PLANNING COMMISSION
COMMISSIONER’S HEARING ROOM, COUPEVILLE, WA
TUESDAY, APRIL 9, 2013

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Members Absent</th>
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<tr>
<td><strong>District 1</strong></td>
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<tr>
<td>Val Hillers – Vice Chair</td>
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<td>Dean Enell</td>
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<td>Mike Joselyn – 2nd Vice Chair</td>
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<td><strong>District 2</strong></td>
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<td>Jeffery Wallin</td>
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<td>Anna-Marie Sibon</td>
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<td>Leal Dickson</td>
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<td><strong>District 3</strong></td>
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<td>Wayne Havens – Chair</td>
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<td>Scott Yonkman</td>
<td>James Hall</td>
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Meeting called to order at 9:02 a.m. by Chair Havens.

**ROLL CALL**

Mike Joselyn, Leal Dickson, Dean Enell, Wayne Havens, Anna-Marie Sibon, Val Hillers, Jeff Wallin, Scott Yonkman


**MINUTES**

February 11, 2013

Commissioner Hillers moved to approve the minutes as written, Commissioner Yonkman seconded, motion carried unanimously.

**ITEMS FROM THE PUBLIC**

None

**DIRECTORS REPORT**

None

**NEW BUSINESS – 2013 Annual Review Docket**

The following summary has been provided to provide the Planning Commission with a brief outline of each item on the 2013 Docket. A chart has also been provided below which illustrates how each item is consistent with the approval criteria identified in Island County Code. Detailed staff reports, issue papers, and other materials will be provided to the Planning Commission and the BOCC as part of the formal review process. It is important to note that each of the items listed below must, by law, be addressed; however, the workload associated with the Docket and
department’s work program exceeds available Planning Department resources. Accordingly, proposed Docket items have been listed in order of priority, and high priority items have been identified as such.

1. **Fish & Wildlife Critical Areas Update (Priority Item)**

On January 25, 2013 the GMA Hearings Board formally determined that Island County failed to update the fish and wildlife section of our critical areas ordinance and issued a compliance order mandating that this work be completed by July 24, 2013. The GMA Hearings Board subsequently agreed to extend this deadline. Island County is now required to adopt updated fish and wildlife protection standards by July 24, 2014. Because a formal compliance order has been issued by the GMA Hearings Board, this item should be considered the highest priority for 2013.

2. **2016 Comprehensive Plan Update (Priority Item)**

In accordance with the GMA, counties and cities are required to periodically review and update their comprehensive plans and development regulations. The GMA originally required counties and cities to compete a periodic update every seven years. Island County last completed a periodic update in 2005, making the deadline for completing this process 2012. However, in 2011, the Washington State Legislature modified this requirement and adopted a revised update cycle. Island County is now required to complete its periodic update on or before June 30, 2016 (RCW 36.70A.130(5)). Because this will likely be a lengthy process involving a high level of coordination with other municipalities and departments, it should be considered a high priority.

Planning & Community Development anticipates that it will be necessary for the BOCC and the Planning Commission to take actions on the following components of the 2016 Comprehensive Plan in 2013:

   a. Public Participation Plan & Preliminary Schedule
   b. County Wide Planning Policies & Population Projection
   c. Regional Growth Trends & Population Allocation

3. **Greenbank Farm Master Plan Amendment**

The Port of Coupeville submitted an application to amend the Master Plan that governs the use of their Greenbank Farm property. Planning and Community Development will need to review this proposal and forward a recommendation to the BOCC for consideration.

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<th>Code Compliance Chart</th>
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<td><strong>Code Criteria</strong></td>
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<td><strong>ICC 16.26.060.E.7</strong></td>
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<td><strong>Annual Review Docket or Seven Year Cycle (ICC 16.26.090 &amp; RCW 36.70A.130)</strong></td>
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Planner Brad Johnson explained there are three items on the Annual Review Docket, two items are not specific Annual Review items in the strict sense, they are there for advisory purposes, as it is anticipated that the Planning Commission and the Board of County Commissioners will need to take some actions related to these items in 2013. Those two items are:

1. The Fish & Wildlife Critical Habitat Areas update. As a result of a Growth Management Hearings Board decision, Island County has been required to update critical areas in respect to Fish & Wildlife Habitat by July 24, 2014. This is outstanding work that should have been completed in 2005. It is a priority item that must be addressed.
2. 2016 Comprehensive Plan update, which is a State requirement that every seven years this Plan is updated. It is a fairly involved process. Four components of that process are expected to be brought forward to the Planning Commission in 2013.

The third item, which strictly speaking is a Docket item, is the Greenbank Farm Master Plan amendment. The Port of Coupeville, who owns and operates the Greenbank Farm, has submitted a request to amend their master site plan. It is a relatively straight forward request, which is consistent with Island County’s Comprehensive Plan requirements and Island County Code.
Mr. Johnson indicated there was no action required on the Docket today. This concluded the presentation of the report on the Docket and each of the items presented in the report today would be followed up with the Planning Commission with a more detailed reports.

**NEW BUSINESS – Public Participation Plan & Preliminary Schedule**

Mr. Johnson indicated this is a very important item for the 2016 Comprehensive Plan update. It is essentially the very first step in the process of updating the Plan. The Public Participation Plan has a few components, one of which is to identify all of the means that will be used to communicate with the public to solicit their feedback and input. The second component is the schedule that identifies when important events in the Comp Plan update will take place.

