

**PLANNING COMMISSION
REGULAR MEETING
CITY HALL – COUNCIL CHAMBERS
May 26, 2015**

ROLL CALL: Present: Bruce Freeman, Sandi Peterson, Mike Piccone, Cecil Pierce
Absent: Greg Wasinger, Jes Walker-Wyse and Ana Schlecht
Staff Present: Development Services Director, Steve Powers; Senior Planners, Cac Kamak and Dennis Lefevre; Associate Planner Ray Lindenburg

Vice Chairman Freeman called the meeting to order at 7:30 p.m.

MINUTES: MS. PETERSON MOVED, MR. PIERCE SECONDED, MOTION CARRIED TO APPROVE THE APRIL 28, 2015 MINUTES AS PRESENTED.

PUBLIC COMMENT

None.

SITE CODE AMENDMENT – Public Hearing

Mr. Freeman opened the public hearing.

Mr. Powers displayed a graphic (Attachment 1) to help illustrate the difference between the traditional (design, bid, build process) site plan approval process and the alternative process known as General Contractor Construction Management (GC/CM) construction process which we have chosen for the construction of the new Wastewater Treatment Facility. Mr. Powers explained that Oak Harbor Municipal Code Chapter 19.48, Site Plan Review Procedures, establishes the sequence of issuance for certain development permits and the existing process does match the GC/CM process. Staff proposes an amendment to this section that allows the permits to be issued in a different sequence. Draft Ordinance 1720 provided in the Planning Commission packet highlights the added language that amends the code to allow for the GC/CM process. Mr. Powers stressed that the proposed amendment does not relieve the city from the responsibility to obtain all necessary development permits.

Mr. Powers concluded stating that staff's recommendation is to conclude the public hearing and make a recommendation to the City Council to approve Ordinance 1720.

Mr. Freeman asked for public comment seeing none the public hearing was closed.

Planning Commission Discussion

Planning Commission discussed how the sequencing would affect the current public process for the Wastewater Treatment Facility. Mr. Powers explained that starting the excavation early in the process helps understand what our risks are and provides cost surety.

There was also discussion about other contractors that may want to use this method instead of the traditional site plan process. Mr. Powers explained that the new sequencing could only be utilized for those alternative contracting procedures set forth in Chapter 39.10 RCW - Alternative Public Works Contracting Procedures.

MOTION: MR. PIERCE MOVED, MR. PICCONE SECONDED, MOTION CARRIED TO RECOMMEND THAT THE CITY COUNCIL APPROVE ORDINANCE 1720.

HOMELESS ENCAMPMENT CODE AMENDMENT – Public Meeting

Mr. Lefevre displayed a PowerPoint presentation (Attachment 2) which provided the background, progress to-date and the additional review that has taken place since the last meeting. Mr. Lefevre stated that the next steps will be a City Council workshop on June 17th, the Planning Commissions public hearing on June 23rd and the City Council may adopt the ordinance at their July 21st meeting.

Planning Commission Discussion

Planning Commission discussed concern about the possibility of a “storefront church” sponsoring a camp in the parking lot in the front of a shopping center e.g. vacant K-Mart shopping center. Mr. Powers said staff would take the concern under advisement and see if any other city has dealt with the issue.

Planning Commission asked about the sex offender language. Mr. Powers indicated that there are nuances to the sexual offender laws and the City Attorney and Police Chief have recommended this language.

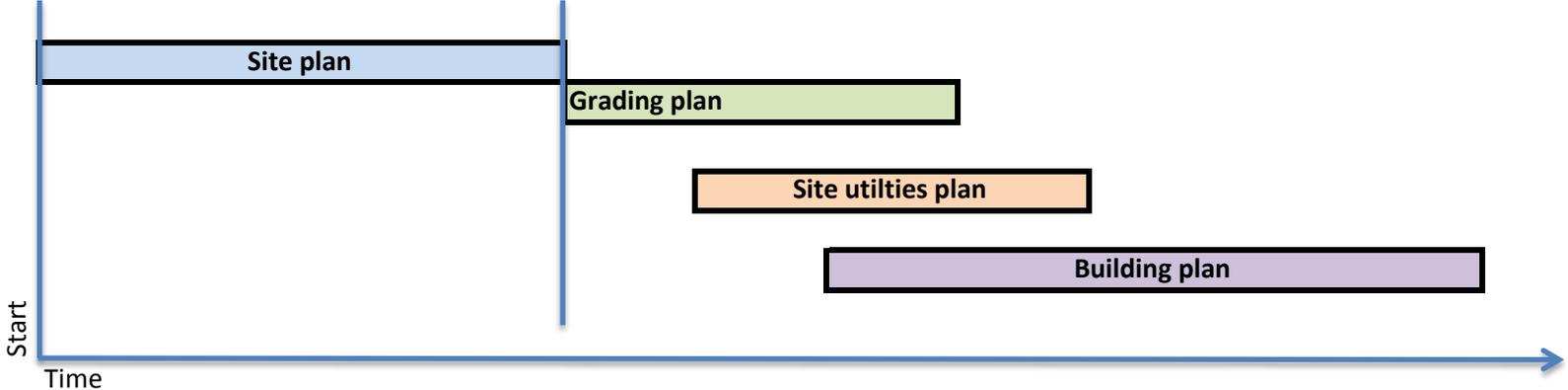
2016 COMPREHENSIVE PLAN UPDATE – Public Meeting

