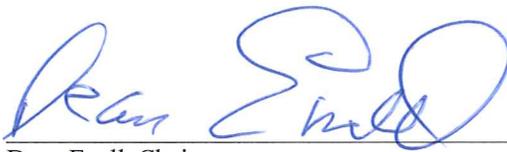


PLANNING COMMISSION

SUMMARY MINUTES

June 13, 2016

APPROVED AS WRITTEN



Dean Enell, Chair

APPROVED WITH NOTED
CORRECTIONS

Chair

**ISLAND COUNTY PLANNING COMMISSION
SUMMARY MINUTES
COMMISSIONER'S HEARING ROOM, COUPEVILLE, WA
MONDAY, JUNE 13, 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

Scott Yonkman, Beth Munson, Dean Enell, Val Hillers, George Saul, Karen Krug, (Darin Hand arrived just after roll call was read)

Planning and Community Development staff present: Hiller West, Director of Community Development; Keith Higman, Interim Director of Long Range Planning; Beckye Frey, Long Range Planner; Nathan Howard, Long Range Planner; Meredith Penny, Long Range Planner

Chair Enell read the Planning Commission Workshop document which identifies the purpose and process of a workshop.

DIRECTOR'S REPORT

Community Development Director, Hiller West, provided information on the following items:

Staff is working with the Historical Preservation Committee to develop new rules of procedure.

Environmental Determination Under SEPA – MDNS has been issued for the Nichols Brothers Master Use permit.

Staff continues to work with DOE on interpretation of the new Shoreline Master Program (SMP) as permit questions arise as we use the new SMP to review and condition and issue permits. A conference call is coming up regarding requirements for replacement of bulkheads.

ITEMS FROM THE PUBLIC

Anza Muenchow commented on farm workers and provided information on the type of farm workers in Island County. She stated it is more like an internship here rather than what is found in Eastern Washington.

Ron Nelson – EDC Council

Advised the Commission that last month the Board approved their economic development goals document, which took about a year to complete. He further stated he would be willing to provide a presentation if the Commission would like.

Planning Commission members stated they would, just unsure when it would fit into their calendar.

NEW BUSINESS – WORKSHOPS:

Community Development Agenda:

- **Continued review of proposed amendments to Titles 16 and 17 of Island County Code.**

Director Hiller West stated this was the third workshop of the final miscellaneous category of Code Clean up amendments. Following this workshop there will be a final workshop that will combine the discussion of all three of the Code Clean Up amendments with the inclusion of a definition of winery.

17.03.035: 120-day permit review period

Discussion ensued, Commission concerned it might be confusing to change. A hand out was discussed as well. Referring to the Statute would be better than a specific number and would not need to be changed if state law is changed.

17.03.120: RAID zoning designations – this is not a specific change to the Code, but rather a change to how it is used; listing the RAIDs, with the specific limitations to each RAID for clarity.

Commission suggested the use of a matrix. Concern about mixing RAIDs with Rural Centers.

17.03.180.W.3.b: Setbacks on lots that are less than one acre in size within the Coupeville Scenic Corridor. Staff suggested the same Reasonable Use definition that was just adopted for the Fish and Wildlife Habitat Conservation Areas Ordinance be used. Proposed change would take the word Economic out of the Reasonable Use.

Commission discussed the definition and agreed they should be the same for all portions of the Code.

17.03.050.G.7: Remove subsection with reference to transfer of development rights
Director West stated this section is outdated and this reference should be removed until such time that Island County has such a program.

Commission agreed.

17.03.040: Farm Housing definition
Director West read the current definition and stated the problem right now is that there is no limit to the type of housing that can be applied for. It provides a loop hole for the density requirement because it does not address the temporary nature of the housing.

Commissioners expressed concern on this topic. Do not want to limit farming and their ability to have interns.

Mr. West responded that the goal was to avoid an end run around the density provisions, despite the low-density limitations of Ag zones. Provision is inconsistent with WAC 246-358/359. Further look at the WAC will be done to see what guidance it might provide. Code compliance would be difficult, possible example of an abuse of this Code section.

