

JEFFERSON COUNTY PLANNING COMMISSION

MINUTES FOR JANUARY 7, 2004

- A. OPENING BUSINESS
- B. PLANNING COMMISSION WORK PLAN FOR 2004
- C. ADJOURNMENT

## A. OPENING BUSINESS

The regular meeting was called to order at the WSU Learning Center at 6:30 p.m. by Chair Tom McNerney. Planning Commission members present were Tom Murray, Edel Sokol, Phil Flynn, Dennis Schultz, Eileen Rogers, and Jenny Davis. Robert Morgan and David Whipple were excused.

DCD staff present were Al Scalf, Randy Kline, and Cheryl Halvorson, secretary.

There was one member of the public present. No one signed the guest list.

The minutes for December 3, 2003, were approved as submitted.

The Chair invited staff updates.

Al Scalf handed out copies of the 2004 Planning Commission budget, stating that it was financed from the General Fund. He stated that there was a lot of competition for those funds, so every dollar was being accounted for and carefully monitored. He stated that there was a sense that there was a budget crisis throughout government - federal, state, and local.

Al Scalf also handed out a chart for the performance indicators for the permits issued and applications received. He reviewed some of the data.

Al Scalf reported on the Development Review Division budget for 2004, stating that they were trying to go to a 100% fees driven budget. He reviewed some of the data from the DRD budget. He noted that the Long Range Planning portion of the DCD budget was still primarily funded from the General Fund, along with some grants.

Al Scalf reported that DCD had received state grants for the GMA 2004 Comp Plan update and for shoreline management. He stated that Information Services would now be billing DCD for computer services. He thought that other departments, such as GIS, would begin doing the same thing in the future.

Al Scalf reported that the county and city would be hiring a shared Building Official. The position would be under his direction, with the county being the lead agency, but the funding would be shared 50-50 between the county and city. He stated that LRP would also be hiring, or had hired, two contract positions to help with the 2004 Comp Plan update and with the shoreline management project.

Al Scalf reported that the county had hired a Compliance Officer for enforcement. That position would be under the Sheriff's Office. He briefly explained how the position would be utilized.

Al Scalf reported that the county had also received some additional grant funding from the state for the UGA planning.

Al Scalf stated that the DRD budget showed a reserve, which represented a surplus in fees generated. He stated that the department was allowed to have a reserve because it was funded through fees. He stated that the department was not allowed to spend the reserve without an appropriation from the BOCC. He agreed that it was necessary to monitor the reserve so that it did not become too large.

In answer to Phil Flynn's question, Al Scalf discussed the department's contract employees.

In answer to Tom McNerney's question, Al Scalf explained the MLA consistency reviews which was noted on the performance indicators chart. The commissioners and Mr. Scalf discussed examples of issues that might come up during a consistency review. It also included the Planner of the Day [POD] services. Mr. Scalf stated that the purpose was really information disclosure and public information. He stated that the county was not required to do that. In talking to the BOCC about efficiencies, he had suggested not doing the consistency reviews. However, the BOCC had indicated that they liked it because it provided full disclosure about the land to the public. Mr. Scalf stated that it was particularly useful to members of the public who were considering purchasing property. He stated that it was a service they provided through the POD. Staff provided examples of situations where the consistency review revealed issues about a particular parcel that should be addressed. Some commissioners thought it was a service the public should be getting through a consultant, through title insurance, or through their realtor. The issue of the county's liability was discussed. Mr. Scalf stated that it was the kind of policy issue that he would invite the Planning Commission to have input upon.

Randy Kline reviewed the handouts provided to the commissioners: (1) a comment letter related to the UGA, (2) a schedule of compliance dates for Hearings Board decisions, (3) a January 6 letter from the BOCC concerning the work plan, and (4) the General Sewer Plan for the UGA.

The secretary reviewed the rules for mileage reimbursement. She stated that Planning Commissioners who requested reimbursement must do so on a quarterly basis.

Randy Kline introduced Christina Pivarnik who was doing public outreach work for the county.

There was no public comment received.

