

**PLANNING COMMISSION
 COMMISSIONER'S HEARING ROOM, COUPEVILLE, WA
 TUESDAY SEPTEMBER 27, 2011**

	<i>Members Present</i>	<i>Members Absent</i>
<i>District 1</i>	<i>Val Hillers</i>	
	<i>Dean Enell – Chair</i>	
	<i>Mike Joselyn</i>	
<i>District 2</i>	<i>Mitchell Howard</i>	
	<i>Anna-Marie Sibon</i>	
	<i>Mahmoud Abdel-Monem</i>	
<i>District 3</i>	<i>Wayne Havens</i>	
		<i>William Lippens</i>
	<i>Scott Yonkman – Vice Chair</i>	

Meeting called to order at 9:02 a.m. by Chair Enell

ROLL CALL

Val Hillers, Mahmoud Abdel-Monam, Anna-Marie Sibon, Dean Enell, Mitchell Howard, Scott Yonkman, Wayne Havens, Mike Joselyn.

Planning staff present: Robert Pederson – Director, Andrew Hicks – Long Range Planner, Troy Davis – Long Range Planner

Public Works staff present: Bill Oakes – Director, Donna Keeler – Transportation Planner, Joantha Guthrie – Project Manager.

APPROVAL OF MINUTES

February 7, 2011

Commissioner Joselyn moved to approve the minutes as written, Commissioner Yonkman seconded. Minutes were approved unanimously.

May 10, 2011

Commissioner Joselyn moved to approve the minutes as written, Commissioner Yonkman seconded. Minutes were approved unanimously.

DIRECTOR'S UPDATE

Director Pederson introduced Virginia Shaddy to the Planning Commission, advising she will be helping as the back-up Administrative Assistant for the Planning Commission in the future. He advised the Commission that Andrew Hicks has moved from Code Enforcement to Long Range Planning.

Mr. Pederson introduced new planning staff to the Commission as well; Jen Hagenow – Current Use Planning and Jason Johnson – Code Enforcement.

ITEMS FROM THE PUBLIC

Lou Malzone, Pleasant View Lane, Freeland

Stated he wanted to make some general comments about what started back in July of 2010 under the review of the Capital Improvements Program; essentially the proposed schedule of Capital Expenditures. On that schedule was an item for the Freeland Sewer and Water District sewer project. There was a funding mechanism that was to be a ten million dollar grant from the USDA and a thirty million dollar loan. He discussed the unintended consequences of moving that project forward with the loan attached to the grant and the impact it would have had on the tax payers of Freeland. He asked the Planning Commission to pay attention to these types of issues and if the scale of the issue doesn't match the population.

Rufus Rose, 6529 Four Sisters Lane

Mr. Rose encouraged the Planning Commission to pay attention to the Preliminary Short Plat 147/00 in the Freeland area. He stated it was a proposed 26 unit low income housing project on property that is questionably zoned for that purpose, stating their comments would be useful to the Planning Director.

DIRECTORS REPORT

Planner Andrew Hicks discussed the upcoming October 11th meeting for a public workshop to discuss an update to the Parks and Recreation Element of the Comprehensive Plan.

Mr. Hicks also advised of the upcoming workshop scheduled for November 8th to discuss an update to the Shoreline Master Program (SMP).

Planner Karen Stewart provided further details of that workshop. She stated that the SMP is under a grant agreement with the Department of Ecology and discussed the first major piece of the process has been completed and is under review is The Shoreline Master Program Inventory and Characterization Report Draft which is a large part of the program; the Planning Department will provide a CD of the document to the Planning Commission for the Planning Commission to review and get familiar with. The proposed Classification Scheme for the Shoreline Environment Designation will also be discussed at that meeting.

Andrew Hicks also discussed upcoming issues that will be coming to the Planning Commission:

- Comprehensive Plan amendment for the companion amendments to the Comp Plan to provide consistency with the Freeland Subarea Plan.

- Development regulations amendments for the APZ and Affordable Housing.

He indicated the Freeland Subarea Plan will carry over to next year to address the Transportation and Capital Facilities Elements.

