Planning Commission Meeting Minutes  
August 18, 2014

COMMISSIONERS:
Present: Trish Tierney, Stephanie Bailey, Nick Whittleton, Dee Coppola.
Absent: Robert Baglio, Tim Drury, Gil Michael, Annette Stewart.

STAFF PRESENT:
City Development Director Nick Bond, Associate Planner Stephanie Andrews, Intern Planner Scott Bonjukian.

1. CALL TO ORDER:
Vice-Chair Coppola called the meeting to order at 7:07 p.m.

2. AUDIENCE COMMENTS:
Chris Tibb asked if it was normal for there not to be a quorum, and Vice-Chair Coppola replied no it is not. Mrs. Andrews said that sometimes meetings are cancelled this time of year due to lack of business on the agenda.

3. PUBLIC HEARINGS: NONE.

4. BUSINESS ITEMS:
   a. Introduction of the 2014 Comprehensive Plan Amendment Docket
   Ms. Andrews said that there are seven items up for consideration on the 2014 comprehensive plan amendment cycle:
   - South Kitsap School District has applied to rezone two of their properties to Community Facilities, which was overlooked when their properties were annexed.
   - Councilmember Bek Ashby has initiated an application to reduce the size of the city’s Urban Growth Area. Mr. Bond said this was motivated by concerns of annexing critical areas and the liability of future capital projects.
   - Councilmember Bek Ashby has initiated an application to designate “centers of local importance”. Mr. Bond added that this coordinates with the Kitsap County Planning Policies and could improve the chance of getting transportation grant funds. He said that each center would be studied in detail in the future if this amendment is adopted.
   - The owner of property on Bethel Avenue has applied to adjust the zoning boundary on the property, which is split between Greenbelt and Commercial zoning.
   - The Living Hope Community Baptist Church has applied to change the zoning of their site to Business Professional I from Residential. A commissioner asked to clarify the location of this site, and Mrs. Andrews replied that it is at 813 Division Street.
   - The owner of property at Tremont and Lund has applied to rezone part of the property from Commercial to Greenbelt.
   - Mayor Tim Matthes has applied to make several changes and updates to the Comprehensive Parks Plan.
   Ms. Andrews asked the Commission to review all of the amendments. Mr. Bond clarified that the 2014 amendments are a separate matter from the 2016 update.

   b. Update on the 2016 Comprehensive Plan Update Schedule
   After the presentation of Item C by Mr. Bonjukian, Mr. Bond explained that the size of the project requires working on it in increments. He says the current shape of the 2016 update is good, and remarked that the previous 2008 plan was ineffective and mostly written to comply with state law. He explained that staff are now focusing on the Economic Development chapter and working to distribute a related survey. He
said the city is interested in the public’s opinion on downtown projects, the distribution of industrial zones, and related issues. Mr. Bond said he would like to schedule a public hearing on the draft Vision, Land Use, and Housing chapters at the next Planning Commission meeting.

Commissioner Whittleton asked if the Commission was expected to review all of the material and have suggestions by next month. Mr. Bond said no, public testimony would affect how long it would take before each part of the update is finished. He also clarified that an Initial Conditions Report, with background information, is also available for the Commission to review.

c. Review of the UW Recommendations for Vision, Land Use, and Housing Sections
Mr. Bonjukian gave a brief presentation on how the University of Washington Department of Urban Design and Planning began the 2016 Comprehensive Plan Update. He said a group of graduate students, himself included, prepared the Public Participation Plan, hosted several public meetings, and drafted new versions of the plan’s Vision, Land Use, and Housing chapters. He asked the Commission to review the draft documents and provide feedback on content, formatting, or other changes.

5. ANNOUNCEMENTS FROM STAFF
Ms. Andrews reminded the Commission of the upcoming “Short Course on Local Planning”.

6. APPROVAL OF MINUTES
Approval of minutes, as amended, for April 21, 2014 was not possible due to lack of quorum.

7. ADJOURN:
Vice-Chair Coppola adjourned the meeting at 7:35 p.m.

[Signature]
Annette Stewart, Chairman

[Signature]
Nick Bond, City Development Director