#### **B. PLANNING COMMISSION WORK PLAN FOR 2004**

Randy Kline began a review of the January 6 letter from the BOCC concerning the Planning Commission's work plan for 2004. He stated that the BOCC had decided to not take any suggested Comp Plan amendments from the public or any site specific amendments during the 2004 amendment cycle based upon the workload the county already had for the year. Mr. Kline stated that any site specific amendments that did come in would be put into the 2005 cycle.

The commissioners and staff discussed the next to last paragraph concerning the Planning Commission recommending suggestions for removing extraneous language from the Comp Plan or UDC.

Phil Flynn asked about not accepting site specific amendments, stating the opinion that it was not very good public service because it would result in someone having to wait two years in order to get a rezone. Some commissioners agreed with his opinion. Al Scalf discussed the staff time commitments for the projects that were going forward in 2004. He stated that the county was reluctant to hire any new FTEs. Mr. Scalf stated that another

issue was how much time the Planning Commission had for reviewing the items that were already going forward in 2004.

The commissioners and staff discussed the reasoning for moving the application deadline for Comp Plan amendments up to February 1.

Randy Kline reviewed the work items listed in the BOCC letter beginning with the Port Hadlock and Irondale UGA planning. Mr. Kline reported that the General Sewer Plan Review Committee had completed its work and made a recommendation to the BOCC for a preferred alternative. He stated that there was a letter included in the sewer plan from the committee chair which addressed their recommendation. He reported on the review work of the committee on the five alternatives. Mr. Kline stated that the alternative that came out with the best score was Alternative 4. Al Scalf stated that Table 4-2 really showed the comparison of the five alternatives and the criteria that was used.

Randy Kline stated that the consultant for the sewer plan would come to a future Planning Commission meeting to discuss the plan and the various alternatives. Mr. Kline stated that the county had yet to begin contacting property owners about using or purchasing their property for the sewer system.

Edel Sokol asked whether the Navy would allow the county to use its sewer system on Indian Island. Al Scalf stated that the Navy was interested in privatizing their sewer system. He reported that the county had submitted a place holder bid in order to express interest in their system. Randy Kline stated that if the county decided to use a different alternative, such as Alternative 4, and not use the Navy's system, Indian Island was included within the sewer planning area and the Navy may decide to participate in the county's system. Mr. Scalf stated that the county did not know anything about the functioning of the Navy's system, other than that they had an outfall.

Randy Kline stated that the sewer plan was one component of the UGA amendment. Other components would be a Stormwater Management Plan and a Transportation Plan. They would be part of a distinct chapter in the Comp Plan for the UGA.

Tom McNerney asked about how deeply the Planning Commission needed to review the various plans since they would be adopted by reference in the narrative of the new Comp Plan chapter. Randy Kline agreed it was a good question, stating that the Comp Plan UGA chapter would contain narrative discussing the substance of the various plans and then the actual plans would be attached to it. Mr. McNerney stated that what would come forward to the Planning Commission would be an amendment to the Comp Plan referencing the various plans. Mr. Kline stated that the General Sewer Plan had been reviewed by the technical review committee, so it had received one layer of review. He thought it was important for the Planning Commission to understand it and understand how the decision was reached, so the commissioners could feel comfortable with it. Al Scalf stated that the General Sewer Plan, for example, contained technical engineering information. He thought the question for the Planning Commission was how the public would accept the preferred alternative. Mr. Kline stated that the GMA required that the Planning Commission take up the General Sewer Plan, which would become part of the Comp Plan. Mr. McNerney stated that the Planning Commission would be the body to hold the public review of the General Sewer Plan as a Comp Plan

amendment. The commissioners discussed what might happen if the public preference was for a different alternative from the review committees preferred one.

Randy Kline stated that after the Comp Plan amendment was adopted, which would adopt a General Sewer Plan, the Engineering Report would have to be done. He stated that it would provide a higher level of detail and costs (engineering design) for implementing the selected alternative. He referred to Section 5 of the General Sewer Plan which discussed implementation. Mr. Kline reviewed the items in that section.