NEW BUSINESS

Director Bill Oakes, Capital Improvement Program (CIP) beginning with a discussion of Table 7, Proposed Schedule of Capital Expenditures by Year and discussed the upcoming projects:

- Clean Water Utility Projects
- Fairgrounds Commercial Kitchens
- Fairgrounds Restroom Materials
- GMA Infrastructure
- Jail HVAC Renovation
- Libbey/Kettles Trail Head
- Swan Lake Feasibility Study

He then discussed the transportation maps that include Capital Improvements, beginning with Camano.

Camano Island Projects 2012-2017

- Maple Grove Outfall and Scenic Ave. Outfall – replacing both outfalls and permitting requirements for those are significant; making them large capital projects
- Arrowhead Road Improvements - a State Funded project; it is one of their long linear projects.
- The Terry’s Corner Realignment Phase 4 - the last part of the project; adding wide shoulders from the intersection at Sunrise to past the fire station, addressing the deep roadside hazard.
- Simonson Place Retaining Wall and Outfall - another deep water outfall project; in order to complete the drain system, additional roads to the beach access that is there are needed.
- East Camano Rd./ Elger Bay Rd./ Monticello Dr. Intersection Improvements –this intersection is the second highest accident location in the county; looking to insert turning lights and facilitate safe movement of traffic; making this a capital project.

Mr. Oakes advised the Commission they do not take on any large projects at this point in time without finding a funding partner; the biggest of these being the State via a program called the Rural Arterial Program.

North Whidbey Projects 2012-2017

- Troxell Road/SR 20 Signalization/Spanwire – hopefully a partnership with the State to improve capacity.
- Banta Road/SR 20 Signalization/Spanwire - similar intersection project to Troxell; hopefully also partnered with the State.
- Monkey Hill Road and Henni Road Intersection Improvements – a county intersection; capital improvements are in the works.
- Imperial Road and Jones Road Intersection Improvements – two county facilities that are being worked on for safety improvements.
- Frostad Road Section 1A, 1B, and Sec 2 - included simply because bills will still be being paid for the first year of the six year plan.
- Clover Valley Road Intersection Improvements - a large area of open pavement at Ault Field Rd.; they are looking at a roundabout design for that location.
- Crescent Harbor Road/ Regatta Avenue Intersection Improvements – working on a partnership with the City of Oak Harbor, as they own some of that area, to improve that intersection.
- Reservation Road Vertical Curve Improvements – the vertical curve is a hump in the road; some federal safety funding is working towards fixing that.
- Boon Road Improvements Sections 1 & 2 – another of the three long linear projects that State funding will help with. Section 1 is funded already; looking to the fund the northern section with additional funding in the six year plan. Arrowhead Road and Boon Road are higher volume county country roads with no shoulders and road hazards. Boon in addition has two vertical curves that don't meet standards.
- Hastie Lake Road/ Zylstra Road Intersection – partnered with federal safety money to improve that intersection.

South-Central Whidbey Projects 2012-2017

- Libbey Road to Kettles Multi-Use Connector Phase 1 – a trail project in the CIP; it would have road funding since it is a multi-non-motorized facility.
- Rhododendron Trail, Phase 2 - this would finish Trail 1 to the park entrance; they have the right of way for that, just need design and construction.
- WSDOT Race Road to Jacobs Road Safety Improvements Phase 1 – partnership with the county, DOT, federal grant money, and Island Transit. Improvements are for last section of highway that has no shoulder.
- Race Road to Houston Road Connector – New County Road Phase 1 & 2 - a federally funded project broken into two phases. Phase 1 is primarily engineering and right of way and has been funded. Phase 2 is the construction phase and has not yet been funded; would require additional Federal funding.
- Honeymoon Bay Road Turn lane at SR 525 – county project that needs to be done in order to meet concurrency requirements.
- WSDOT SR 525/ Honeymoon Bay Road Intersection Improvements – State project; looking to create a roundabout at that location.
- Scurlock Road/ Smugglers Cove Road Intersection Improvements – an off-angle intersection needing safety improvements.

