

**ISLAND COUNTY PLANNING COMMISSION
SUMMARY MINUTES
COMMISSIONER'S HEARING ROOM, COUPEVILLE, WA
MONDAY, July 11, 2016**

	<i>Members Present</i>	<i>Members Absent</i>
<i>District 1</i>	<i>Val Hillers</i>	
	<i>Dean Enell – Chair</i>	
	<i>Karen Krug</i>	
<i>District 2</i>	<i>Jeffery Wallin</i>	
		<i>George Saul</i>
	<i>Darin Hand</i>	
<i>District 3</i>		<i>James Caspers</i>
		<i>Beth Munson – Vice Chair</i>
		<i>Scott Yonkman</i>

Meeting was called to order at 2:04 p.m. by Chair Enell.

ROLL CALL

Karen Krug, Val Hillers, Dean Enell, Darin Hand, Jeffery Wallin

Planning staff present: Director Hiller West, Assistant Director Beverly Mesa-Zendt and Long Range Planner Beckye Frey.

ITEMS FROM THE PUBLIC

None

DIRECTOR'S REPORT

Director Hiller West introduced Beverly Mesa-Zendt, new Assistant Director for the Department, who will be focusing primarily on the Long Range effort for the Comprehensive Plan Update and associated tasks.

He provided information on the budget process, stating he was hoping to provide a budget for Planning Commission training and wanted to make sure the Planning Commission was aware of this request.

Building permit application is almost double what it was this month last year. There are quite a few building and land-use permits in the mill. The total number of land use permits pending at one time however is decreasing, with the addition of a current use planner.

He let the Commission know the Title 16 and 17 amendments which originally had been planned for today was now set for the 25th of July due some scheduling issues.

MINUTES May 9, 2016 and June 13, 2016

Commissioner Krug moved to approve both sets of minutes, Commissioner Hillers seconded, motion passed unanimously

Chair Enell asked if any thought had been given to updating the population allocations based on building permit activity over the last two or three years.

Planner Beckye Frey responded that they would need to establish a methodology for revisions first. One of the caveats in the Countywide Planning Policies was that if the population grows faster than projected we would re-evaluate. This is something that will be worked on.

WORKSHOPS:

- **Update on the Island County Comprehensive Plan process & next steps, including review & discussion of draft materials.**

Beckye Frey provided the Commission with an update on the draft Comp Plan. The goal is to finalize all of the drafts by the 20th of July. They will then be reviewed by the Board of Island County Commissioners to decide if the draft is ready to go to the Department of Commerce for their 60 day agency review. At the same time the public will review and comment on the draft Plan.

The current status of the draft Plan:

All of the elements have been drafted; staff and the consultants are working on finalizing the preface materials and the remaining appendix.

- The latest drafts are online; each revision has a cover sheet that shows what has changed from the prior version and what remains to be completed.
- The status of each section of the Plan is shown in the table below.

STATUS AS OF 7/6/16		
FRONT MATTER		
<input type="checkbox"/>	i	Cover and acknowledgments
<input type="checkbox"/>	ii	Table of Contents
<input type="checkbox"/> started	iii	Acronyms
<input type="checkbox"/> started	iv	Definitions
I. PLAN FRAMEWORK		

<input type="checkbox"/>	<i>started</i>	00a	Purpose & Scope / GMA Overview
<input type="checkbox"/>	<i>started</i>	00b	Visioning
<input type="checkbox"/>	<i>started</i>	00c	Summary of Elements
<input type="checkbox"/>	<i>started</i>	00d	Implementation (inc. update process)
II. ELEMENTS			
<input type="checkbox"/>	v 1.0	01	Land Use
<input type="checkbox"/>	v 1.1	02	Economic Development
<input checked="" type="checkbox"/>	done	03	Shoreline Management
<input type="checkbox"/>	v 1.0	04	Housing
<input type="checkbox"/>	v 2.0	05	Historic Preservation
<input type="checkbox"/>	v 1.0	06	Natural Resources
<input type="checkbox"/>	v 1.0	07	Parks & Recreation
<input type="checkbox"/>	draft	08	Transportation
<input type="checkbox"/>	v 1.0	09	Utilities
	v 1.0	10	Capital Facilities Element
<input type="checkbox"/>	v 1.1	10A	Capital Facilities Plan
	v 1.0	10B	Capital Improvement Program
PART III. APPENDICIES			
<input type="checkbox"/>	<i>in progress</i>	A	GMA Consistency Matrix
<input type="checkbox"/>	v 1.0	B	Future Population Growth
<input type="checkbox"/>	v 1.0	C	Public Participation
<input type="checkbox"/>	<i>in progress</i>	D	SEPA DNS
<input type="checkbox"/>	<i>in progress</i>	E	Large Format Maps

Ms. Frey stated there are two joint workshops coming up in the fall; she inquired if the Planning Commission would be ok with having a joint meeting in September with the Board and then continue with a Planning Commission in the evening.

