

**TOWN OF YARROW POINT
PLANNING COMMISSION REGULAR MEETING MINUTES
December 19, 2022**

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

CALL TO ORDER:

Commission Chairman Carl Hellings called the meeting to order at 7:00 p.m.

PRESENT:

Chairman: Carl Hellings

Commissioners: Chuck Hirsch
Jeffrey Shiu
David Feller - Absent
Lee Sims

Staff: Austen Wilcox – Deputy Clerk
James Eager – SBN Planning

Guests: Carl Scandella – Planning Commission Ex officio member

APPROVAL/AMENDMENTS TO AGENDA

MOTION: Motion by Chairman Hellings, seconded by Commissioner Hirsch to approve the agenda as presented.

VOTE: 3 for, 0 against. Motion carried.

STAFF REPORTS:

Deputy Clerk Wilcox gave a report of the December 13 regular Council meeting.

Commissioner Sims joined the meeting at 7:05 p.m.

MINUTES:

- November 14, 2022 Regular Meeting

MOTION: Motion by Commissioner Hellings, seconded by Commissioner Sims to approve the November 14, 2022 special meeting minutes as presented.

VOTE: 4 for, 0 against. Motion carried.

APPEARANCES:

None.

REGULAR BUSINESS:

PCAB 22-18 – Planning Commission meeting commencement time change proposal

The start time of the regularly scheduled meeting results in a late stop time. By starting earlier, the commission will also be more in line with the timing of the

Town Council meeting. The goal of the new start time will be to increase public participation and have a reasonable stop time for the commissioners. In addition, changing the day of the month and week should be considered. Staff proposes that the Planning Commission meeting be held on the third Monday or the third Tuesday of every month, which would make the regularly scheduled date easier to remember and possibly increase public participation.

The Planning Commission discussed and chose to keep the 7:00 pm start time however change the regular meeting date to the third Tuesday of every month.

MOTION: Motion by Chairman Hellings, seconded by Commissioner Shiu to recommend to Council to adopt an ordinance codifying 7:00 pm on the third Tuesday of each month as the new regular meeting date for Planning Commission meetings.

VOTE: 4 for, 0 against. Motion carried.

PCAB 22-19 – Planning Commission agenda bill timeframes

During the November meeting the planning commissioners directed staff to review the agenda bills and create a system for better tracking the commissions time on each agenda bill. The purpose of creating an agenda bill timeframe would be to have a time limit for each agenda bill, and recommended action within that bill. This would create a more detailed action item list and associated timeframes for each. In keeping with the Town's traditions of engaging with residents, the new format would give a designated amount of time for discussion with residents at the discretion of the planning commission, with the goal of striking a balance between community forum and an overly formal meeting.

Staff provided the Commission with an example format of both the agenda and agenda bills to reflect the commission's request to better structure the agenda and agenda bills with regard to time and organization.

MOTION: Motion by Commissioner Sims, seconded by Commissioner Chairman Hellings to approve the new agenda bill and agenda formats as presented.

VOTE: 4 for, 0 against. Motion carried.

PCAB 22-20 – Draft code to address HB 1220

In October, the Planning Commission discussed Engrossed Second Substitute House Bill 1220 ("Bill"). The Bill eliminates zoning barriers related to the provision of transitional housing, permanent supportive housing, emergency shelters, and emergency housing. The Commission discussed draft code based on examples from relevant Washington jurisdictions such as Medina and Normandy Park.

- Provide authority for Town to evict/ enforcement
- Public outreach
- Direction from Council

MOTION: Motion by Chairman Hellings, seconded by Commissioner Hirsch to make edits as described to the draft code, forward the code to Council for review and request direction by Council for the scope of work.

VOTE: 4 for, 0 against. Motion carried.

PCAB 22-21 – Comprehensive Plan status update

At the November meeting, SBN Staff were directed to put together a concise summary of the results from their review of the Periodic Update Checklist provided by the Department of Commerce. The Commission discussed an exhibit displaying the high-level results of the review, noting how many elements in the required sections are already addressed by the current Comprehensive Plan and development regulations in Yarrow Point.

The SBN Team is developing a Public Participation Plan – as required by RCW 37.70A.130. The team is preparing for a public launch in Q1 2023, and intends to meaningfully engage with interested Yarrow Point residents as much as possible during the process of this update.

Finally, the SBN Team has secured the GMA Update Grant paperwork from the Department of Commerce. This funding will apply to the work already completed by the team and to the ongoing efforts to update the Plan and relevant regulations. With Council's approval for the Mayor's signature, the grant could be executed as soon as January 2023.

MOTION: Motion by Chairman Hellings seconded by Commissioner Sims directing the Planning staff to proceed on schedule and provide a plan at the next Planning Commission meeting for a first pass of public review for the Comprehensive Plan.

VOTE: 4 for, 0 against. Motion carried.

Commission Hirsch left the meeting at 8:13 p.m.

PCAB 22-22 – Draft hedge code

During the November meeting, Planning Commission directed staff to further develop the new code chapter with the following specifically to be addressed:

- Wording for 6' height and maintenance allowance
- Dis-similar plant species comprising a hedge
- Crown interaction language
- # of plants to constitute a hedge
- Include language to address adjacency to ROW and across ROW
- Common boundary language and complaint validity language
- Incorporate language to account for straight line vs Zig/Zag and curves in hedges
- Full list of all complaints from Mayor
- Remove mentions of "view", "obstruction", and similar language which is related to "view shed" type code language
- Create distinction for Trees/Plants growing along/in the length of a hedge, but not acting as part of it.

In response staff has addressed and incorporated the requested changes into the draft code chapter for review, and further discussion by the planning commission.

The Commission discussed:

- Active hedge code complaints
- Make distinction between deciduous vs shrubs
- Allow 6.5' for height of hedge
- Send draft code language to Mayor and Council for review

MOTION: Motion by Commissioner Sims seconded by Chairman Hellings to forward to Council the redrafted hedge definition for Council review and feedback.
VOTE: 3 for, 0 against. Motion carried.

APPEARANCES:

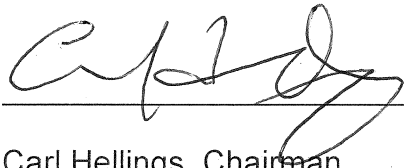
None.

ADJOURNMENT:

MOTION: Motion by Chairman Hellings, seconded by Commissioner Sims to adjourn the meeting at 8:46 p.m.

VOTE: 3 for, 0 against. Motion carried.

APPROVED:



Carl Hellings, Chairman

ATTEST:



Austen Wilcox, Deputy Clerk