



# **AGENDA**

## **PLANNING COMMISSION**

321 East Fifth Street  
February 12, 2020  
6:00 p.m.

- I. CALL TO ORDER**
- II. ROLL CALL and PLEDGE OF ALLEGIANCE**
- III. PUBLIC COMMENT**
- IV. APPROVAL OF MINUTES**  
Approval of meeting minutes from November 13, 2019, December 11, 2019, and January 22, 2020
- V. DISCUSSION**
  1. Subcommittee presentation and consideration of Climate Action Workplan
  2. Staff discussion on future policy direction from City Council regarding climate change
- VI. STAFF UPDATES**
- VII. REPORTS OF COMMISSION MEMBERS**
- VIII. ADJOURNMENT**

# MINUTES

## PLANNING COMMISSION

City Council Chambers  
Port Angeles, Washington 98362  
November 13, 2019 6:00 p.m.  
REGULAR MEETING

### PLEDGE OF ALLEGIANCE

Chair Stanley opened the regular meeting at 6:00 p.m.

### ROLL CALL

**Commissioners Present:** Mel Messineo, Pamela Hastings, Duane Morris, Benjamin Stanley (Chair), Andrew Schwab (Vice-Chair), Amy Powell

**City Staff Present:** Allyson Brekke (*Director*)  
Emma Bolin (*Manager*)  
Ben Braudrick (*Assistant Planner*)  
Chris Cowgill (*Assistant City Attorney*)

**Public Present:** John Ralston

### PUBLIC COMMENT:

**John Ralston, City Resident**

Thanked the Planning Commission's efforts in the recent Council approved municipal code amendments.

**Chair Stanley** closed public comments

### APPROVAL OF MINUTES:

**Commissioner Messineo** moved to accept the minutes from July 10, 2019 meetings. **Commissioner Powell** seconded, **all were in approval, with Commissioner Schwab abstaining.**

**Commissioner Schwab** moved to accept the minutes from September 25, 2019 meetings. **Commissioner Morris** seconded, **all were in approval.**

### ACTION ITEMS

#### Discussion Item: Climate Action Plan

**Director Brekke** described the Council motions that directed the Planning Commission's role in the proposed Climate Action Plan. Discussion followed about integration of the Plan into the Comprehensive Plan and the overall Climate Action Plan planning process.

**Chair Stanley** described his experience with the Climate Action Group that provided recommendations on the Climate Action Plan to City Council. He asked the Commission how they would like to move forward in the planning process and what Commissioners might be interested in being involved in the process. Discussion followed about the creation of subcommittees within the Planning Commission, the Planning Commission bylaws, and other options moving forward.

**Chair Stanley nominated himself and Commissioners Morris and Hastings on the Planning Commission Climate Action Subcommittee.** Discussion on meeting organization followed. **Attorney Cowgill** provided direction on the subcommittee and the Open Public Meetings Act.

**Chair Stanley** introduced the FEWSION (Food-Energy-Water) supply chain mapping program.

### **STAFF UPDATES**

**Director Brekke** notified the Commission that the City Council approved the code amendment ordinances and detailed some changes that the Council made.

She requested that the Commission allow the next meeting to be canceled due to the Holiday, along with the second meeting in December.

### **REPORTS OF COMMISSION MEMBERS**

**Chair Stanley** asked about the state of several of the downtown development proposals.

### **ADJOURNMENT**

**The meeting adjourned at 7:05 p.m.**

---

Ben Braudrick, Secretary

---

Ben Stanley, Chair

PREPARED BY: Ben Braudrick, Secretary

# MINUTES

## PLANNING COMMISSION

City Council Chambers  
Port Angeles, Washington 98362  
December 11, 2019 6:00 p.m.  
REGULAR MEETING

### PLEDGE OF ALLEGIANCE

Chair Stanley opened the regular meeting at 6:00 p.m.

### ROLL CALL

**Commissioners Present:** Pamela Hastings, Duane Morris, Benjamin Stanley (Chair), Andrew Schwab (Vice-Chair)

**City Staff Present:** Allyson Brekke (*Director*)  
Ben Braudrick (*Associate Planner*)  
Chris Cowgill (*Assistant City Attorney*)

**Public Present:** David Mattern, Bob Vreeland, Jesse Wakitz, Noah Glaude, Christy Cox, Ed Chadd, Benji Astrachan, John Ralston, Brian Phillips, Erin Shield, Michael Clemens, Melissa Williams, Elliot Bays, Allyce Miller.

### PUBLIC COMMENT:

**Chair Stanley** introduced the climate action planning effort to the audience.

**David Mattern, City resident**

Introduced himself as a member of the Interfaith Coalition for Climate Justice. He felt that the City needs data that is maintained and that there should be a focus on achievable outcomes and inadvertent costs of climate change for community members.