- Mutiny Bay Road/ Bushpoint Road Flashing Light - is a notorious intersection for people missing the stop signs; looking at a flashing beacon for next year and ultimately installing an overhead light.
- Woodard Avenue – an improvement for the Park and Ride to improve Woodard access to the Park & Ride.
- Harbor Avenue/SR 525 Signalization/ Spanwire – another concurrency project that they are working on with the State.
- Swede Hill Road /Burley Road Intersection Improvements – another off-angle intersection; looking at safety improvements there.
- Maxwellton Road South Outfall – deep outfall requiring Federal permitting making it a capital project.
- Orr Road and Heggeness Road Intersection Improvements – another off angle, non-T intersection; looking at minor safety improvements.
- Anderson Rd. Culvert - is a deep culvert; if it were to fail it would be catastrophic. Looking at making it a major project involving pipe ramming or a tunneling operation to replace the culvert.
- Heggeness Road and Holst Road Intersection Improvements – minor safety improvements needed.
- Wintergreen Drive and Campbell Road Intersection Improvements – another small intersection project.
- Harbor Avenue Complete Street Project – speculative; Federal money has been requested to do a complete street for the length of Harbor, making it a pedestrian and bicycle friendly application.
- Myrtle Road Pathway – small trail connection project.
- Freeland Trail – is a larger project along the highway; allowing you to walk from Freeland to the Park & Ride and the Island Transit System.

Commissioners asked questions on the following items:

Race Road funding - Commissioner Enell questioned where the funding for projects 9 and 10 were coming from.

Mr. Oakes stated that Phase 2 has not yet been funded. Phase 1 was discretionary funding from Congressman Larson's Office years ago, which in essence put seed money in to do the design and right of way acquisition. Environmental engineering and right of way acquisition is being done with the money secured. It would take designation of funding from the Federal government to fund construction.

Commissioner Enell stated he thought it was a questionable project in related to the value served by the project.

Mr. Oakes replied that it is the longest length of the County that is only served by one road, which is problematic should the highway be unavailable for any reason.

Terry's Corner Culvert – Chair Havens asks about what is involved in filling the drainage ditch.

Director Oakes stated a large culvert system would replace the ditch and they would add shoulders for pedestrians.

Commissioner Enell stated for the record that in his view an awful lot of money is spent on roads. He felt it should be looked at as to whether some of the road money could be used for other County departments, such as the Sheriff's Office.

Director Oakes stated that State gas taxes according to the State Constitution of Washington must be spent on road improvements. He also stated that they do transfer monies out of the Road Fund and Solid Waste 1.7 million dollars a year to other county departments. The allocation to the Sheriff was also increased this year. He further stated that roads were a very expensive system. If that system fails it is a 2 billion dollar bill.

Commissioner Enell stated he would like to see further data on that. In general it is a true statement. He stated in his opinion the resurfacing was done too often.

Mr. Oakes replied in 2011 they only resurfaced 30 miles of road and he was responsible for 600 miles of road, and 30 miles a year goes beyond the twenty year revisit time on average. If a road it left to sit for twenty years they are going to fail and when they fail it cost four times as much.

Chair Enell called for other comments from Commissioners on the expense schedule.

Commissioner Hillers asked to go on the record saying that if Dean wanted to go on record saying as that he thinks "it's done too often", she would like to go on record as saying that she "appreciates that we have good roads in Island County." Commissioner Sibon added her support to that as well. Commissioner Yonkman also added his support.

Chair Enell open the agenda item for public comment.

Steve Erickson, WEAN, asked about the width of Houston Road and how wide the connector is planned to be. He also asked about the impacts on wetlands/stream crossings.

Mr. Oakes responded that they are looking at 11 foot lanes and 4 to 6 foot shoulders. In addition he stated that they have tried to avoid the wetland impacts; there are some areas that they cannot avoid wetlands all together and those will need to be mitigated.

Commissioner Yonkman asked if there were any roads or facilities that are really suffering during this process of balancing the needs.

Mr. Oakes explained they are starting to see the impacts. Glendale Road for example had to be abandoned. This would not have been considered in the past.

There are coastal roads that if they fail it will be very difficult to bring them back. A program has been established to look at all the deep culverts this year via a camera to avoid future instances of catastrophic failures such as Glendale.