Commissioners expressed a concern for multi-generational farm families that want to keep their farm in business.

Discussion continued regarding ideas for the type of house allowed. Item to come back looking at the WAC for possible guidance.

Public comment:

Anza Muenchow stated she liked the concern the Commission showed at this meeting for the farmer and this topic.

Ron Nelson commented on the topic, stating agri-tourism has been identified as being needed. He liked the idea of limiting the size to avoid a single family residence use in the future, but might generate a guest stay (agri-tourism possibly) in the future.

17.03.060.C.5 Reduced lot sizes for new lots in Rural zone
Provision has been used as the basis of policy to allow reduced lot sizes for newly created lots in the 5-acre (Rural) zone. Either language can be added to the Rural zone allowance for exception to density/lot size, or, a general provision added to the code to address minimum lot-size area, one that may include portions to be dedicated for public right-of-way, when ROW reduction reduces development capacity.

Commissioner discussion ensued; members agreed property owners should not be penalized when the State or County has removed a portion of a lot to satisfy a road right of way dedication.

17.03.040:

Camping – definition

The lack of a definition has become an issue for Code Enforcement. The Code needs a definition that spells out the temporary nature of camping.

Discussion ensued.

Commissioners stated temporary and camping both seem to need defining related to this.

Long Range Agenda:

Update of the Island County Comprehensive Plan process & next steps

Status as of 6-13-16

STATUS	
FRONT MATTER	
<input type="checkbox"/>	i Cover and acknowledgments
<input type="checkbox"/>	ii Table of Contents
<input checked="" type="checkbox"/>	started iii Acronyms
<input checked="" type="checkbox"/>	started iv Definitions
I. PLAN FRAMEWORK	
<input checked="" type="checkbox"/>	started 00a Purpose & Scope / GMA Overview
<input checked="" type="checkbox"/>	started 00b Visioning
<input type="checkbox"/>	00c Summary of Elements
<input type="checkbox"/>	00d Implementation (Inc. update process)
II. ELEMENTS	
<input checked="" type="checkbox"/>	in progress 01 Land Use
<input checked="" type="checkbox"/>	v 1.0 02 Economic Development
<input checked="" type="checkbox"/>	✓ 03 Shoreline Management
<input checked="" type="checkbox"/>	needing consistency 04 Housing
<input checked="" type="checkbox"/>	v 1.0 05 Historic Preservation
<input checked="" type="checkbox"/>	v 1.0 06 Natural Resources
<input checked="" type="checkbox"/>	v 1.0 07 Parks & Recreation
<input checked="" type="checkbox"/>	draft 08 Transportation
<input checked="" type="checkbox"/>	v 1.0 09 Utilities
<input checked="" type="checkbox"/>	v 1.0 10 Capital Facilities
PART III. APPENDICIES	
<input checked="" type="checkbox"/>	in progress A GMA Consistency Matrix
<input checked="" type="checkbox"/>	v 1.0 B Future Population Growth
<input checked="" type="checkbox"/>	v 1.0 C Public Participation
<input checked="" type="checkbox"/>	in progress D SEPA DNS
<input checked="" type="checkbox"/>	E Large Format Maps

- **Most Chapters have a preliminary rough draft complete**
- **Next Steps:**
 - Complete sections
 - Complete text revisions
 - Update tables & maps
- **July Open Houses**

The last Agenda item (Freeland) was moved up due to the presenter’s schedule.

- **Discussion of the preliminary draft Freeland Subarea Plan & overview of the Freeland Development Regulations.**

Planner Beckye Frey provided an update, stating most chapters have a preliminary rough draft and have been reformatted. The next step is to complete the sections, to complete the text revisions, update tables and maps. She asked the Planning Commission if it would be possible to provide their input on the draft by the end of this week. She will provide an email of where they would like the Commission to focus their immediate attention on.