Planning Commission will check their respective calendars and respond to the email which will be sent out to all members by the Planning Commission secretary.

- **Preliminary review and discussion of code changes related to the periodic update and update on the timeline.**

Staff presented an overview of the types of code changes that will be brought forward over the next few months, how they relate to and coordinate with the development services list of code changes and a tentative timeline for those discussions.

Ms. Frey provided a draft document, titled “2016 Periodic Update – Comp Plan Related Code Changes – PRELIMINARY just finished today. She asked the Planning Commission members to review this document and provide input over the next week. The draft notes that this is a list of ideas which have not been reviewed and vetted yet.

There is the potential that items will be added to or deleted from this list. There will be a comprehensive list provided after further review.

- **Update on the Freeland Subarea Plan & Development Regulations, including review of draft materials.**

Ms. Frey stated they are close to a final draft of the Freeland Subarea Plan. The final draft will also start the 60 day review period with the Department of Commerce for the draft Freeland Subarea Plan. Staff is working diligently to finalize maps, the Freeland Water and Sewer District dropped off their revised plan at the joint meeting on the 30th; respective tables in the Plan have been updated to match their most current data. With the insertion of a few other tables and maps the draft Plan will be ready. During the 60 day agency review period, the draft Plan will also be open for public review and comment.

On July 14th from 9:00 am to 4:00 pm there will be a drop in day for the Freeland community to stop by the Whidbey Water Services building in Freeland to talk to staff about the draft Plan.

There will also be an open house for the Freeland subarea development regulations, which will be held on the 25th of July at the same location.

Further discussion clarified the following points:

- Mixed Use district (non-residential mixed use) which is mostly commercial, multi-family was listed as a secondary use but there were some concerns about locations of multi-family residential next to the commercial
- Business General is more commercial with the typical retail commercial, restaurants, etc. Non-Residential, no residential allowed.
- Discussion included Chair Enell’s request to reconsider the triangle of Non Residential Mixed Use being included in the NMUGA. Staff noted that the new draft shows this as one of the requested changes.

Discussion ensued on the upcoming July open houses, the first of which is being held tonight.

Ms. Frey touched on the many different methods used for public outreach for these meetings:

- Notices at the ferries
- Bus stops
- Display ads
- Libraries
- City and Town Halls
- Online, where all materials and meetings are posted
 - Comments can be submitted online
 - Those unable to attend meetings will be provided the exact same materials and the exact same opportunities to comment

Beckye Frey continued the discussion, stating staff was looking for feedback on the **Preface, Section II – Implementation** of the draft Comp Plan. In the implementation section there is a lot of ongoing planning efforts, benchmarking, program and partnerships that are fairly extensive, both from a resource staffing and financial standpoint. This section is part of the original Comprehensive Plan, which had the intention of doing certain things that have not been able to be accomplished due to resources.

She asked for the Commission to identify areas in this section that are critical to them and which they would like to see kept in the Plan, in order to help staff make the list more realistic. Many are good ideas, but if there isn't the ability to do them, the question is should they really be left in the Plan. Staff is looking for the Commission's priorities.

Further discussion clarified the following points:

- Discussion on what constitutes a subarea plan
- Goals within the introduction and how they would be achieved, such as
 - Urban growth, putting growth into the infrastructure is
 - Reducing sprawl
 - Preserving open space
- Rural to urban shift in relationship to the Freeland area
 - As each Element Chapter is opened over the next eight years, the rural to urban shift will be a part of those conversations, making sure any policies put into place don't adversely impact affordable housing
 - County financial support for infrastructure for the NMUGA
 - PRD clustering to preserve open space while increasing density

Ms. Frey concluded by reminding the Planning Commission of the upcoming Island County Comprehensive Plan open houses:

1. Today, July 11th at South Whidbey High School Commons – 4:30 – 8:30 pm
2. July 13th at the Coupeville Rec Hall 4:30 – 8:30 pm
3. July 14th at the Whidbey Water Services building (drop in day) 9:00 am – 4:00 pm
4. July 19th at the Elks Lodge 4:30 – 8:30 pm
5. July 21st at Utsalady Elementary 4:30 – 8:30pm

6. Draft Freeland development regulation open house, July 25th at the Whidbey Water Services building 6:00 – 8:00 pm

Commissioner Krug moved to adjourn, Commissioner Wallin seconded, motion carried unanimously.

Meeting adjourned at 2:46 p.m.

Respectfully submitted,

Paula Bradshaw