This process is involves not only Island County but the other jurisdictions in Island County. It is a cooperative effort that imposes strict timeline requirements on Island County so the other jurisdictions, which are on the same timeline, can begin their planning efforts.

Opened for questions from the Commission:

The County’s role was discussed as a regional authority and a coordinator. All other jurisdictions are considered planning partners; the County essential role is to assure a coordinated planning effort that ensures that policies and regulations between jurisdictions do not conflict causing regional problems. That process is resolved through the adoption of Countywide Planning Policies which will be a future item that will be brought to the Planning Commission’s attention.

In addition to the regional coordinating role is the development of the Island County Comprehensive Plan, which guides development in unincorporated Island County.

UGA boundaries were discussed. One thing that must be considered is whether the urban areas have sufficient capacity for growth. The cooperative process was discussed; one of the goals in the preliminary schedule identifies the Countywide Planning Policies and envisions working very closely with the other jurisdictions to make sure there is a uniform process for analyzing population that everyone agrees on. This will assure everyone is starting with the same numbers and basic process on things such as the Buildable Lands Analysis.

Commissioner Enell stressed that any review of the Island County Comprehensive Plan requires accurate data with respect to building potential analysis – specifically how many potential building sites are available in the City and NMUGA areas compared to the rural zoned areas. An important goal of the GMA is to distinguish what percentage of new growth is happening in the Rural areas versus those areas where the infrastructure exits.

Responding to Commissioner Dickson’s question related to population projections, Mr. Johnson explained the County has the legal obligation to adopt a population projection range. The Office of Financial Management (OFM) publishes population estimates for each county. Those
estimates are expressed in three ranges of low, medium, and high. The medium is considered to be the most accurate in OFM’s estimation.

Sizing UGAs is also a legal obligation that falls on the County and which has huge implications for the jurisdictions that have those UGAs associated with them. It requires a very structured and orderly process for making those determinations that begins with all jurisdictions, through the Countywide Planning Policies agreeing to the requirements.

Basic process:
- Discussion at staff level with the jurisdictions in terms of the research that will go into selecting a population projection range.
- The Countywide Planning Policies, which will be the end result of the staff level discussions with the other jurisdictions and will ultimately, be brought to the Planning Commission and subsequently the Board of County Commissioners.

Commissioners express concern regarding notification of the process to the public to ensure they are well aware of these dates, such as through press releases, putting notification in the calendar sections of the WNT etc.

The goals of the Public Participation Plan and Preliminary Schedule were discussed. The six goals identified were reviewed:

1. Ensure broad participation by identifying key interest groups, soliciting input from the general public, and ensuring that no single group or interest dominates the process.

2. Maintain effective communication with municipalities through direct outreach and coordination.

3. Provide equal opportunity for public participation in each of the four Island County planning areas (South Whidbey, Central Whidbey, North Whidbey, and Camano Island).

4. Accommodate budgetary and staffing constraints by ensuring that public participation resources are focused on those elements of the update process likely to be of the greatest interest to the general public.

5. Make use of communication technologies to efficiently distribute information and post notices.

6. Notify the public of all meetings, hearings, workshops, and legislative actions.

Economic Development was discussed, although it is not funded by the State, Commissioner Enell felt it was very important and hoped it would be addressed through this update process.

Mr. Johnson stated the formal review of the Comprehensive Plan is the Commission’s opportunity to express what they feel as a body is important to be included in this update process.
Commissioner Enell pointed out a date typo in the document: the estimated date of completion of the Buildable Lands Analysis of January 2013, staff indicated it should be 2014.

Commissioner Yonkman discussed the legal hammer the Commission is under, and asked at what point Island County could end up in a lawsuit for non-compliance of GMA regulations.

Mr. Johnson indicated he wasn’t qualified to provide legal advice, but in GMA terms and requirements, he felt it was a compounding problem; as you fall farther and farther behind on these items it becomes increasingly difficult to catch up. The nature of the work is such that one would prefer to be in front of the problem, to begin work early and address things in an incremental fashion rather than play catch up.

Planner William Simpson expanded on the discussion of the target dates within the schedule:
- Initial discussion for a selection of a population range for the entire County is the first step. This will occur in April with Oak Harbor, Langley, and Coupeville.
- Planning Commission will discuss the selection of an OFM population range in May.
- Allocating that population to the different planning areas should occur in July.

Commissioner Yonkman moved to approve the Public Participation Plan and Preliminary Schedule as amended, Commissioner Joselyn seconded, motion carried unanimously.

Commissioner Hillers moved and Commissioner Yonkman seconded approval of Findings of Fact, motion carried unanimously.

Chair Havens opened the meeting for public comment.

Pamela Neschke 5186 Honeymoon Bay Rd., Freeland
Discussed Freeland UGA, wanted to express her appreciation of the Public Participation Plan and the Commission’s hard work. She stated she was trying her best to be informed, yet found it very difficult, she asked for social media to be considered as well as other methods such as Drew’s list and other email lists.

Social media was discussed; was there a notification page on Facebook – with restriction to have the notice appear without the ability to comment.

Drewslist was discussed, it has a huge following, civic announcements are featured and it is completely email based; it is a good way to contact the south end of Whidbey.

Mr. Simpson indicated the Department wants as much public participation as possible and these suggestions would be looked at.

Commissioner Hillers moved to adjourn, Commissioner Dickson seconded, motion carried unanimously.

Meeting adjourned at 9:48 a.m.
Respectfully submitted,

Paula Bradshaw