Commissioners agreed it should have a different look than all the other plans as it is unique.

Development Regulations:

Preliminary concept for review:

Island County Code would apply except for what is listed for Freeland.

Hybrid of conventional and Form-Based codes.

- Simplify text using illustrations/charts/tables wherever possible.
- Conventional: Intro, District Descriptions, Use Chart
- FBC: Development Standards modules
- Conventional: Stormwater, Landscaping, Signs, View Corridors, Binding Site Plan

Urban Holding overlay to be defined:

- Include Urban Holding Overlay application, review, and repeal provisions
- Possibly include director review for flexibility (for departures from standard modules – building types, etc.)?

Zoning Districts

- Plan Districts / Add more zones?

Mixed-Use District question to be resolved

- Suggest only minor changes this year (could consider expanded uses in future update) to avoid changes to Buildable Land Analysis methodology.

Adopt online zoning map as official zoning map (Countywide).

Use Charts

- Goal: Keep it as simple as possible
- Working with consultant on approaches and options

Development Regulations:

Goal: Easy to read/understand and to implement

Based on Illustrated “Modules”

- Building types
- Frontage
- Parking and Circulation
- Screening
- Parks & Open Space

Tables show where appropriate (district, review types)

Other Sections: Stormwater, Landscaping, Signs, View Corridors, Binding Site Plan

Examples of the modules were shown and discussed using illustrations and examples by Ms. Frey as shown in the pictures that follow:

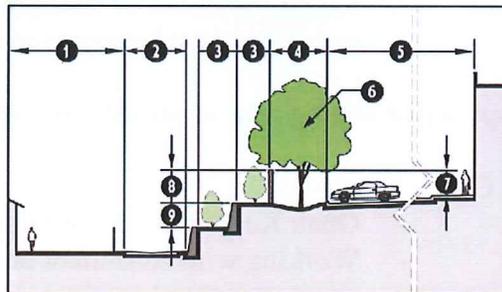
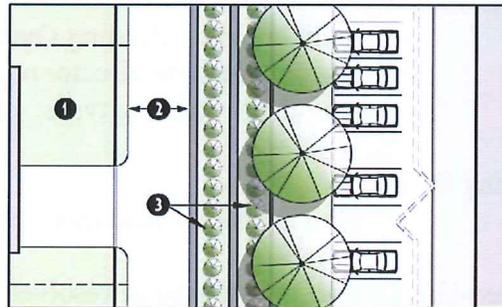
DEVELOPMENT REGULATIONS

Illustrated Code

- Using illustrations/charts/tables wherever possible
- **Example:**

Site Screen Wall with Topographic Change

1	Adjacent property	Single-family Multi-family
2	Screen wall	18' min. width
3	Terrace width	8' width Plant with shrubs, vines or groundcover
4	Landscape buffer	15' min.
5	Paved surface	Width varies
6	Trees	1 row 30' on center
7	Vertical distance of bldg. entrance to top of wall elev.	6' min.
8	Wall	8' max. height (6' min.) Solid masonry
9	Retaining wall	6' max.



DEVELOPMENT REGULATIONS

Modules



Freeland Subarea Plan | Creating Development Regulations

Examples of 'Module' Components & Illustrations - Draft Concept

Building	Frontage	Parking & Circulation	Screening	Parks & Open Space
Single-Family, Detached Duplex Tri- or Four-Plex Townhome Courtyard Live-Work Townhouse Loft Building Corner Store Mixed-Use, Stacked Civic Building Gas Station	Porch & Fence Terrace or Elevated Entry Forecourt Stoop Shopfront Gallery Arcade	Front-Loaded Alley-Loaded Surface Lot, Side Access Surface Lot, Rear Access Tuck-Under Parking Garage	Fence Screening Wall w/ View Fence Solid Screening Wall Screening Wall w/ Topo Change Living Screen Natural Area w/ Enhanced Buffer	Lawn Park Pocket Park Green Plaza Playground Pedestrian Passageway Conservation Open Space Green Roof Rain Garden Community Garden
<p>Courtyard</p>	<p>Storefront Gallery</p>	<p>Surface Lot, Side Access</p>	<p>Screening Wall with View Fence</p>	<p>Mid-Block Pedestrian Passageway</p>

