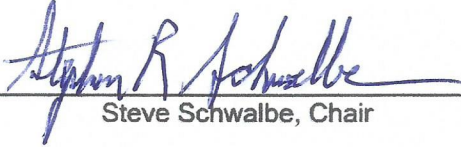


PLANNING COMMISSION

SUMMARY MINUTES

May 09, 2022

APPROVED AS WRITTEN



Steve Schwalbe, Chair

APPROVED WITH NOTED
CORRECTIONS

Steve Schwalbe, Chair

**ISLAND COUNTY
PLANNING COMMISSION SUMMARY MINUTES
MAY 9, 2022**

– HYBRID IN PERSON AND VIDEO via STARLEAF –

To hear the Planning Commission's full discussion of a specific topic, or the complete meeting listen to the audio stream available [HERE](#)

CALL TO ORDER:

(Approximate recording timestamp: 00:00:00/00:44:31)

Meeting called to order at 2:00 pm

ROLL CALL:

(Approximate recording timestamp: 00:00:23/00:44:31)

Present:

District 1 – Margaret Andersen, Kristi Lovelady
District 2 – Steve Bristow, Darin Hand
District 3 – Steve Schwalbe

Absent:

District 1 – William Criswell,
District 2 –
District 3 – Tracy Gilroy

Planning & Community Development Staff Present: Jonathan Lange, Assistant Director; Nicolas Reibel, Planning Manager; John Lanier, Long Range Planner; Josh Pitts, Long Range Planner; Layla Tromble, Program Coordinator

APPROVAL OF MINUTES:

(Approximate recording timestamp: 00:00:00/00:44:31)

Minutes for April 25, 2022 Meeting – Minutes approved unanimously

ITEMS FROM THE PUBLIC– UNRELATED TO TOPICS ON THE AGENDA

(Approximate recording timestamp: 00:01:53/00:44:31)

No Public Comment

DIRECTOR'S REPORT

(Approximate recording timestamp: 00:02:09/00:44:31)

Assistant Director Lange updated the commissioners on the ADU Code update that was approved by the Board of Island County Commissioners on May 3rd, 2022. He clarified

questions the Board had on planned residential developments in relation to the new code.

SUB-COMMITTEE REPORT ON RULES AND PROCEDURES

(Approximate recording timestamp: 00:05:03/00:44:31)

Chair Schwalbe presented the findings of the subcommittee to update the existing rules and procedures to include:

- Definitions of “Official controls”, “Ordinance”, and “Planning agency” from RCW 36.70.020
- Section II. Meetings Part A was updated (after discussion) to specify Board of Island County Commissioner are authorized to appoint Planning Commissioners.
- Section II Part C was updated to include online participation in meetings.
- Section II Part E changed the words “must reflect” to “may consider”.
- Section IV. Chair, Committees, Conduct of Meetings Part A was updated to indicate the chair can “offer motions to be voted on”.
- Section V. Secretary and Records Part B.1. was updated to clarify meetings shall be recorded using a recording device and manually.
- Part B.2. was updated to include “Meeting Minutes are the official summary of what happened during a meeting. They serve as a written record for anyone unable to attend, and to use for future reference. Minutes document what key points were discussed and what decisions were made.”
- Section VI. Quorum and Voting was updated to included the words “including vacancies” to establish a Quorum for the nine member commission to be five members to conduct the business of the body.

Commissioner Schwalbe made the motion to approve the new Rules and Procedures for the Planning Commission as discussed and presented. The motion was seconded and approved unanimously. New rules and procedures can be found [here](#).

WORKSHOP

(Approximate recording timestamp: 00:17:57/00:44:31)

Long Range Planner Josh Pitts presented on upcoming code updates in ICC code sections 17.03.180.L.8 (Communication Towers) and 17.03.180.N (Mobile/Manufactured Homes)

Discussion and questions that arose during the presentation include:

- Code Section 17.03.180.L. is being updated to align with federal legislation on updating existing technology on communication towers.
- Code Section 17.03.180.N is being updated to allow single wide manufactured homes on single lots to bring Island County Code in alignment with state code.
- Staff clarified differences in code between “mobile” and “motor” homes.
- Mobile home is outdated language that has been replaced by Manufactured Home

- Motor homes would be considered recreational vehicles and not “homes”.
- Manufactured home parks are a specific area of code that must meet specific criteria to be created.
- What is the intent of the code update? Is it possible for staff to give deeper background information to bring clarity?
- Ebey’s design review standards will still apply to manufactured homes within the Reserve.
- How will the needed density for 5G communication towers impact the new code?
- Does code address attached or detached communication towers?
- This code update specifically deals with existing towers and non-substantial changes to those existing towers.

ADJOURNMENT

(Approximate recording timestamp: 00:44:13/00:44:31)

Meeting adjourned at 2:44pm