Mr. Kamak displayed a PowerPoint presentation (Attachment 3) which listed the elements of the Comprehensive Plan, summarized the purpose of the Land Use Element, reviewed the existing structure of the current Land Use Element and provided some guidelines for reviewing the current Land Use Element. Mr. Kamak stated that he would like to schedule a couple of workshops for the Land Use Element review and would email dates to the Planning Commission to select the dates fit their schedule.

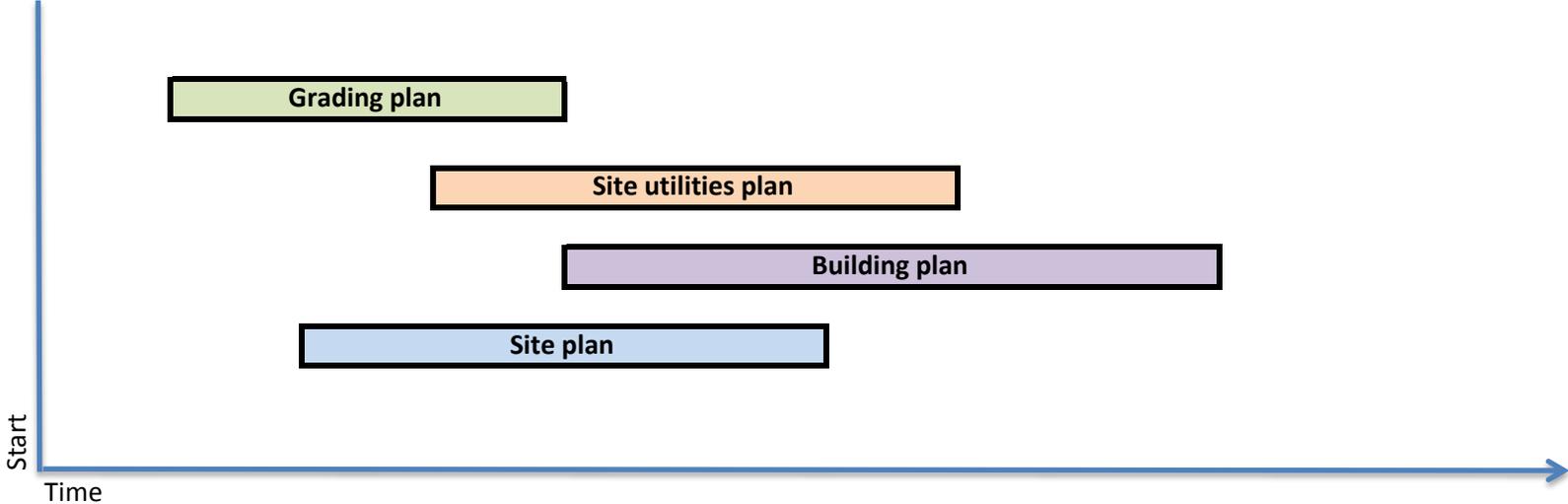
ADJOURN: 8:41 p.m.

Minutes submitted by: Katherine Gifford

Plan approval - Traditional design-permit-bid-build process



Plan approval - Alternative contracting procedures (GC/CM)



Homeless Encampment Regulations

Code Amendment



Planning Commission
5/26/2015

Homeless Encampment Regulations

- Background:
 - WCIA land use audit noted lack of regulations
 - Recommended City revise code to include



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Homeless Encampment Regulations

- Process to Date:
 - PC Review 2/24 & 3/24
 - Additional Review



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Homeless Encampment Regulations

- Discussion:
 - *Why adopt regulations now?*
 - Put in place before needed
 - Not aware of any proposed encampments
 - Process easier without a specific application to address
 - Eliminates inconsistent decisionmaking



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Homeless Encampment Regulations

