMMENTS FROM CITIZENS: Shane Skelley, present flyers, looking for support and votes for local business – the business with the most votes will a given a grant.

8. COMMISSION COMMENTS: Chairman Stevens makes suggestion to pass along to staff, for the Parking Committee and the City's presentation on July 27, 2012 to provide a map, located in downtown, to show parking around the City other than Andersen Parkway.

Adjourn: 8:33 PM



Ray Stevens, Chairman
Poulsbo Planning Commission