



JEFFERSON COUNTY PLANNING COMMISSION

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www.co.jefferson.wa.us/commdevelopment/PlanningCommission

MEETING MINUTES

MEETING DATE **November 6, 2013**

Jefferson County Courthouse, First Floor Conference Room, Port Townsend

Time	Topic	Action	Notes/Follow-up (if needed)
	A. Opening Business		<i>Staff & Chair should coordinate to start digital recorder before gavel.</i>
		Call to Order Time: 1:30 pm	
		Presiding: Chair: Kevin Coker	
		Roll Call: 7 Attendees	<i>Indicate P – Present; AU – Absent & Unexcused; or AE – Absent & Excused (as noted by Chair); Note any late arrivals; Quorum = 5</i>

District 1			District 2			District 3		
Coker	Felder	Miller	Vacant	Farmer	Werch	Brotherton	Giske	Hull
P	P	P		P	P	AE	P	P

	Quorum Present @ <input checked="" type="checkbox"/> Roll Call	
	Staff Present: C. Smith (Director) ; S. Hoskins (Planning Manager) ; K. Hathaway (Plan Clerk)	
	Invited Guests: 0	
	# Public in Audience: 1	

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Time	Topic	Action	Notes/Follow-up (if needed)
		Approval of Past Minutes: Hull motioned and Miller seconded. Approval of September 2 nd 2013 minutes with no changes by unanimous decision 7 for, 0 against, 0	<i>If any revisions are needed, remind Chair to hand write them on the original document (unless extensive), and note them here/on the back of this page. If minutes not approved, make note of reasons why.</i>
		Staff Updates:	<i>Use back side of page to continue if necessary</i>
	Director Smith	Tuesday November 12 th DCD is bringing 2 things to the County Commissioners: <ol style="list-style-type: none"> 1. Ordinance to require Pre-application conference for certain applications (E.g. Critical areas) 2. Fee Ordinance. The last fee update was in 2009 so DCD wants to implement a customer assistance fee. 	
	Smith	Philip would like to have an update from Planning commission board members about the updates that they are doing.	
	Planning Manager Hoskins	David Johnson wrote a brief report on Pleasant Harbor: There is no set date that the Pleasant Harbor Draft will be brought to the planning commission. As of right now DCD is waiting on Pleasant Harbor to meet all of the requirements.	
	Hoskins	2013 Comprehensive Plan Amendment Cycle: Board of commissioners approved the two Comp Plan amendments on November 4 th . The next step is to have staff log all the information and complete the 60 day appeal period until the beginning of January.	

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	<p>Committee Reports:</p> <p>Henry Werch</p> <p>Chair Coker</p> <p>Observer Comment:</p> <p>A. Agenda Item:</p> <p>Smith</p>	<p>Reminder that he would like to have a meeting held in Brinnon.</p> <p>Housing committee: The acronym for the group is Jefferson County (shelter) to housing partnership (JC2HP). They have broken up into two sub comities: Housing and Zoning He encouraged everyone to come to the Planning Commission meetings and also provided our update to Chapter 5 of the Comp Plan. This group meets monthly/ bi-monthly.</p> <p>None</p> <p>Sign Code</p> <p>Carl explained David Alvarez’s comments to the Commission and made suggestions where needed. The Commission discussed minor wording changes and consistency throughout the code. In general the Commission is happy with the code and its progress.</p> <ul style="list-style-type: none"> • The Commission decided David Alvaez’s recommendation to be consistent and always use on-site was a good recommendation. • In section 3.s the Commission agreed that portable was a better word choice than nonpermanent. • In section 3.s the Commission Board agreed with the definition of Use. 	
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		<p>Carl explained new possible additions to the code that he has either found in other jurisdictions codes or through conversations with people. The Commission discussed these and made minor comments and decided that David Alvarez needs to make comment on the wordage.</p> <ul style="list-style-type: none">• In Section 3.g the Commission decided to remove the word electronic. So it reads changing message sign.• “Subdivision real estate sign” is discussed in chapter 9 already so the Commission decided to use this language.• Exemptions: This indicates that you may be exempt from getting a permit for a sign, but you are not exempt from following applicable standards in the code. The Commission agrees with this.• Adding language so that illuminated signs in window are allowed. The Commission agrees.• Noncommercial Signs: “Not more than 32 square ft in sign area and not more than 8 feet above existing grade and not illuminated” the Commission agrees. This will help protect community character.• “Murals or signs consisting solely paint or other color media that is applied on existing structures” the Commission agrees.• The Commission agrees with the “way finding sign” program and time allotment to remove all Non- legal nonconforming signs, five years.	
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<p>B. Agenda Item:</p> <p>Hoskins</p>	<p>Comprehensive Plan Update (matrix)</p> <p>Gave the Commission new material that was not sent out in the email.</p> <p>This new material is too help convey a broader perspective of what needs to be done.</p> <p>FEMA Biological Opinion: Background-</p> <p>Someone sued FEMA because they were not protecting endangered species, they were not ESA compliant.</p> <p>Now, to protect endangered species FEMA has a new protocol where there are three different ways that jurisdictions can comply:</p> <ol style="list-style-type: none"> 1. Comply with FEMA’s model/ordinance 2. Our existing codes comply (ours did not there is still work that we need to do to our code) 3. Review every case that comes in that is in the flood zone (we are doing this now) <p>From these the Board of County Commissioners needs to decide if they want to change the code so that we meet FEMA standards of add to our code that we will review every case when it comes in.</p>	
	<p>Agriculture in Critical areas: DCD feels as though this is a high priority for the community and will be a large part of the update.</p>	
	<p>Navy Joint Land use Planning: DCD is working on a grant with adjoining bases (Kitsap-Banger and Indian Island). This will include a large public process and will help us finalize a joint plan with Kitsap County and the City of Bremerton. Also this will be a proactive step for the County rather than a reactive step.</p>	

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		In-Lue-Fee (ILF): This is a tool for mitigating Critical areas. This could be a “goal” in our code. This is a tool in where as rather than doing on site mitigation someone would do off site mitigation.	
		Commission should try to ID new goals and policies that may or could receive grant funding in the future. If in our County Com Plan we have items as a goal and then the county applies for a grant for this the granting agency will know that the community is for it.	
		In the matrix the difficulty of the items has been flipped so that the harder the topic the lower the score meaning lower the priority for the Commission.	
	Hull	Commission needs to know what agencies are out there and what projects they may fund to come up with goals so that the County can receive funding in the future.	
	Group	Planning Commission Discussion of matrix: The planning commission does not have enough time to discuss every issue that needs to be addressed so the board needs to narrow their sites.	
	Topic	Action	Notes/Follow-up <i>(if needed)</i>
Time	Summary of tonight’s meeting/ New Business:	Waiting on more legal advice on the Sign Code. Next meeting the Commission should nail down the important issues needed to be covered by the comp plan.	

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	<p>Date of next Meeting:</p>	<p align="center"><u>12 / 4 / 13</u></p> <p>Month Day Year</p> <p>@BoCC Chambers</p>	
	<p>Agenda Topics for next meeting:</p>	<p>1. Unified Development Code Text Amendment (MLA12-226)- Sign Code</p> <p>2. Comprehensive Plan Update 2016 (GMA Periodic Update)</p>	
	<p>Meeting Adjourned</p>	<p>Time 4:16 PM by <input checked="" type="checkbox"/> Unanimous vote OR</p>	

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Approval of Minutes:

These meeting minutes were approved this 4 day of Dec., 2013.



Kevin Coker, Chair



Michelle McConnell, LRP Lead