DEVELOPMENT REGULATIONS

Modules

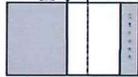
BUILDING TYPOLOGY	BUILDING TYPOLOGY						
	Low Density Residential	Medium Density Residential	Business Village	Business General	Mixed-Use (Commercial Flex)	Industrial	Public
BUILDING TYPE	LD	MD	BV	BG	CF	IND	PUB
Rowhouse		I					
Courtyard		II					
Stacked Dwellings							
Live-Work							
Loft Mixed-Use							
Side Court Mixed-Use							
Commercial Block Mixed-Use							
Gas Station				III			

EXAMPLE

3.3 | Frontage Types

Figure 3.3.1

Private Frontage
Public Frontage
Required Building Line
Right-of-way



a. Terrace or Elevated Entry: The main facade is set back from the frontage line by an elevated terrace or entry. This type allows residential use from sidewalk. The elevated terrace is also suitable for outdoor cafes. (1) Terrace or Elevated Entry frontage is allowed on all building types.

b. Forecourt: The main facade is at the required building line with a portion set back for a small court space. The court could be used to provide shopping or outdoor seating in commercial buildings, or as an entry court for residential buildings. This type should be used sparingly. (1) Forecourt frontage may be used on Courtyard, Stacked Dwellings, and Live-Work building types.

c. Steep: The main facade is near the frontage line with the building entrance provide primary. The steep is appropriate for ground floor retail or office uses. (1) Steep frontage may be used on Rowhouse, Courtyard, Live-Work, and Stacked Dwellings building types.

d. Shopfront: The main facade is aligned close to the frontage line with the building entrance at sidewalk grade. The covering shall extend far enough to provide pedestrian protection from the weather. This type is appropriate for retail or office use only. Shopfront frontage may be used on Stacked Dwellings, Live-Work, Loft Mixed-Use, Side Court Office, or Commercial Block Mixed-Use building types where the building provides ground floor retail or office uses.

e. Gallery (or arcade): The main facade is set back from the frontage line with an attached covered colonnade overlooking the sidewalk. The entry should be at sidewalk grade. The gallery/arcade should be no less than 8 feet wide. This type is appropriate for retail or office use only. Gallery/arcade frontage may be used on Stacked Dwellings, Live-Work, Loft Mixed-Use, Side Court Office, or Commercial Block Mixed-Use building types where the building provides ground floor retail or office uses.

(1) Frontages a, b, and c are not allowed within 100 feet measured from the building corner at the intersection of 100th Ave W. and SR-104.

Table 2.4.30-A: Civic Space Type Standards (continued)

Transect Zone	T1 T3 T4 T5			T1 T3 T4 T5			T1 T3 T4 T5		
	Greenway			Green			Square		
Illustration									
Description	A linear open space that typically follows natural corridors providing unstructured and limited amounts of structured recreation.			An open space available for unstructured and limited amounts of structured recreation.			An open space available for civic purposes, as well as unstructured and limited amounts of structured recreation.		
Location and Size	Multiple Neighborhoods			Neighborhood			Neighborhood		
Minimum	8 acres			1 acre			1/2 acre		
Maximum	No Maximum			15 acres			5 acres		
Character	Independent or Building			Building			Building		
Frontage	Natural or Informal			Informal			Formal		
Disposition of Elements	Natural or Informal			Informal			Formal		
Typical Facilities	Passive and Active Recreation, Accessory Structure, Drinking Fountains, Community Facility < 5,000 sq. ft. Paths and Trails			Passive and Active (unstructured or structured) Recreation, Accessory Structure, Drinking Fountains, Community Facility < 5,000 sq. ft. Paths and Trails			Passive and Active (unstructured or structured) Recreation, Accessory Structure, Drinking Fountains, Community Facility < 5,000 sq. ft. Paths and Trails		

Discussion among the Planning Commission ensued with questions and comments from the Commission members. Members agreed the illustration aspect was an improvement.

