

**TOWN OF YARROW POINT
PLANNING COMMISSION REGULAR MEETING MINUTES
May 16, 2023**

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

1. CALL TO ORDER:

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

PRESENT:

Chairman: Carl Hellings

Commissioners: Chuck Hirsch – Excused absence
Jeffrey Shiu – Attended virtually
David Feller
Lee Sims

Staff: Austen Wilcox – Deputy Clerk
Aleksandr Romanenko – Town Planner

Guests: Councilmember Kathy Smith

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL/AMENDMENTS TO AGENDA

MOTION: Motion by Chairman Hellings, seconded by Commissioner Feller to approve the agenda as presented and to permanently move the approval of the minutes prior to approval of the agenda for future Planning Commission meetings.

VOTE: 3 for, 0 against. Motion carried.

5. STAFF REPORTS:

Town Planner Aleksandr Romanenko provided staff reports.

Commissioner Jeffrey Shiu joined virtually at 7:20 PM.

6. PUBLIC COMMENT

None.

7. MINUTES:

- April 18, 2023 Regular Meeting

MOTION: Motion by Commissioner Sims, seconded by Chairman Hellings to approve the April 18, 2023 regular meeting minutes as presented.

VOTE: 3 for, 0 against. 0 Motion carried.

8. REGULAR BUSINESS:

8.1 Comprehensive Plan Update

Council has directed planning staff to further detail how the Comprehensive Plan will integrate the International Wildland Urban Interface code, and how the Tribal element will be addressed. In the month to come, staff will be updating the Town website to include a summary of the update process and timeline, along with sending out a mailer to Town residents which will inform them of the update process and prompt them to participate in a survey. While these engagement materials will disseminate information and create opportunities for public involvement, the development of a Comprehensive Plan which is fully compliant with Department of Commerce, Puget Sound Regional Council, and King County requirements will continue.

The Planning Commission reviewed draft survey questions the Town Planner has identified as most useful for informing the Comprehensive Plan. The survey, as drafted, incorporates notes from previous Planning Commission meetings, Comprehensive Plan requirements, and best practices to ensure that the result can be an effective piece of the Comprehensive Plan process.

The Planning Commission discussed and provided feedback on the survey as drafted. The Planning Commission directed staff to amend the survey as discussed.

8.2 – Short Term Rentals

The Town has the ability to regulate short-term rentals. Currently no such regulations, taxes, or codes are in place. With changes to development regulations as a result of HB1110 and HB1337 coming from the State legislature, and the demand for high-quality short-term rentals for business professionals visiting the area, the Town may see an increase in the number of STRs. With this increase comes an increase in public facilities and infrastructure usage.

Staff has done a preliminary look at possible pathways for the Town which fall generally into three categories; first is to do nothing relating to STRs, second would be to create a system for basic tracking of STRs and perhaps a permit system, third would be the creation of a permitting process along with instituting fees or taxes which are in line with what the state and county allow the Town to collect. The third option may also include the creation of a business license program, or other business-related regulatory actions which are not currently undertaken by the Town.

Commissioner Jeffrey Shiu left the meeting at 7:54 PM.

The Commission discussed the following:

- Potential restriction of short term rentals. The Town Planner will request input from the Town Attorney.

- The Commission would like to review regulations from surrounding jurisdictions regarding short term rentals.

MOTION: Motion by Commissioner Feller, seconded by Chairman Hellings to direct staff to research short term rentals further as discussed during the meeting.

VOTE: 3 for, 0 against. Motion carried.

8.3 – Eagle Protection

The Town is home to several known eagle nests and other eagle habitats. While Federal protections exist for eagles, the Town could do more in the way of protecting specific sites and making explicit the existing Federal protections for future development projects in the Town. The Town may also adopt code and guidelines which are as restrictive or more restrictive than federal and state regulations for the protection of eagles.

The Commission discussed:

- Protecting character of the Town;
- Locating trees containing eagles' nests;
- Involving the Town's legal staff to create a summary of regulations;
- Penalties for violating regulations;
- Notification for property owners of federal eagle protections and to include these regulations in an upcoming Town newsletter.
- Invite an expert to speak on the matter of eagle protection at next meeting.

MOTION: Motion by Commissioner Feller, seconded by Chairman Hellings to direct staff to research eagle protection further as discussed during the meeting, develop a framework for the Town's approach to eagle protection and to invite experts and advisors to speak on the matter.

VOTE: 3 for, 0 against. Motion carried.

Councilmember Smith discussed federal guidelines for eagle protections.

8.4 – Preferred and Prohibited Plants List

During the May Town Council meeting, the Council voted to add the creation of a preferred and prohibited plants list for the Town. The goal of such a list and associated code would be to regulate plantings in setbacks to prevent future planting of various plants which may constitute a nuisance. This list may include plants which are considered or classified as invasive, noxious, destructive to infrastructure, as well as plants which are difficult to maintain and may result in nuisance complaints. Examples of such plants include but are not limited to Leyland cypress (*Cupressus leylandii*), Himalayan blackberry (*Rubus armeniacus*), and Scotch broom (*Cytisus scoparius*). The State also maintains a list of noxious and invasive weeds which may be pertinent to reference or incorporate as part of the Town's list. Preferred plants may be incorporated to include native plants, those which encourage biodiversity and overall ecological health, and plants which help to maintain the aesthetic of the Town.

The Commission discussed:

- Regulations for private and public property;
- Setbacks and right of way;
- Enforcement;
- Requesting a list from the Town Arborist to provide a preferred and prohibited plants list.

MOTION: Motion by Commissioner Feller, seconded by Commissioner Sims to direct to staff to research a preferred and prohibited plants lists for further discussion at the next meeting including input from the Town Arborist.

VOTE: 3 for, 0 against. Motion carried.

9. PUBLIC COMMENT:

None.

10. ADJOURNMENT:


MOTION: Motion by Chairman Hellings, seconded by Commissioner Feller to adjourn the meeting at 9:14 p.m.

VOTE: 3 for, 0 against. Motion carried.

APPROVED:


Carl Hellings, Chairman

ATTEST:


Austen Wilcox, Deputy Clerk