**Bob Vreeland, City resident**

Notified the Commission that he participated in the 2015 County plan and 2019 climate coalition. He has a list of people that are interested in collecting data. There needs to be a rectification of inconsistency on how we are going to achieve carbon reduction and what the targets are.

**Noah Glaude, City resident**

Introduced himself as the Assistant Director of the North Olympic Library System and offered a partnership/

**Christy Cox, County resident**

Introduced herself as a member of the Conservation District Board and offered partnership. Feels the City should move forward with the carbon inventory process immediately and that climate issues are interrelated with many other community issues.

**Ed Chadd, City resident**

Introduced himself as a member of the Olympic Climate Action Group. He commented that the ICLEI inventory that is proposed poses 100's of hours of collective work. He felt that the effort requires regional collaboration. He made reference to the Council motions related to the climate action plan. Wondered if some info could be sent back to the Council in 2020 to reaffirm the

process.

**Benji Astrachan, City resident**

Introduced himself as a member of the Young Democrats. Feels data gathering is essential to understand where the City is a benchmark for future efforts. He mentioned that the Subcommittee might try and make the meetings more accessible for people who would like to attend but could not due to the time and place.

**Ed Chadd, City resident**

Continued his conversation from before.

**Chair Stanley** closed public comments

**APPROVAL OF MINUTES:**

None.

**DISCUSSION ITEMS**

1. **Discussion Item: Climate Action Plan Subcommittee Logistics**

**Chair Stanley** introduced the discussion topic. **Commissioners Hastings and Morris** thanked everyone for attending. **Director Brekke** addressed the public comment that was made about the City Council motions recommending support of the Climate Action planning process. Discussion followed about the approach to take with the Subcommittee, including the public process involved, meeting procedures, and the carbon inventory and supply chain identification efforts.

**A date and time of the next subcommittee meeting was confirmed for 5:00 pm on January 8, 2020 in the City Council chambers.**

Discussion followed about the City Council motions related to climate action.

**STAFF UPDATES**

None.

**REPORTS OF COMMISSION MEMBERS**

None.

**ADJOURNMENT**

**The meeting adjourned at 7:45 p.m.**

---

Ben Braudrick, Secretary

---

Ben Stanley, Chair

PREPARED BY: Ben Braudrick, Secretary

# MINUTES

## PLANNING COMMISSION

City Council Chambers  
Port Angeles, Washington 98362  
January 22, 2020 6:00 p.m.  
REGULAR MEETING

### PLEDGE OF ALLEGIANCE

Chair Stanley opened the regular meeting at 6:00 p.m.

### ROLL CALL

**Commissioners Present:** Mel Messineo, Duane Morris, Benjamin Stanley (Chair),  
Andrew Schwab (Vice-Chair), Amy Powell

**City Staff Present:** Emma Bolin (*Manager*)  
Ben Braudrick (*Associate Planner*)  
Chris Cowgill (*Assistant City Attorney*)

**Public Present:** John Ralston

### PUBLIC COMMENT:

None.

### APPROVAL OF MINUTES:

None.

### WORK SESSION

#### 1. Ethics and the Washington State Public Records Act

**Assistant Attorney Chris Cowgill** gave a presentation on Ethics, the Washington State Public Records Act, and the Washington State Public Meetings Act.

### STAFF UPDATES

**Manager Bolin** announced Commissioner Hastings notice of stepping down from her Planning Commission appointment. After Commissioner Morris's term end in March there will be three vacant seats on the Planning Commission.

She reported on the City's effort to hire a consultant to assist in the planned Municipal Code updates. **Planner Braudrick** explained the State allowance for SEPA exemption threshold changes.

**Manager Bolin** notified the Commission of a new planning commission updates.

### REPORTS OF COMMISSION MEMBERS

**Commissioner Schwab** asked about the training and if it was going to be rescheduled. **Manager Bolin** replied that a rescheduled of the training was at this point unknown.

**Commissioner Morris** mentioned a training for Roberts Rules that could be sent daily to your email.

**Commissioner Messineo** offered to take the place of former **Commissioner Hastings** on the Climate Action Subcommittee.

**Chair Stanley** offered the opportunity for the Commission to make a motion to accept **Commissioner Messineo** as a member of the Climate Action Subcommittee. **Commission Morris** supported the motion and **Commissioner Schwab** seconded the motion. All were in favor.

