Planning Commission Meeting Minutes
March 19, 2012

COMMISSIONERS:
Present: Stephanie Bailey, Robert Baglio, Dee Coppola, Tim Drury, Gil Michael, Annette Stewart
Absent: Ron Rice, Rick Wyatt

STAFF PRESENT:
City Development Director James Weaver, Associate Planner Tom Bonsell, Associate Planner Jennifer
Haro, Code Enforcement Officer Kathy Woodside

1. CALL TO ORDER:
Chair Annette Stewart called the meeting to order at 7:04 p.m.

2. AUDIENCE COMMENTS:
None.

3. BUSINESS ITEMS:

3A. Public Hearing Shoreline Master Program
Associate Planner Jennifer Haro gave a brief summary of changes to the Shoreline Master Program,
including changes to Chapter 9, Existing Development, indicating that the City Attorney proposed some
language changes that would allow existing non-conforming structures to be called “conforming” if they
were constructed legally. A red-lined version of Chapter 9 was provided. The changes would address
concerns raised by Commissioner Michael, and would conform to SSB 5451. The Department of Ecology
looked over the edits and did not see any red flags or issues.

Associate Planner Haro went on to explain that the National Marine Fisheries Service and Army Corps of
Engineers are changing and reviewing regulations. The Department of Ecology recommended that the
City remove any reference to area or length limits on docks. Ms. Haro had provided a red-lined version of
Chapter 7.10 with DOE’s suggested changes.

There was discussion about existing overwater structures and nonconforming commercial structures and
the ability to rebuild. There was further discussion about current policies for enforcing the policies.

Commissioner Michael asked if there was anything in writing that required the proposed change from six
feet to four feet. Staff indicated that the change was made based on conversations with Department of
Ecology, but there was nothing in writing at this time. Commissioner Michael indicated that he would not
support the 4-foot width

Tim Drury made a motion to approve Planning Commission resolution 001-12, and recommend that City
Council adopt the changes as recommended by staff. Stephanie Bailey seconded.

Gil Michael offered an amendment that under 7.10, under width, that 4-feet be stricken, and single-family
residential be added. Robert Baglio seconded. Motion for amendment passed 4-1. Stephanie Bailey
dissented.

The main motion passed 5-0.
3B. Landscape Code Update Kickoff
Associate Planner Thomas Bonsell made the following statement: Within the Port Orchard Municipal Code is Chapter 16.50, Landscape Standards. This section of code has many problems including but not limited to references that are not defined, tree retention requirements that are not practicable in an urban setting and buffer requirements that may not be working as proposed. Staff and the Planning Commission have been tasked with updating this section of code to make it more concise while at the same time having a code that accomplishes tree and vegetation management within the urban environments that in not contradictory.

Staff will be revising and POMC Section 16.50 and once completed will bring it to the Planning Commission for your input before sending it on the City Council for approval.

James Weaver expanded on the technical aspects of the revisions and why it was deemed unnecessary to have a subcommittee included in the process.

Commissioner Baglio asked if we were likely to address bonding requirements and Mr. Weaver explained that it will be looked.

Commissioner Stewart asked where we would be obtaining information for the code revisions. Mr. Bonsell explained that we would be looking mostly at other jurisdictions in the county and Area wide.

3C. Sign Code Update Kickoff
Planning Staff Member Kathy Woodside gave a brief introduction to the Sign Code Up-date start up. Over the past several years, the City has grown significantly, including additional needs for signage involving large commercial structure and complexes. The goal of the staff is to assist in the development of an update to the Port Orchard Sign Code. This process will involve the public, Planning Commission, and stakeholders which will address the needs of the community, accommodate the economic growth required for businesses, and take into the consideration the visual impact and safety of the community.

For Example, we are looking at our new growth with the annexation of the Bethel Corridor, some of our larger areas such as Sidney Sedgwick where we could have some large complexes which we needed to address these better. The review and update will involve the sub-committee with the Planning Commissioners, public and sign companies to assist in the process.

Areas of concern; a few years ago the Business Professional Zone was created and needs a category to address that zone, discuss districts verses zoning limitations, events and holiday signs assistance, and take in consideration of the impact of the three State Highways going through the City.

Request was made for Planning Commissioners to join with the public to assist with the process. Development Director James Weaver made a correction that no more than three commissioner could serve on the committee.

Development Director James Weaver added that another important aspect will be billboards. We had an appeal still being fought in federal court right now. Is there a desire for billboards is a question that needs to be answer from this body and posed as part of this process with a recommendation and solidarity that is the direction that the City would like to go. Electronic sign are a big issue that will be discussed and A-boards and whether they are appropriate for any other areas then downtown.

Discussion of electronic signs pursued including history to date with four message boards in town permitted thus far.

Planning Commissioner Gil Michaels inquired if a sunset clause could be added. Development Director James Weaver stated it could be purposed. Discussion of what that means.
Planning Commissioner Robert Baglio inquired if the sign companies were involved. Kathy Woodside assured that communication is and has been ongoing with the sign companies. Hanson Signs is one of the companies that have agreed to take part in the process.

Planning Commissioner Gil Michaels asked if there was a time line involved in the process. Development Director James Weaver replied that we would like to have it done by the end of the year.

Planning Commissioner Annette Stewart asked about how an annexation is treated with respect to Sign Code with signs in the right-of-way when they are brought into the City. Kathy Woodside stated that signs in the right-of-way are illegal in the County as well, but with the work load that the County Code Enforcement has, they are just ticketing when they can get to them. The City does a very long process of education involving site visits and broachers. The permanent signs are grandfathered. No code enforcement actions take place for the first 6 months.

Planning Commissioner Gill Michaels inquired whether a business in the annexation area could come in and the next day put in for an electronic sign. Development Director James Weaver stated that they could. Inquiry of how to do a moratorium of the electronic signs until the code could be addressed was discussed.

3D. 2011 Parks Plan Update
Development Director James Weaver updated the Planning Commission and informed them that the 2011 Comprehensive Parks Plan was approved by the City Council but the sections in Chapter 10 regarding Parks Commission and a separate Parks Department were struck from the final document. City Council indicated that between Public Properties Committee, Planning Commission and Public Works Department park issues can be handled.

4. APPROVAL OF MINUTES
   January 25, 2012 – Gil Michael moved, Robert Baglio seconded, motion passed
   February 27, 2012 – The Planning Commission determined that since there was not a quorum present at this meeting, no minutes are necessary

5. ADJOURN:
Chairperson Annette Stewart adjourned the meeting at 8:00 p.m.

Annette Stewart, Chairperson

James Weaver, City Development Director