

**TOWN OF YARROW POINT
PLANNING COMMISSION REGULAR MEETING MINUTES
July 18, 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 7:03 p.m.

PRESENT:

Chairman: Carl Hellings

Commissioners: Chuck Hirsch
Jeffrey Shiu
David Feller
Lee Sims

Staff: Austen Wilcox – Deputy Clerk
James Eager – Town Planner

Guests: Kathy Smith – Councilmember
Ed Esparza – Resident

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL/AMENDMENTS TO AGENDA

MOTION: Motion by Chairman Hellings, seconded by Commissioner Feller to reorder Agenda Bill 8.1 after Agenda Bill 8.2.

VOTE: 5 for, 0 against. Motion carried.

5. MINUTES:

- June 20, 2023 Regular Meeting

MOTION: Motion by Chairman Hellings, seconded by Commissioner Hirsch to approve the June 20, 2023 regular meeting minutes as presented.

VOTE: 5 for, 0 against. Motion carried.

6. STAFF REPORTS:

Deputy Clerk Austen Wilcox and Town Planner James Eager provided staff reports on the July 11 regular Council meeting.

7. PUBLIC COMMENT

None.

8. REGULAR BUSINESS:

8.1 – Comprehensive Plan Update

The survey is out and has received 64 responses, as of July 13, 2023. Mailers should have arrived at every active residence in the Town's records. The Town's website has been updated with answers to some FAQs about the Comprehensive Planning process and town resident involvement.

In the weeks to come, aside from the last SFY23 deliverable package, the Town Planner will work with Department of Commerce to outline a scope and set of deliverables for SFY24. As part of this funding package, chapter drafts, development regulation updates, adoption, and implementation of the Comprehensive Plan will occur ahead of the December 2024 deadline. The Town Planner will also begin presenting chapter drafts and any requested analysis for Planning Commission review, followed by possible Town Council review at their request.

The Planning Commission will meet again in August and review a new round of updates from the Town Planner then.

8.2 Eagle Protection

The Town Planner developed an outline of draft code for the Town to review. The purpose of the code is to give explicit notice of existing federal regulations to residents, their contractors, and to developers. The code may warrant an accompanying FAQ document for the Town to further detail the permit process including the contact information of the local Migrator Bird Permit Office, a map of affected parcels, and further information about the long-term permit impacts such as mitigation and annual reporting.

The Commission discussed:

- Notification process for putting property owners, developers, and contractors on notice regarding active eagle nests.
- Triggers for permits through Department of Fish & Wildlife; and
- Penalties.

MOTION: Motion by Chairman Hellings, seconded by Commissioner Hirsch to have the Town Planner, staff, and Planning Commissioner Sims review the discussion tonight about a general letter to the population of Yarrow Point informing them of the existence of eagle nests, federal code that prohibits disturbing eagle nests, and notification that the Planning Commission is working on codifying Town code regarding the protection of eagle nests.

VOTE: 5 for, 0 against. 0 Motion carried.

MOTION: Motion by Chairman Hellings, seconded by Commissioner Hirsch direct the Town Planner to continue work on the Yarrow Point eagle protection code from the discussion tonight and follow up from Department of Fish & Wildlife.

VOTE: 5 for, 0 against. 0 Motion carried.

8.3 – Short Term Rentals

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.

At the May meeting, the commission discussed the need for a preliminary overview of the current state of STRs in the area. Staff presented a preliminary review of the current STRs which are available in the Town and some adjacent jurisdictions. The commission requested further research, including determining a possible cap to the number of STRs in Yarrow Point. The planning team presents an outline of the considerations and permitting process based on comparable local examples as an exhibit to this agenda bill.

The Planning Commission discussed:

- Accessory Dwelling Units being used as STRs;
- STR codes & permitting processes in other WA jurisdictions;
- Research the possibility to require background checks and creating restrictions;
- Consider the creation of a tax on top of the rent to pay for the use of Town resources; and
- International owners who do not occupy the property for extended periods of time.

MOTION: Motion by Chairman Hellings, seconded by Commissioner Hirsch direct staff to look at setting up a permit system for short term rentals and what the regulations for the ability to screen renters who will be using short term rentals in Yarrow Point.

VOTE: 5 for, 0 against. 0 Motion carried.

9. PUBLIC COMMENT:

Resident Ed Esparza spoke on the discussion regarding short term rentals.

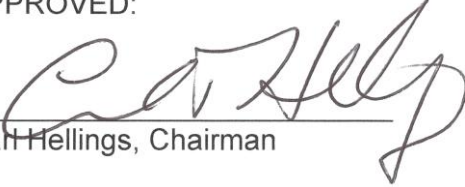
Councilmember Kathy Smith discussed and asked questions regarding eagle nests.

10. ADJOURNMENT:

MOTION: Motion by Chairman Hellings, seconded by Commissioner Sims to adjourn the meeting at 8:54 p.m.

VOTE: 5 for, 0 against. Motion carried.

APPROVED:


Cal Helling, Chairman

ATTEST:


Austen Wilcox, Deputy Clerk