- Discussion:
 - *Why adopt regulations now?*
 - Federal/State constitutions and laws protect religious organizations rights
 - Many encampments are sponsored by such groups
 - Tackling this issue now helps protect all parties



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Homeless Encampment Regulations

- Discussion:
 - *Initial Draft Code*
 - Draft is based on Mercer Island code, which has been court-tested.
 - Amends OHMC 19.35, Temporary Use Permits
 - Creates a new temporary use permit & process



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Homeless Encampment Regulations

- Discussion:
 - *Initial Draft Code*
 - Establishes a connection between temporary encampment and places of worship
 - Requires sponsoring & managing organization
 - May be the same
 - Only one camp in city, 90-day time limit, max. 50 people
 - Requires notice to the community & meeting



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Homeless Encampment Regulations

- Discussion:
 - *Initial Draft Code*
 - Establishes site layout and operational standards to protect the community and the encampment residents
 - Compliance with other City/County health, safety and welfare rules
 - Background checks required by managing organization
 - No children



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Homeless Encampment Regulations

- Additional Review:
 - *Oak Harbor: Police Chief & Prosecuting Attorney*
 - *Oak Harbor City Council: Two workshops*
 - *Island County Public Health Director*
 - *Senior Services & Opportunity Council*



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Homeless Encampment Regulations

- Recommendation:
 - *Provide feedback*
 - *Revise draft (if necessary)*
 - *SEPA Determination*
 - *City Council workshop 6/17*
 - *Planning Commission public hearing 6/23*
 - *City Council PH/Adoption 7/21*
 - *Questions?*



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2016 Comprehensive Plan Update

Land Use Element



Meeting Title
5/28/2015

Oak Harbor's Comprehensive Plan

- Land Use Element
- Parks, Recreation and Open Space Element
- Housing Element
- Utilities Element
- Transportation Element
- Economic Development
- Urban Growth Areas
- Environment Element
- Capital Facilities
- Government Services Element
- Community Coordination



Meeting Title 5/28/2015 2

A typical Land Use Element

- Establish the future growth of the City through population projections and demographic needs
- Systematic assessment of land potential – need for various districts and the basis for Land Use designations and zoning regulations
- Goals and Policies to regulate the physical development of land, neighborhoods and planning areas



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A typical Land Use Element

- The [International Institute of Planning](#) offers a definition that land-use planning means the scientific, aesthetic, and orderly disposition of land, resources, facilities and services with a view to securing the physical, economic and social efficiency, health and well-being of urban and rural communities
- The [American Planning Association](#) states that the goal of land-use planning is to further the welfare of people and their communities by creating convenient, equitable, healthful, efficient, and attractive environments for present and future generations



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Land Use Element

A quick review of the existing element



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Existing Structure

- Introduction
- Relationship to other Elements
- Distribution, Location and Extent of Land Uses
- Existing Conditions
 - Land Use Mix
 - Residential Uses
 - Commercial Uses
 - Industrial Uses
 - Public/Institutional uses
 - Military Uses



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Existing Structure

- Economic and Demographic Projection
 - Population
 - Existing and projected employment
 - Housing need projection
- Future
 - Land Use needs
 - Land Uses – All existing land use categories and special planning areas



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Existing Structure

- Goals and Policies
 - CWPP
 - JPA
 - Potential
 - City of Oak Harbor Goals and Policies
 - Community Identity
 - Residential Development
 - Industrial Development
 - Commercial Development
 - Public Facilities
 - Parks and Recreation
 - Essential Public Facilities
 - Property Rights
 - Built Environment



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Existing Structure

- Goals and Policies
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Existing Element

<ul style="list-style-type: none"> + Good description of the trend + Snapshot statistics on population and employment + Delineated 6 neighborhoods + Land use comparisons to similar communities + Description of general land uses + Some projections + Description of land use categories + Goals are general 	<ul style="list-style-type: none"> - Lack of overall direction - No connecting statements to the vision - No statement of findings with existing conditions - Neighborhoods did not serve an extended function – no goals or defining direction - Not clear why general land use categories and Future Land Use map categories - Not clear how the broad categories for land use goals were selected - Intent of the goals do not seem clear - Policies don't seem to be furthering the goal as stated
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2016 Update

- Some guidelines for review
 - Address the requirements of the GMA
 - Establish a strong connection to the Vision
 - Categorization of the goals
 - City-wide vs area specific
 - Strong connections to the Vision statement
 - Simplify the language and make clear statements
 - Organize the goals to further the Vision
 - Relevant to the Element
 - Avoid redundancy
 - Policies
 - Support existing code
 - Bridge gap between existing codes and expecting goal
 - Policies to promote the goal.



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Workshop

Day?
Dates?
Time?



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