Edel Sokol asked about a deadline for accomplishing the plan. Randy Kline stated that there was not a deadline in terms of getting a sewer in the ground. He stated that, at this point, we had the tool to allow us to get started. He thought that, to a large degree, how quickly sewer would happen depended upon the property owners within the sewer planning area and how much desire they had for installing sewers. He thought the BOCC was ready to move forward in a deliberate fashion. Al Scalf stated that the draft Comp Plan amendment would discuss a capital facilities plan allowing for a UGA, with new development regulations, utilizing onsite septic to start. Then, at a later date the sewer system would come in. That could be two, six, or eight years into the future. The timing would be part of the public debate with the Planning Commission.

Tom McNerney stated that the Hearings Board had ordered that the county do a General Sewer Plan, Transportation Plan, and Stormwater Plan; essentially a capital facilities plan for the UGA. He thought that if we could achieve compliance with the Hearings Board, the county could address actually getting something in the ground through the 6-year capital facilities plan. He pointed out that the 6-year capital facilities plan could be amended (updated) annually. Some commissioners thought that the public comments the commission had heard indicated that they were anxious to get the sewers as soon as possible.

Al Scalf stated that having an approved General Sewer Plan would allow the county to use it in seeking construction grants.

Tom McNerney stated that it would be important to make it clear that the residential areas would not be included in the sewer areas and would not be assessed for the sewers; only the commercial areas would be sewer. Randy Kline explained how the General Sewer Plan could allow residential property owners to hook up to the sewer if they wished, but it would be optional.

Tom McNerney discussed the potential for putting high density multi-family housing in the areas between the commercial zones and the single family residential areas. He stated that the UGA must allow for low cost housing. Randy Kline stated that, as part of the Comp Plan amendment, the county needed to adopt the internal zoning for the UGA. Therefore, the Planning Commission would be considering the zoning that was proposed. That would include consideration of whether there needed to be additional multi-family housing zoning.

Al Scalf offered the opinion that, for the first time, the community was ready for sewer. That appeared to be the bent of the comments the county was receiving. He stated that it needed to be at a level that the area could afford. Edel Sokol commented that if Indian Island participated, it would draw federal funding.

Randy Kline stated that the Stormwater Management Plan and Transportation Plan had been provided to the BOCC in December. Those documents had not been reviewed by a peer group. He stated that those plans would be coming forward with the Comp Plan amendment as well and would be reviewed in a similar fashion as the sewer plan.

Tom McNerney stated that he believed the Stormwater Management Plan for the UGA was an excerpt from the county's Stormwater Management Plan. Randy Kline stated that the state 2001 Stormwater Management Manual was also used. Mr. McNerney stated that the Transportation and Stormwater Management plans basically used the same projected population figures, so the changes would be minimal.

Randy Kline stated that the consultants who did the Transportation and Stormwater Management plans would be made available to the Planning Commission. Al Scalf stated that the two plans, again, were very technical in nature.

Randy Kline discussed the population projections, both for the county and the UGA.

Al Scalf stated that staff was working on the development regulations for the UGA with a consultant. He stated that they would be a separate chapter of the UDC.

Randy Kline asked the commissioners how they wished to do the review, whether they wished to continue using the UGA Committee with that body providing a recommendation to the full Planning Commission. Tom McNerney stated that he had discussed forming a UGA Task Force to do the initial review with the BOCC. The task force would include a County Commissioner, himself as Planning Commission chair, staff, the UGA Committee members, and about six citizens from the UGA, including some residents and some business people. He hoped to form that task force soon. The task force meetings would be open public meetings in order to gain feedback from the public. In addition, the public would be able to provide input to the full Planning Commission during its public hearings. Al Scalf stated that the task force would be an advisory body and would be different and separate from the implementation team for the sewer plan.