They have been moving money out of the capital side into maintenance to create a larger repaving program. Priorities have been determined by use; higher volume roads get more attention. Suzanna on South Whidbey is a good example; half of that road has slid away and will be extremely expensive to repair and may not be repaired at all. There are other coastal roads that are as threatened. Whidbey Island sits in salt water and is going to erode.

Chair Enell called for a recommendation.

Commissioner Hillers moved to recommend to the Board to approve the six year Capital Improvement Program and the six year Transportation program for 2012 – 2017 as presented. Commissioner Sibon seconded.

Commissioner Enell would like to see more quantitative data on the resurfacing of roads in Island County.

Commissioner Howard would like more data on comparables with the way things are done rotationally in other counties. He would hate to see the quality of our roads get to the state of some parts of I-5.

Commissioner Enell called for a vote to approve the 6 year plans.

Motion approved unanimously.

Recess

OLD BUSINESS

- **DRA 019/11** – To review minor changes made by the Island County Code Reviser to the amendment of Island County Code Chapters 16.19 and 17.03, relating to maximum review timeframes for permit processing.

Planner Andrew Hicks provided an overview. This item was continued from the May 10th meeting and the Planning Commission voted 6 to 1 to forward to the Board. The Board met on May 23rd and the issue was tabled.

After meeting with SICBA, to come to an agreement about some of the concerns raised about the intent of this particular amendment. An agreement was reached to include language to preserve that the intent was to process permits as quickly as possible.

Commissioner Hillers pointed out a minor grammatical error on page 2 of exhibit 16.19 subsection A, a typo was discussed and the word “those” was removed.

Planning Commissioner Lippens, who could not be present today, provided a comment by email and asked to remove finding # 3 as it did not feel the timeframes are more complicated than they need to be.

Finding #3 was read into the record:

Commissioner Howard suggested a language revision to “timeframes are *viewed* as more complicated than they need to be”.

Commissioner Howard further questioned the word “ideally” on page 3 of Section A; it could be seen as an attempt to move away from the commitment to promptness. He suggested replacing it with “generally” or “preferably” to acknowledge that things can’t always be done as quickly as we would like.

Commissioner Sibon asked to go on record that she thinks adding that type of language to the Code seemed odd. It is trying to appease some, but should it be part of the Code? She felt the terms “as soon as possible”, “ideally”, “within thirty days” should be stricken from all sections of the Code.

Commissioner Hillers stated that the Hearing Examiner asked things to be really clear and that it helps him to understand the intent.

Commissioner Sibon stated the thought process belongs in the minutes, not in the Code.

Commissioner Yonkman stated that he struggled with this issue. Commissioner Sibon’s concern is understandable; however, in these times it is important not to slow the process of permit issuance.

Mr. Hicks stated that Counties can be more restrictive than the State. Whether or not this is the appropriate place to put such language, it does preserve the intent within the Code itself. The regulation is going to be 120 days. In terms of making the point to future staff who may not know why these time frames were changed, it would be provided in the Code.

Commissioner Enell stated that everyone is aware that Island County is trying to process permits faster. He states he is leaning in favor of keeping the language in.

Commissioner Yonkman stated it shows a willingness by the Department to maintain the spirit of the previous Code and he is in favor of keeping it in there.

Commissioner Yonkman began a recommendation to the Board of Island County Commissioners – “are viewed as more complicated” with the grammatical correction.

Chair Enell opened the agenda item for public comment.

Steve Erickson – WEAN

Suggested removing “ideally”; it’s not always ideal for permits to be issued “within 30 days”. The intent of the County to process permits should be provided in a policy document or Finding of Fact. He suggested a well worded statement of intent, without the “ideally”, “within 30 days”, or “as soon as possible” language.

Commissioner Sibon moved to recommend the Board of County Commissioners adopt the new timeline amendments, striking the language “as soon as possible”, “ideally within 30 days” and “within 45 days” and requesting The Planning Department create a policy document to go along with these amendments, indicating the policy of the County to ideally process these application within that 30 and 45 day timeline, respectively.

Chair Enell closed the public comment session.

