TOWN OF YARROW POINT
PLANNING COMMISSION SPECIAL MEETING MINUTES
January 24, 2018

The following is a condensation of the proceedings and is not a verbatim transcript.

CALL TO ORDER:
Amy Pellegrini, Planning Commission Chair called the meeting to order at 7:03 p.m.

PRESENT:

Chairperson:	Amy Pellegrini
Commissioners:	Trevor Dash Chuck Hirsch Carl Hellings Jennifer Whittier
Staff:	Clerk-Treasurer Anastasiya Warhol Town Deputy Clerk Austen Wilcox Town Planner Mona Green
Guests:	Richard Smith - Resident

APPEARANCES:
Richard Smith resident at, 3829 95th Ave NE, gave his appreciation to the Planning Commission and shared his experience working on a similar board setting.

MINUTES:
January 8, 2018 minutes will be presented for review at the February meeting

STAFF REPORTS:
Town Planner Mona Green gave a brief overview of an upcoming agenda item on a boundary line adjustment application the Commission is going to be reviewing at the February 26 Special Meeting.

Clerk-Treasurer Warhol gave an orientation of the process for reviewing boundary line adjustments and how they are prepared. The Commission was provided with the materials they will be reviewing to prepare for the February meeting. Ms. Warhol gave an explanation of the difference between a public hearing and public meeting and stated some regulations of the Open Meeting Act.

The Commission discussed with staff the notification process around variance and boundary line adjustment applications.

Clerk-Treasurer Warhol stated the Town is upgrading their email account to Office 365 which will require each Commissioner to transfer over to a Town email account when conducting Town related business correspondence.

REGULAR BUSINESS:

PCAB 18-01 Planning Commission Procedures, for Discussion

Commissioner Hirsch asked for clarification on the responsibilities for decision-making and required research on issues brought up to the Planning Commission. Ms. Green stated that the Commission, with Town Council approval, can consult outside specialists to get further input to consider prior to decision-making.

The Commission discussed with staff methods used during the review process for determining that requirements meet Town Municipal Code. Town Planner Green gave the regulations and process of how the Town code is applied during review. Should Commissioners wish additional time to consider matters before them, a continuation can be requested by the Commission.

Town Planner Green suggested that Commissioners may want to consider whether applications for site specific-projects that require a Public Hearing may be best heard by a professional Hearing Examiner rather than the Planning Commission.

Clerk-Treasurer Warhol and Town Planner Green gave an explanation of the process responding to inquiries and concerns regarding Town issues. Ms. Warhol also explained the risks and difficulties involved with the Town engaging in social media.

Clerk-Treasurer Warhol addressed concerns regarding a previous topic from a cellular carrier looking to install small cell sites that that was brought to the Council in October 2017. Ms. Warhol explained that the Council received a presentation from the carrier and has not moved forward with any action.

The Commission discussed the future topic of tree regulations

PCAB 18-02 Training session scheduling: *"A Short Course on Local Planning"*

Clerk-Treasurer Warhol stated that it's the intent of the Town Administration to set up the Planning Commission for success. Ms. Warhol stated there are upcoming trainings each Commissioner will be required to take.

ADJOURNMENT:

MOTION: Commissioner Hirsch moved to adjourn the meeting at 8:37 p.m. Commissioner Whittier seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

APPROVED:

Amy Pellegrini

Amy Pellegrini, Chair

ATTEST:

Anastasiya Warhol

Anastasiya Warhol, Clerk-Treasurer