

**City of Oak Harbor
Planning Commission
Meeting Minutes
February 28, 2023 at 6:00 PM**

Present:

Greg Wasinger
Andy Plumlee
Kristy Southard
John Chaszar
Stephenie "Fe" Mischo
Chloe Bonsen

Staff Present:

Blaine Oborn, City Administrator
David Kuhl, Director
Dennis Lefevre, Senior Planner
Ray Lindenburg, Senior Planner

Absent:

Sarah Schacht

Chairman Wasinger called the meeting to order at 6:00 PM.

2. Approval of Minutes – January 24, 2023

Motion: *Commissioner Mischo moved to approve the January 24, 2023 meeting minutes.*

Second: *Commissioner Chaszar seconded the motion. With all in favor, the motion carried unanimously. Commissioner Wasinger abstained as he was not present at the January meeting.*

3. Public Comment: There was no public comment.

4. Public Meetings and Hearings:

A. Amending Zoning Matrix to include Open Space – Public Hearing (continued)

Staff Comment

Mr. Lindenburg reviewed the original zoning matrix amendment and the additional change that is being proposed that is to include the Open space zone which was inadvertently left out during the previous amendment. He also reviewed the additional changes that were recommended by the Planning Commission at the previous meeting.

Public Comment

There was no public comment.

Commissioner Comment

Commissioner Bonsen commented on the wording of the code to clarify and simplify for the general public's understanding.

Commissioner Southard asked for clarification about the wording that refers to the director's code interpretations regarding uses.

Motion: *Commissioner Chaszar moved to recommend that the City Council adopt the proposed amendments with revisions as discussed.*

Second: *Commissioner Bonsen seconded the motion. With all in favor, the motion carried unanimously.*

B. Appointment of Planning Commission Vice Chair – Public Meeting

Staff Comment

Mr. Kuhl reviewed the “officers and duties” section of the Planning Commission bylaws and advised the Planning Commission that they can recommend and appoint a vice-chair as the position is currently vacant.

Public Comment

There was no public comment.

Commissioner Comment

Commissioner Plumlee asked about the timing of selecting the Vice-Chair prior to appointing a Chair. He also asked about planning for replacement of vacant planning commission positions.

Commissioner Wasinger acknowledged that this is Commissioner Southard’s last meeting with the Commissioner and thanked her for her time and service to the City.

Motion: Commissioner Chaszar moved to recommend that the Planning Commission delay the Vice Chair nomination until the March meeting where both Chair and Vice Chair will be on the agenda for appointment.

Second: Commissioner Plumlee seconded the motion. With all in favor, the motion carried unanimously.

C. Design Regulation Guidelines (DRG) Update – Public

Staff Comment

Mr. Lindenburg presented the overview of the proposed DRG updates. He noted that because some mitigations to increased density may be reduced, basic guidelines are being created for single family homes in the DRG document that will ensure quality design without limiting creativity or significantly increase costs. He reviewed the document and proposed changes to the residential recommendations.

Public Comment

There was no public comment.

Commissioner Comment

Commissioner Chaszar asked if there was any feedback from local developers. He also asked if the city allows for garages to be converted to ADU’s.

Commissioner Plumlee asked about a single-family residence construction and ADU additions, and asked if they would fall under multi-family design regulations at that point.

Commissioner Southard commented on parking requirements regarding new developments and addressing the parking issues that arise on newer, narrow streets.

D. SEPA Thresholds – Public Meeting

Staff Comment

Mr. Lefevre presented the existing and proposed SEPA Thresholds. A new requirements was added to this process to include WSDOT in review of our proposals, and are currently awaiting feedback and comments from them. There will be a public hearing at the following Planning Commission meeting, and currently scheduled hearing at City Council in April.

Public Comment

There was no public comment.

Commissioner Comment

Commissioner Chaszar asked about the additional cost, if any, regarding the proposed SEPA process changes for developers.

Commissioner Plumlee asked about the state's rationale for making residential and parking facilities more ambiguous versus commercial/barns/fill threshold requirements. He also asked about the logic of assessing environmental impact on a per-unit basis versus total land coverage.

Commissioner commented on increasing the residential unit threshold.

E. Monthly Department Report – Public Meeting

Staff Comment

Mr. Kuhl presented the current planning updates, including items that were recently discussed and approved at City Council. He also spoke about upcoming proposed changes to the code regarding land use application fees and the removal of the requirements to increase fees annually and allow for City Council to review fees as they see fit. He also discussed several of the current development projects. He also mentioned that the City is looking for a Planning Commissioner to serve on the Active Transportation Plan Steering subcommittee. Additionally, he informed the commissioners that there is a joint City Council and Planning Commission being scheduled in April.

Mr. Oborn spoke about possibility updating the name of the Development Services department to Community Development as the City evolves. The City is also working on a Comprehensive Economic Development Strategy in partnership with the County.

Public Comment

There was no public comment.

Commissioner Comment

Commissioner Mischo volunteered to be the Planning Commissioner representative on the Active Transportation Plan steering committee.

Commissioner Plumlee asked about future bylaws review.

General Comments:

There were no additional comments.

5. The next regular business meeting is March 28, 2023.

The meeting adjourned at 7:15 PM.

Sarah Heller
Senior Administrative Assistant
Development Services