**Chair Stanley** asked several questions of staff about projects in occurring in Port Angeles.

## **ADJOURNMENT**

**The meeting adjourned at 7:15 p.m.**

---

**Ben Braudrick, Secretary**

---

**Ben Stanley, Chair**

PREPARED BY: Ben Braudrick, Secretary



## Planning Commission Climate Action Subcommittee Work Plan:

### Background:

The 2019 City Work Plan included an item that called for the creation of a local working group to put together a community driven Climate Action Plan. This community driven Climate Action Plan included proposed strategies and actions for both mitigation of and adaptation to climate change. A City Climate Action Planning Group (CAPG) was formed and met regularly from January to October 2019. The group prepared a report containing recommendations and strategies for the creation of a Climate Action Plan for consideration by the City Council.

On November 6, 2019 the City Council voted to recommend this Planning Commission Subcommittee consider the following from the CAPG Resiliency Plan (pulled directly from the CAPG *Resiliency Plan: Recommendations Addressing Climate Change, pg. 3*):

2. The CPAG conducted a preliminary prioritization process for a suite of policy, planning and implementation proposals. While we recommend that most of those be forwarded to the planning commission for further deliberation, this group recommends that city council immediately act on three of them:
  - a. Authorize a comprehensive Green House Gas emissions inventory to establish baselines for measuring progress in partnership with the Olympic Climate Action Committee and should be complete by the end of 2020. This group finds that such an inventory is essential for evaluating the effectiveness of many of the actions proposed by this group for consideration by the Planning Commission
  - b. Integrate climate considerations more explicitly into the City's existing planning efforts. A variety of specific recommendations are offered for consideration by the Planning Commission
  - c. Continue to emphasize city-wide energy-use reduction, including:
    - i. increase use of public transportation and the use of electric vehicles;
    - ii. support development of infrastructure to increase biking and walking in the City;
    - iii. move towards 100% clean, renewable electrical energy source for the city by 2030 (including focus on increasing percentages of local, decentralized, non-hydropower renewable energy use);
    - iv. increase energy conservation and energy efficiency in our buildings; and
    - v. encourage use of local renewable energy.

### Work Plan Assumptions:

- Meetings may be held at City Hall or the Port Angeles Library
- The subcommittee will dedicate a minimum of one meeting a month to progress reporting on Tasks 1-5



- The Climate Action Plan will formally be adopted as a part of the Comprehensive Plan during the regular 2021 annual Comprehensive Plan Amendment cycle:
  - The amendment cycle will formally open on January 1, 2021.
  - Proposals shall be submitted no later than March 31<sup>st</sup>. A rough draft of the Plan should be completed by this date.
  - Planning Commission hearings will be conducted prior to or during May.
  - 60-day notice to adopt must be provided to the Washington State Department of Commerce (WSDOC) no later than April 16, 2021. A draft of the document is required for the submission of this notice.
  - City Council hearings will be conducted prior to or during June
  - Final submission to the WSDOC by June 30, 2021.
- Volunteers will be largely responsible for Tasks 2a, including:
  - stakeholder coordination;
  - data gathering; and
  - use of inventory software and report creation.
- Task 2b references 7 complex recommendations that the Climate Action Plan should address. Selection and priority of these recommendations should occur early in the work plan effort in order to immediately begin necessary groundwork for the planning effort.

Tentative Schedule:

**-Work Plan Development-**

- January 8, 2020: Review and discuss selection and priority of recommended deliverables.
- January 22, 2020: Review and Assign Tasks to participants
- February 12~~5~~, 2020: Review and discuss municipality's existing action plans, code, and Comp. Plans
- February 26~~18~~, 2020: Continue review of existing plans and begin draft outline for plan

**-Breakout Task Development-**

- March-June: Task groups continue work on individual project workplan, scope, and milestones.
- July 8, 2020: Mid-year Task 2 and 3 Update
- August 12~~5~~, 2020: Presentation of Task 5 Outline and Task 4 Audit

**-Public Input-**

- September 2, 2020: Open House Public Meeting for plan input
- October 14, 2020: Presentation of Public Input to Subcommittee and next steps

**-Climate Action and Community Resilience Plan Development-**

- Oct-December 2020 or subsequent year: Begin drafting Plan

January 1, 2021 or subsequent year: Open up Amendment Cycle to Public

March 31, 2021 or subsequent year: Amendment proposals are due from the Public

April 7, 2021 or subsequent year: Present subcommittee recommended Draft to Planning Commission & consider additional proposals

April 16, 2021 or subsequent year: 60-day Notice of Intent to Adopt Amendment proposals due to Commerce

**-Public Hearings and Decision-**

April 28, 2021 or subsequent year: Planning Commission Public Hearing on Amendment (continued to May 12)

May 12, 2021 or subsequent year: Planning Commission Public Hearing on Amendment and Recommendation to Council

June 5, 2021 or subsequent year: City Council 1<sup>st</sup> Reading

June 19, 2021 or subsequent year: City Council Decision

DRAFT