City of Poulsbo  
PLANNING COMMISSION  
Tuesday, March 24, 2009

MINUTES

MEMBERS PRESENT:  
Jim Coleman  
Gordon Hanson  
Jim Henry  
Ray Stevens  
James Thayer  
Stephanie Wells

STAFF:  
Andre Kasiniak  
Barry Loveless  
Lynda Loveday  
Karla Boughton, Consultant

GUESTS:  
Tom Foley  
Molly Lee  
Jan Wold

MEMBERS ABSENT:  
Bob Nordnes

1. CALL TO ORDER

Chairman Stevens called the meeting to order at 7:00 pm

2. FLAG SALUTE

Welcome to new members Stephanie Wells & Jim Henry

3. MODIFICATIONS TO AGENDA - none

4. APPROVAL OF MINUTES OF January 27 and March 3, 2009

MOTION: COLEMAN/THAYER. Move to approve the minutes of January 27 and March 3, 2009, as presented. 4 for. 2 abstain. 1 absent.

5. COMMENTS FROM CITIZENS

There were no comments.

6. 2009 COMPREHENSIVE PLAN DRAFT REVIEW

Karla Boughton, consultant, addressed some issues that were discussed at their previous meeting: (1) revising the road classification map; (2) possibly doing two maps; (3) revising the circulation plan map; (4) going out in the field and seeing what is currently there; (5) David Evans & Associates will be contacted to get current cost figures; (6) correcting her statement from last week regarding requirements for the state highway LOS; (7) a neighborhood connectivity policy is
being worked on by the Public Works Committee; (8) a draft policy will be written regarding trails.

The Commissioners, staff and consultant then discussed: (1) page 61, 3rd bullet change the word “improved” to “constructed”; (2) 5th bullet add “cut through” at the beginning of the sentence; (3) 8th bullet change “finding” to “identify”; (4) Page 68 “cut-through trips” was explained; (5) “traffic impacts” was explained; (6) the length of a vehicle’s trip and how it impacts the roads; (7) the models done by David Evans & Assoc. are based on how many miles a car is on the road, not how much time it takes to get to its destination; (8) a formula is used to determine impact fees; (9) at one point the city enacted an emergency traffic impact fee ordinance; (10) page 63, TR1.2 paragraphs 3 and 4 seem redundant; (11) some of the information in the policies was provided by the City Attorney so he will need to be consulted about making changes to it; (12) page 64, 2.1 & 2.2 and pages 225 & 226 regarding impacts to exempt streets were written at different points in time, they need to be revised; (13) page 225/6, CFP-7 need to be reconciled with page 64, TR2.1 & 2.2; (14) impact fees are based on a 20 year operational future.

There was discussion regarding: (1) roads in annexations that don’t meet the city standards; (2) identifying them on title reports; (3) there is no obligation to bring them up to city standards; (4) collecting funds from the HOA’s to share the cost with the city when improvements are required; (5) impact fees cannot be used to correct deficiencies, only for new construction to support new growth; (6) the city needs to be protected from liability; (7) staff will ask the city attorney if a policy could be drafted to protect the city; (8) the city has to fill in areas between developments; (9) page 64, TR-2.4 and page 220 regarding level of service needs to be clarified; (10) page 65, TR-2.6 change the word “citations” to “policies”; (11) page 65 TR-2.6 regarding LOS D as a WSDOT requirement for roads in the city; (12) WSDOT does not have to adhere to concurrency requirements; (13) the reason the policy is in the draft comp plan is because GMA requires it to be; (14) the policy carries no weight; (15) WSDOT only looks at large projects like Olhava.

There was discussion regarding: (1) page 66, TR-4.1 regarding road safety, “periodic” is too vague and subject to interpretation; (2) a specific time frame should be inserted; (3) there was a timeline but it was removed due to liability issues; (4) safety standards could be reviewed at the same time as the 6-year TIP; (5) page 67, TR-4.6 & 4.7 are very similar and need to be clarified; (6) it is very challenging to adopt a traffic calming program; (7) methodology for determining traffic calming areas; (8) having a policy vs. implementation of the policy; (9) making roads more efficient without adding more pavement; (10) making roads bigger isn’t the only way to improve capacity; (11) traffic flow can be directed by sequencing the lights; (12) implementing lanes that go both ways
depending on the time of day; (13) the new stop signs in the city are part of Transportation Demand Management implementation; (14) enforcement is still an issue; (15) in California they use LED speed limit signs that can be changed easily; (16) participating in regional transportation coordination; (17) there is no policy in the comp plan for taxi’s, they are regulated through the PMC; (18) there is no fee for taxi stands but they do have to get a city business license; (19) they will be addressed in the future if they become a problem; (20) page 71, TR-7.3 is language from GMA and allows the Council to remove items from the 6 year TIP if there is a budget short fall.

7. **OWENS SHORT PLAT**

Edie Berghoff, Associate Planner, presented the Owens short plat which is a proposal to sub-divide an approximately 0.56 acre property located at 1458 NE Odessa Way into three lots. She also discussed: (1) zoning of the site and surrounding area; (2) access to the site; (3) the owners wish to retain the existing house and green house; (4) the plan to demolish or move the garage and shed; (5) the administrative determination made by the Planning Director for density; (6) lots A & C require variations for reduction of width and/or depth; (7) the proposal does not constitute a special privilege nor is it a detriment to the health, safety or welfare of the citizens; (8) the property will not be able to be sub-divided again for five years; (9) utilities are in conformance with city codes; (10) buildable lot areas exist; (11) the proposal is in conformance with the comp plan and conforms to Title 17 – Sub-divisions.

Commissioners and staff discussed: (1) a private easement serves the rear of Caldart Heights for vehicles and utilities; (2) Lot A is a second access for all the lots in the proposal; (3) Fontaine Way turns into Odessa Way; (4) the road has been there for a long time; (5) on Lot C on the south boundary line there is an existing wooded fence inside the survey stakes which may be removed; (6) the configuration of Lot C is strange; (7) lot coverage will not exceed 50% when a building is constructed; (8) the lots will be connected to sewer before any construction occurs; (9) the owners want to preserve the existing home for historical reasons; (10) historical preservation is addressed in the comp plan; (11) the home is not on any registry, staff is just informing the commissioners of the applicants desire to maintain the home due to its age; (12) maintaining the home is not included in the findings of the staff report; (13) historical significance is not an issue for the city it is an issue for the home owner to worry about; (14) the building does have structural significance; (15) the conditions of approval don’t state when the garage and shed need to be moved or removed; (16) need to add a sentence to conditions of approval #2 that states they must be moved or removed prior to recording of the short plat.
MOTION: COLEMAN/HENRY. The Planning Commission recommends approval, with modifications, to the City Engineer, the Owens Short Plat, Planning File 07-17-08-1, subject to the Conditions of Approval for a site located at 1458 NE Odessa Way, approximately 375 feet west of Caldart Avenue NE, south of the Caldart Heights Plat. The modification being to add a sentence to conditions of approval #2 regarding moving or removing the garage and shed prior to recording of the short plat. 6 for. 1 absent.

8. CONTINUED COMMENTS FROM CITIZENS

Molly Lee discussed: access to John Johnson and a Council Members property; the map shows a road going through her property; she will not give road access to the City; protection of wildlife.

9. COMMISSION COMMENTS - none

The meeting was adjourned at 7:35 pm

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Ray Stevens
Chairman, Poulsbo Planning Commission