



JEFFERSON COUNTY PLANNING COMMISSION

621 Sheridan Street, Port Townsend, WA 98368
 (360) 379-4450 PlanComm@co.jefferson.wa.us
www.co.jefferson.wa.us/commdevelopment/PlanningCommission

MEETING MINUTES

MEETING DATE **Oct 2, 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: 2:49 pm	
		Presiding: Chair: Kevin Coker	
		Roll Call: Quorum 5	<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	AE	Arrived @ 3:04	AU	P

		Quorum Present @ <input checked="" type="checkbox"/> Roll Call <input type="checkbox"/>	
		Staff Present: C. Smith; S. Hoskins; Kaycee Hathaway	
		Invited Guests: 0	
		# Public in Audience: 2	

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Time	Topic	Action	Notes/Follow-up (if needed)
		<p>Approval of Past Minutes:</p> <p>None at this time.</p>	<p><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></p>
		Staff Updates:	<i>Use back side of page to continue if necessary</i>
	SH	County Commissioners have the Comp Plan on the agenda for Monday Oct 7. At this meeting they will discuss whether to use staff recommendations or to hold a public hearing. Also at this meeting the Pre- application will be brought up.	
	SH	Staff is working on the I-502 implementation. Plan to bring to County Commissioners on Oct 14.	
	SH	Received an application for a Planning Commission member for District 2, staff will interview applicant and bring to the County Commissioners.	
	SH	WSRC- Two rain gardens are in at Castlehill; One of the gardens is functioning and one is not. We have also received an extension on the grant (six months), but we plan to finish in three months.	
	SH	Two staff changes- Kaycee Hathaway is a clerk hire. Joel Peterson started Oct 1 and is an associate planner working on long range and permitting.	
	SH	SMP – article in Leader	

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	<p>Community Reports:</p> <p>Kevin</p> <p>Observer Comment:</p> <p>Rob Harbor</p> <p>A. Agenda Item:</p> <p>Carl</p> <p>B. Agenda Item:</p>	<p>Had a meeting Wednesday about housing and broke into groups. Here we are trying to get groups to work together to bring information to DCD.</p> <p>Just moved to town and was involved with Island County planning commission.</p> <p>Unified Development Code Text Amendment (MLA12-226)- Sign Code</p> <p>Brief discussion of David Alvarez’s notes on the Planning Commission’s proposition for the sign code. Carl will bring more information hopefully with more of David’s comments to the next meeting, Nov 6th.</p> <p>Comprehensive Plan Update 2016 (GMA Periodic Update)</p> <p>Group Conversation about how to determine the most important items to focus on in the Periodic Update. A table that was given to the commission members, on which, they are to rank each chapter’s main points. These rankings are from 1-3; 1 being the least important to 3 the most important. They are to rank the importance of each item and the items difficulty. Each commission member is only allowed 3 3’s and 3 2’s so as to narrow their selections. Also there is a mandatory category that either has a 10 or a 0, 10 meaning that this part of a chapter is state mandated, 0 meaning that it is not state mandated.</p>	
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		Board members are to email their results to DCD so that they can all be inputted into a single spread sheet and calculated before the November meeting to save time.	
Time	Topic	Action	Notes/Follow-up (if needed)
	Summary of tonight's meeting/ New Business:	Waiting on more legal advice on the Sign Code. Next meeting the committee should nail down the important issues needed to be covered by the comp plan.	
	Date of next Meeting:	<u> 11 / 6 / 13 </u> Month Day Year @BoCC Chambers	
	Agenda Topics for next meeting:	<ol style="list-style-type: none"> 1. Unified Development Code Text Amendment (MLA12-226)- Sign Code 2. Comprehensive Plan Update 2016 (GMA Periodic Update) 3. Supplemental Environmental Impact Statement (SEIS): Pleasant Harbor 	
	Meeting Adjourned	Time 3:25PM by <input checked="" type="checkbox"/> Unanimous vote OR <input type="checkbox"/> Vote of: _____	

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Approval of Minutes:

These meeting minutes were approved this 6 day of Nov, 2013.



Kevin Coker, Chair



Michelle McConnell, LRP Lead