



**City of Port Orchard  
Council Meeting Minutes  
Work Study Session Meeting of October 18, 2016**

---

**CALL TO ORDER AND ROLL CALL**

Mayor Robert Putaansuu called the meeting to order at 7:03 p.m.

Roll call was taken by the City Clerk as follows:

Councilmember Chang	Present
Councilmember Clauson	Present
Councilmember Cucciardi	Present
Councilmember Ashby	Present
Councilmember Lucarelli	Present
Councilmember Diener	Present
Councilmember Donlin	Present
Mayor Putaansuu	Present

Staff present: City Clerk Rinearson, Public Works Director Dorsey, Development Director Bond, Office Assistant II Whisenant, and City Attorney Cates were also present.

**Pledge of Allegiance**

Mayor Putaansuu led the audience and Council in the Pledge of Allegiance.

**1. DOD/VPOD/ADU Zoning Map Amendment**

Community Development Director Bond brought notice to a number of issues that were reviewed through the Land Use Committee and Planning Commission, now for council to review. These areas are bringing attention to the Zoning Code under Chapters 16.08, 16.12, 16.20 and 16.30. The amendments to the code would allow; certain retail uses on the ground floor in the downtown overlay district (DOD), delete the minimum residential unit size of 600 square feet in the DOD, delete process for requiring developmental administrative guidelines for the abatement view obstruction nuisances and disputes, correct recently amended definition of accessory dwellings, and change reference of 2008 zoning map to reference currently adopted map.

Discussion was had on the division of the items to be under separate ordinances:

- changes made on page 9 allowing day care, bed and bed breakfast, professional office and services, and ground floor residential in the central DOD.
- Design Guidelines are still in process for adoption.

- Elimination of item under “W”, regarding boat dealers, was agreed upon.
- Definitions of dwelling unit, and separating under its own ordinance.
- Potential strikeout of bed and breakfast and/or day care.
- Size of square footage change.
- View protection overlay, delete as housekeeping.

**Council Direction:** Staff to break proposed draft Code amendments out into four separate ordinances.

### **Executive Session – pursuant to RCW 42.30.110 potential litigation**

At 7:22 p.m., Mayor Putaansuu recessed the meeting for a 10 minute executive session regarding potential litigation in accordance with RCW 42.30.110. Public Works Director Dorsey, Community Development Director Bond, and City Attorney Cates were invited to attend.

At 7:32 p.m., Mayor Putaansuu came out to extend the meeting an additional 5 minutes.

At 7:37 p.m., Mayor Putaansuu came out to extend the meeting an additional 5 minutes.

At 7:40 p.m., Mayor Putaansuu reconvened Council back into regular session.

### **2. Street Vacation Petition-Smith Street**

This item was not discussed.

### **3. Special Event Ordinance**

City Clerk Rinearson presented the draft Special Event Ordinance for review. The Ordinance is asking for the process to be handled administratively with guidelines set by the Council as follows:

- Proposal for \$50.00 non-refundable administration fee.
- Request for the application to be submitted 90 days prior to event date or 30 days prior with an additional \$50.00 expedited fee as long as there aren't any street closures.
- The events that took place the immediate year can keep their same annual event timeframe but must notify the City by February 1<sup>st</sup> of each year, otherwise it would become first come first serve.
- Staff would publish notice of event.
- Allow public to weigh in on how it might affect them.
- If event requires use of downtown parking lots 3 and/or 4, for more than 1 business day must, provide a mitigation/relocation plan and pay a \$300.00 per day loss revenue fee.

Discussion was had on clarifying a business day, the average daily revenue the City receives for parking lots 3 and 4 is \$500, public events being beneficial to the City, public notification, public

comment process, verbiage changes, and various parking concerns; including possibly charging \$300 for lost revenue for use of downtown parking lots.

**Council Direction:** Staff is to clarify ordinance verbiage discussed, work with Chamber on parking options, and then bring to Council by end of year for consideration.

#### 4. Daycare Sewerage Fees

Public Works Director presented background information on reviewing the sewage fees for Daycares and asked to reexamine the current Bimonthly Sewage Rates for Daycares serving 6 children or less. Topic was vetted through Utility Committee with revisions by Staff before bringing draft to Work Study agenda.

**Council Direction:** Staff to make modification as recommended.

#### 5. Council Committee Process Policy

Mayor Putaansuu addressed concerns of items being discussed at multiple committees before going to full Council.

Discussion was had on multiple Councilmembers having the opportunity for review before it goes to full Council, instead of only one committee or to Work Study before full Council. Explanation of option to always listen to recorded meetings. If multiple committee perspectives are preferred then Council can direct through Work Study to go to a different committee.

**Council Direction:** No direction was provided by staff.

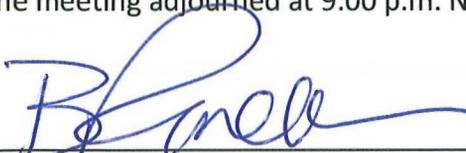
#### 6. Final City Ordinance Format

Mayor Putaansuu explained the historical process of presented code or ordinance changes given in strikeouts and underlines versus clean version for Mayor's signature.

**Council Direction:** Continue as historically presented; a clean version for Mayor's signature.

#### ADJOURNMENT

The meeting adjourned at 9:00 p.m. No other action was taken. Audio/Visual was successful.

  
\_\_\_\_\_  
Brandy Rinearson, CMC, City Clerk

  
\_\_\_\_\_  
Robert Putaansuu, Mayor

