

**PLANNING COMMISSION**

**SUMMARY MINUTES**

**November 9, 2020**

APPROVED AS WRITTEN



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Darin Hand, Chair

APPROVED WITH NOTED  
CORRECTIONS

\_\_\_\_\_  
Chair

**ISLAND COUNTY  
SUMMARY MINUTES  
COMMISSIONER'S HEARING ROOM, COUPEVILLE, WA  
NOVEMBER 9, 2020**

Meeting was called to order at 2:03 p.m. by Darin Hand, Chair.  
(Recording timestamp: 0:24/1:35:32)

**ROLL CALL:**

(Recording timestamp: 0:24/1:35:32)

District 1 - Margaret Andersen (Vice Chair), William Criswell, Kristen Stavros

District 2 - Darin Hand (Chair), Joseph Busig

District 3 - Beth Munson, Tracy Hunsaker-Gilroy

**Planning & Community Development Staff Present:**

Meredith Penny, Long Range Planner; Grant Johnson, Associate Planner, Jonathan Lange,  
Planning Manager

**APPROVAL OF MINUTES:** Chair Hand initiated approval of minutes. Commissioner Stavros moved to approve the minutes for October 19, 2020 and October 26, 2020. Vice Chair Andersen seconded the approval. Minutes approved with one abstention due to not being present at meeting or listening to recording.

(Recording timestamp: 4:09/1:35:32)

**ITEMS FROM THE PUBLIC (not on the agenda)** - Commissioner Gilroy asked the Planning Commission to discuss signs in "right of way" prevalent during the election. As well as other signs such as real estate companies, which tend to distract driving.

Lange (Planning Manager) stressed that there is a sign code in Land Use section of the Code Chapter 1703.180 (Section R) which indicate that signs within roadways are prohibited, and violations can be enforced by Code Enforcement via formal complaint.

After much discussion regarding sign-code violations, Commissioner Criswell suggested that the enforcement violation on right of way signage be pursued.

Chair Hand interjected that as a Planning Commission, it is their job to put any subject of concern in front of the Island County Commissioners for them to review, and they will add it to the docket based on their review.

Penny included that at the meeting of November 23<sup>rd</sup>, the Planning Commission will be voting on the recommendation of the 2021 Work Plan to the Island County Commissioners. This meeting would be where the evaluation of the sign code could be added to the work plan or docket recommendation. By the Planning Commission making a motion for it to be added, the Island County Commissioners will review the recommendation and approve or disapprove the recommendation at a public hearing. (Recording timestamp: 4:49/1:35:32)

**DIRECTOR'S REPORT** - None. (Recording timestamp: 26:06/1:35:32)

**PUBLIC HEARING** (Recording timestamp: 26:29/1:35:32)

Chair Hand asked Penny to explain the difference between the work plan and docket.

Penny recapped and outlined the differences, and continued giving the Planning Commission an overview of the items proposed for the 2021 Work Plan; stressing which ones were Docket items and which ones were Work Plan items.

Items discussed and presented:

SMP (Shoreline Master Program) Update  
FEMA Process and Code Updates  
Critical Area Appeal Compliance  
Titles 11 & 13 Public Works - ICC 11.01 (Land Development Standards)  
ICC 11.02 (Clearing & Grading Ordinance) ICC 11.03 – (Storm water and Surface Water Ordinance) and ICC 13.03A – (Water System and Fire Flow Requirements)  
Housing Element Implementation  
Clinton Gateway Implementation  
PBRS Program – Public Benefit Rating System

Questions by Commissioner Gilroy included: when will the Camano Gateway be implemented, and what does proper outreach protocol by a Planning Commissioner look like with respect to speaking to property owners on the Camano Gateway.

Penny suggested Commissioner Gilroy confer with the County Commissioner for her district.

Commissioner Andersen also asked about the South Whidbey Airpark access road improvement by Public Works; and wanted to know if it was moving forward even when the Gateway plan has been deferred.

Lange indicated that he will look into the project with Public Works and the Island County Commissioners to get answers, and bring back information to the Planning Commission.

Chair Hand asked if there were any more questions regarding the Work Plan or Docket.  
(Recording timestamp: 53:37/1:35:32)

Commissioner Gilroy made a motion to have the Sign Ordinance added to the 2021 Work Plan. Commissioner Criswell second the motion. Motion carried unanimously.  
(Recording timestamp: 56:44/1:35:32)

Chair Hand steered the Planning Commission into discussing the next item on the agenda; the draft code changes to the Island County Code - Chapters 17.03, 17.04, and 17.06 on Accessory Dwelling Units.

Penny redirected the meeting back to the presentation and discussed terminology updates, size increases, increased opportunities for ADUs, other ADU requirements, Health requirements, and the next steps by the Planning Commission.

(Recording timestamp: 58:00/1:35:32)

Discussion and questions continued by the Planning Commission regarding various Accessory Dwelling Unit requirements, code verbiage, public challenges in the past that may have surfaced regarding ADU code compliance, and permitting requirements.

Commissioner Andersen, motioned to adjourn the meeting. Commissioner Munson, seconded the motion. Motion carried. (Recording timestamp: 1:45:01/1:35:32)

Meeting adjourned at approximately 3:48 p.m.

Respectfully submitted by: Lourdes Shuart