Randy Kline handed out a memo from staff that went to the BOCC on December 22, 2003, regarding Projected Items for UDC Housekeeping Omnibus for Permit Efficiency. He stated that the charge of the BOCC was to make the UDC more efficient so that it works better. He stated that staff was going over the list item by item with the BOCC. Therefore, when the items came forward to the Planning Commission, the list would have the "blessing" of the BOCC in terms of the amendments that would be proposed. Mr. Kline stated that the BOCC was still conducting that review. He stated that staff had also compiled a list of housekeeping items that should be addressed. Al Scalf stated that before the Planning Commission received the list, staff would develop line-in, line-out UDC language for the commission's review. He stated that the Planning Commission may have other issues to add as well. Staff reviewed some of the items on the list. The commissioners and staff discussed examples of uses where clarification was needed.

Randy Kline stated that the Agricultural Lands UDC amendments would be coming forward as well as the zoning for the parcels of those individuals who had

expressed an interest. Dennis Schultz stated that the UDC amendments should be drafted first so that those individuals would know what the ag lands designation would mean. It was noted that the Ag Lands Committee would not meet again until January 26.

Randy Kline stated that the 2004 GMA update of the Comp Plan was the next topic. He stated that staff hoped to be able to put that off until 2005. He explained that the purpose was to update the Comp Plan to comply with the GMA amendments that had occurred since adoption of the GMA. He thought most of those amendments had been addressed by this county already. Mr. Kline stated that the county had received a state grant for the update. Therefore, staff wished to at least update the population projections. He stated that there may be other editorial things the county could do as well.

Randy Kline stated that the last topic for 2004 was the airport related Comp Plan and UDC amendments which were left over from the 2003 amendment cycle. It included both the Port's and People for a Rural Quimper's suggested amendments. It had been put off because the Port had not completed its Airport Master Plan in time for consideration in 2003. Tom McNerney asked if the amendment basically would address the airport overlay. Mr. Kline agreed and added that another component would be to look at uses that were currently allowed near the airport that the state Department of Transportation Aviation Division said were incompatible with an airport.

Al Scalf stated that the Port was hosting an open house on January 15 concerning the airport at the county library beginning at 6:30 p.m.

Tom McNerney suggested that the next to last paragraph of the BOCC memo concerning "verbosity" in the Comp Plan and UDC could provide the opportunity for the Planning Commission to recommend revisions to those documents.

Al Scalf stated that staff would draft a work schedule based on the Planning Commission's meeting schedule along with the commission's committees.

Al Scalf expressed a concern about the SEPA review for the Port's Airport Master Plan and whether the county would need to do further SEPA review during the Comp Plan amendment process. Randy Kline explained the difference in the Port's proposal for the airport. He stated that the Planning Commission would be getting the new language.

Tom McNerney raised the issue of SEPA review for non-project actions. Al Scalf explained the difference between a planned action SEPA review and a non-project, programmatic review for a legislative decision. Some commissioners thought a planned action SEPA review for the UGA commercial areas could be an incentive for economic development through easier commercial development in those areas. Al Scalf thought it might be a good idea for the UGA and perhaps for Glen Cove, adding that staff would look into it.

### **C. ADJOURNMENT**

The commissioners discussed the agenda for the next meeting. One topic would be a review and discussion of the General Sewer Plan for the UGA. It was agreed that the commission should also receive the Stormwater Management Plan and Transportation Plan prior to the next meeting so that the commission could discuss them as well. Staff noted that the actual Comp Plan amendment language would not be available until February 1.

The commissioners and staff discussed the Comp Plan amendment process, including the docketing process which would typically require a public hearing.

Concerning the 2004 Comp Plan update, Al Scalf suggested that the Planning Commission should discuss and list any other amendments the commission may wish to list, i.e. outdated material. That discussion should occur on January 21 so that those ideas could be included in the Comp Plan amendment by February 1. The commissioners agreed to discuss those issues as well. Randy Kline stated that he would provide the GMA language about the required update. Mr. Scalf stated that staff would be suggesting an update of the population projections and not much more.

The meeting was adjourned at 9:15 p.m.

**D. APPROVAL OF MINUTES**

These minutes were approved this \_\_\_\_\_ day of January, 2004.

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Thomas McNerney, Chair

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Cheryl Halvorson, Secretary