Open House 6/15/16 has been well advertised. The meeting will be held from 6 – 8 pm at the Whidbey Water Services Office.

Discussion related to interim regulations was touched upon, providing the Commission an understanding of how it will look short term, prior to the implementation of sewers.

Ms. Frey added, how the Urban Holding Code is developed must be well thought out.

- **Review & discussion of preliminary draft elements & appendices for the Comprehensive Plan Update.**

Chapter 10. Capital Facilities Element (CFE):

10 – Capital Facilities

- 10 – Goals, policies and background information on the capital facilities program for Island County.
- LOS Standards: e.g. 3.5 acres of parks per 1,000 people in the unincorporated area.

10A – Capital Facilities Plan (CFP):

- Inventory of existing capital facilities
- Comparison of existing LOS to the LOS Standards set in the CFE

10B – Capital Improvement Program (CIP):

- Projects, including funding sources, approved by the Board of Island County Commissioners for the next 6 years.

Planner Nathan Howard stated the CFE has had minor edits made to the goals and policies for clarity and there have been significant portions of the background information removed, which were extraneous and outdated.

Revised Goals and Policies:

Goal 1: Removed section about definitions and put those into the background information

Revisions: Identified sections of the Plan that had information related to the Transportation Element and explained the draft Plan will now point the reader to the Transportation Element, rather than have the information located in both places.

Work needing to be finished:

Develop LOS Standards for Morgue and Juvenile Detention

Compare existing LOS with LOS Standards

Update the CWPP section

Tables and maps are currently being updated and will be included in the future draft
CAO updates to the Elements will be included at the completion of the CAO ordinance update

Planning Commissioners commented on the following topics:

Commissioner Dean Enell commented that he felt the LOS concept when applied to roads, ferries and traffic was a way of preserving the rural character.

Director Keith Higman and Nathan Howard both responded to the idea; Further discussion ensued, indicating the Capital Facilities Element was not the best place for this to be addressed as it relates to the overall facilities for all of Island County, such as a Juvenile Detention facility for the entire population, but also stating the concept was interesting.

Commissioner Val Hillers asked what was meant on Page 16 of the draft Capital Facilities regarding law enforcement.

Nathan Howard replied that this referred to the Square footage allocated for law enforcement personnel, precinct floor space for an individual.

Several Commissioners pointed out different areas of outdated information.

It was further discussed that some of the information would be updated by the different agencies that have a better understanding of their specific areas.

Nathan Howard stated this particular Element is one that needs much work and many different departments and agencies are looking at sections of their expertise, such as the septic reference provided earlier. Staff is attempting to fill in the gaps and update before the end of this month in order to have a better public review draft for the upcoming meetings.

Nathan stated they are currently working on three appendices, two of which have been drafted. The first one,

Appendix A

Relates to the GMA requirements and will be updated to state what we have done and that we have met the requirements for changes.

Appendix B

Future Growth Analysis Accommodation; combined 4 previous issue papers and condensed it to a more readable document.

Appendix C

Summary of the public engagement strategies employed (outside of formal meetings), such as:

List of all public meetings held on the Comp Plan Update (2013 – 2016)

Community meetings/advisory groups

Joint PC/Board meetings

Email list

Website

Mailings

Surveys

All the methods used to engage the public in the process.

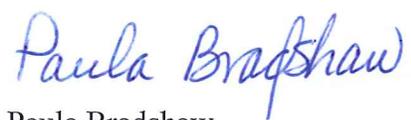
Mr. Howard asked for the Commissioners comments by June 17th, but they will be taken at any time.

Commissioner Hillers asked for specifics of where to focus their comments.

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

Meeting adjourned at 4:39 p.m.

Respectfully submitted,



Paula Bradshaw