

MINUTES

PLANNING COMMISSION

Virtual Meeting
Port Angeles, Washington 98362
September 28, 2022 6:00 p.m.
REGULAR MEETING

CALL TO ORDER

Chair Stanley opened the regular meeting at 6:02 P.M.

ROLL CALL

Commissioners Present: Tammy Dziadek, Andrew Schwab (Vice Chair), Marolee Smith, Benjamin Stanley (Chair)

Commissioners Absent: Richie Ahuja, Colin Young - excused

City Staff Present: Ben Braudrick (*Senior Planner*)
Chris Cowgill (*Assistant City Attorney*)
Holden Fleming (*Housing Coordinator*)
Norman Gollub (*Interim Director of Community and Economic Development*)
Mike Sanders (*Fire Marshal*)
Zach Trevino (*Assistant Planner*)

Public Present: Linda Snyder

PUBLIC COMMENT

Chair Stanley opened the meeting to public comment.

No member of the public provided comment.

Chair Stanley closed the meeting to public comment.

APPROVAL OF MINUTES

Vice Chair Schwab moved to approve the minutes from the September 14, 2022 regular meeting of the Planning Commission. The motion was seconded and passed unanimously (4-0).

ACTION ITEM AND DISCUSSION ITEM #1

1. Draft Ordinance creating Port Angeles Municipal Code Section 17.96.055

Discussion of alternatives identified by staff, followed by a presentation of the draft ordinance considered by the City Council on September 20, 2022 for Planning Commission review yielding a recommendation to City Council.

Planner Fleming introduced the item by recapitulating the series of events leading to this Planning Commission meeting, beginning with the September 6th motion of the City Council to direct staff to draft an ordinance enabling religious organizations to shelter individuals on-site without

additional restrictions beyond those necessary to ensure life, safety, and sanitation.

Following the item's introduction, the Commission considered the following information provided by staff:

- **Planner Braudrick** provided an overview of considerations related to planning and zoning that should be taken into account during consideration of temporary housing.
- **Planner Trevino** provided an overview of considerations from the perspective of the Building Division and the Public Works & Utilities Department.
- **Planner Fleming** provided an overview of alternative housing types through a slide presentation outlining the pros and cons of each type. As part of this presentation, he related the prior discussion of land use processes, building code requirements, and public works considerations to each housing type.
- **Fire Marshal Sanders** provided an overview of what he looks for when reviewing a development proposal to ensure compliance with safety standards, including those established by the International Fire Code and the Revised Code of Washington (RCW).
- **Attorney Cowgill** provided an overview of the process for fulfilling the City Council directives in light of pertinent state and local requirements.

Following staff presentations, the commission discussed the item, considering the information provided by staff and making several suggestions prior to a motion, including the following:

- **Vice Chair Schwab** suggested that the City adapt the discussion that occurred when consideration of permitting RVs was taking place to housing more generally, resulting in an ordinance that lists basic safety criteria that must be met to establish housing. Staff noted that the safety checklist they developed fulfills this and would act in place of a conditional use permit application.
- **Commissioner Smith** stated that she does not support waiving permits and believes that the ability of the City to pursue enforcement of violations must be maintained to ensure health and safety.
- **Chair Stanley** suggested that the ordinance being considered can serve as impetus for a broader approach to semi-permanent housing in the City.
- **Vice Chair Schwab** recommended that Alternative #1 be pursued, which would cause no code changes to be made, but recommended that conditional use permit fees for religious community centers proposing housing be waived and the safety checklist utilized. Staff noted that the City Manager has the power to waive fees.

Further discussion of alternatives ensued, with input provided by staff in response to clarifying questions regarding the distinction between the four alternatives and the ability of the fire code to accommodate innovative housing developments.

Commissioner Schwab moved to recommend to the City Council Alternative 1 as identified in the September 20, 2022 staff memorandum to City Council, with the suggestion of directing staff to waive permit fees for religious organizations and streamline the permit review process by utilizing a safety review checklist. The motion was seconded and passed by a roll call vote (4-0).

Commissioner Schwab moved to recommend to City Council to direct staff to draft a comprehensive ordinance for supportive housing based on solutions implemented in other municipalities.

The Commission discussed this motion and potential amendments but decided to vote on the original motion without amendment.

The motion was seconded and passed by a roll call vote (4-0).

Concern was expressed that, as a result of these motions alone, City Council may not be aware that

the Commission believes that one of the best solutions is to look at many different components of temporary housing in a single ordinance. The Commission asked staff to ensure that the elements that the Planning Commission identified in the discussion as being important to the consideration of temporary housing in the City be clearly conveyed to the City Council. Staff confirmed their understanding that the Commission is interested in initiating a comprehensive review of temporary housing more generally. Staff noted that the forthcoming amendments to Title 17 PAMC could incorporate these elements.

DISCUSSION ITEM #2

Chair Stanley moved to table Discussion Item #2 as identified on the meeting agenda until the next regular meeting of the Planning Commission. The motion was seconded and passed unanimously (4-0).

STAFF UPDATES

City staff provided several updates to the Commission, as follows:

- The Washington Department of Commerce Short Course on Local Planning training has been scheduled for all Planning Commissioners on September 29, 2022 from 6:00 – 9:00 PM.
- The City has been selected by the Washington Department of Commerce as one of the communities to participate in the Department's Climate Pilot Program. The program will aid the City in integrating climate action planning and the Climate Resiliency Plan into the Comprehensive Plan during the next update.
- **Planner Braudrick** attended a meeting hosted by the North Olympic Development Council, which included many federal and state agencies and was a part of the regional hazard mitigation planning approach. The meeting yielded information on funding opportunities for climate resiliency actions and how the stakeholders on the Olympic Peninsula can work together on a comprehensive approach to hazard mitigation and climate adaptation.
- The regular meeting of October 12th is cancelled because staff is attending the Annual WA-APA Conference, so the next regular meeting will be held on October 26th.

REPORTS OF COMMISSION MEMBERS

- **Vice Chair Schwab** asked about the progress of the Lee Plaza improvement project, stating that he would recuse himself from any consideration of Lee Plaza by the Commission. Staff confirmed that a façade grant application has been submitted.
- **Chair Stanley** expressed concern about the many four-way intersections in the City that do not have stop or yield signs. Staff agreed that this concern could be discussed at a future meeting, at which the City Engineer could provide further information.

ADJOURNMENT

Chair Stanley moved to adjourn the meeting. The motion was seconded and passed unanimously (4-0).

The meeting adjourned at 8:40 p.m.

Zach Trevino, Secretary

MINUTES PREPARED BY: Zach Trevino, Secretary

Ben Stanley, Chair