Commissioner Hillers stated she did feel they were ready to vote on this and asked if this item could be sent back to the Planning Department for Findings of Fact and a statement of intent.

Commissioner Sibon suggested a policy document or a statement of intent that would satisfy the Planning Commission without having it in the actual ordinance.

Commissioner Yonkman retracted his original attempt of a motion regarding the language and grammatical correction.

Planner Troy Davis stated that either the Findings of Fact or the recitals could include the statement of intent.

Commissioner Havens suggested to remove the “within 30 days”.

Discussion on the language ensued.

Planner Hicks reminded the Planning Commission that on May 10th the Planning Commission voted 6 to 1 to approve without this amended language already so voting not to approve this language the Department could come back with a new recital or finding to suggest the intent.

Commissioner Sibon stated they would need to make a motion to deny this and the Department would come back with the original document.

Commissioner Hillers moved to deny DRA 019/11, asking the Planning Department to put the goals into recitals and Findings of Fact. Commissioner Howard seconded the motion.

Commissioner Sibon restated Commissioner Hillers motion for clarification: *deny the amended DRA 019/11 as presented today sending back to the Planning Department to strike language “ideally” “done within the 30 and 45 timeframe”; but leave in proposed*

language in Finding # 3 “are viewed as”; and striking the word “those” to correct the grammatical error; and that the policy that the items be completed within 30 and 45 days be added to the Findings of Fact and the recitals. Motion seconded by Commissioner Howard.

Chair Enell called for a vote.

Motion carried unanimously.

Commissioner Hillers moved to continue item DRA 019/11 to the next Planning Commission meeting, Commissioner Sibon seconded.

Motion carried unanimously.

- **DRA 053/11** – An amendment to Island County Code Chapter 17.03 to change the definition of Impervious Surface to be consistent with the definition of Impervious Surface as found in Chapter 11.03 and 15.03 of the Island County Code.

Planner Troy Davis stated that this item was before the Commission in March, at which time the Planning Commission asked to have definition of impervious surface be changed.

Commissioner Yonkman asked what mechanisms were in place to work with the Department to discuss surfaces such as gravel roads.

Commissioner Sibon responded.

A discussion ensued.

Commissioner Hillers stated there are some cases in which items on the list are not impervious and some items not listed can be impervious.

Chair called for public comment.

Steve Erickson, WEAN, stated that he was glad to see the County moving toward a unified single definition throughout the County Code.

Rufus Rose, asked to have the Public Works Director to discuss the issue on the record

Director Bill Oakes stated the classic gravel road, run-off curve numbers are approaching 90; classic curve number for asphalt is 98, almost all water runs off. A classic gravel treatment is a fairly impervious surface. There are certain LID provisions in the existing Code to propose making those surfaces pervious and then credit is given for that; it typically takes some kind of constructed system to make it pervious. A classic gravel road or gravel parking will have some road water run-off.

Commissioner Yonkman asked what opportunity an applicant would have in looking at an issue of pervious versus impervious.

Director Oakes responded that they do work with applicants, giving credit for pervious applications as the existing Code allows. He listed a few of the options.

Chair Enell closed the public comment session.

Commissioner Sibon moved to recommend approval to the Board of County Commissioners of regulation amendment of 053/11 as presented. Commissioner Yonkman seconded.

Motion was carried unanimously.

Draft Documents of the Parks Plan Provided to Commission for next meeting –

Joantha Guthrie – Public Works - Provided the Parks and Recreation draft to the Planning Commission for their review for the upcoming workshop on October 11th.

A brief overview of the history of the Parks Plan was reviewed.

The Plan is proposing to replace the current element of the Comprehensive Plan. It tries to bridge the gap between the Natural Elements Plan and other elements to bring them together with the goals of the GMA in the context of the Parks and Recreation Plan. The Plan is representative of the community through various means of public outreach, including meeting with Parks & Recreation Districts, Whidbey Watershed, WEAN, Audubon, State Parks, DNR, etc.

Commissioner Howard moved to adjourn. Commissioner Yonkman seconded.

Unanimous vote to adjourn.

Meeting adjourned at 11:21 a.m.

Respectfully submitted,

Paula Bradshaw