

# MINUTES

## PLANNING COMMISSION

Hybrid Meeting – In Person and Virtual

City Council Chambers: 321 E 5<sup>th</sup> Street, Port Angeles, Washington 98362

July 26, 2023 at 6:00 P.M.

REGULAR MEETING

### CALL TO ORDER

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

### ROLL CALL

**Commissioners Present:** Benjamin Stanley (*Chair*)  
Andrew Schwab (*Vice Chair*)  
Richie Ahuja  
Tammy Dziadek  
Marolee Smith  
James Taylor  
Colin Young

**Commissioners Absent:** None

**City Staff Present:** Ben Braudrick (*Senior Planner*)  
Zach Trevino (*Assistant Planner*)  
Shannen Cartmel (*Community Services Deputy Director*)

**Public Present:** David Ventura, Meghan Ventura

### PUBLIC COMMENT

**Chair Stanley** opened the meeting to general public comment.

No member of the public provided any comment.

**Chair Stanley** closed the meeting to public comment.

### APPROVAL OF MINUTES

**Vice Chair Schwab** moved to approve the minutes from the May 24, 2023 regular meeting of the Planning Commission. The motion was seconded and passed unanimously (6-0) through a consent vote. Commissioner Smith had not arrived at the meeting at the time of this vote.

### ACTION ITEMS

#### 1. Façade and Sign Grant Application No. 23-02

**Planner Trevino** introduced the Façade and Sign Grant Application received from Phoenix Dragon Martial Arts requesting funding for improvements of the building located at 1025 E 1<sup>st</sup>

Street in the City of Port Angeles. He displayed a presentation detailing the request, comparing existing conditions with the proposed improvements, and conveying staff's recommendation that the Planning Commission approve the request. Following staff's overview of the request, Applicants David and Meghan Ventura provided an explanation of their request. The Commission discussed the proposal and asked clarifying questions of the applicants and staff regarding the proposed work and the requirements of the grant program. Staff confirmed that the applicant has applied for a building permit for the proposed work.

**Motion: Commissioner Ahuja moved to approve Façade and Sign Grant Application No. 23-02 for Phoenix Dragon Martial Arts at 1025 E 1<sup>st</sup> Street.**

**The motion was seconded by Commissioner Smith and passed unanimously (7-0) through a roll call vote.**

## **2. Port Angeles Comprehensive Plan Periodic Update – Subcommittee Creation**

**Planner Braudrick** provided an overview of the anticipated 2025 Comprehensive Plan Periodic Update process and the purpose of the stakeholder advisory group that the City is working to assemble. Staff clarified that this periodic update is distinct from an annual amendment, such as the amendment recently completed in June of 2023. Following the introduction of the process of subcommittee creation, questions from the Planning Commission were directed to staff and discussion ensued, with the following main points raised:

- The next steps in the planning process include obtaining grant funding from the Department of Commerce and signing a contract with a consultant.
- Staff clarified that the subcommittee would be limited to three members.
- In response to questions about the process timeline and meeting scheduled, staff explained that the subcommittee would likely participate in approximately four primary meetings spaced at regular intervals, with other meetings scheduled as needed. An open house occurring in the City will be part of the engagement process. Consensus from the stakeholder group will be needed to establish meeting times that work for participants.
- The number of members permitted to participate in the subcommittee was discussed. Staff clarified that the intent is to ensure that the subcommittee is not subject to the Open Public Meetings Act and emphasized that the entire Commission will be involved in the update process even if only three will serve on the subcommittee.
- The Planning Commission Bylaws were consulted to determine the proper method of creating a subcommittee and its composition.

**Motion: Chair Stanley moved to create a subcommittee of the Planning Commission to solicit stakeholder input in the 2025 Comprehensive Plan Periodic Update process.**

**The motion was seconded Commissioner Young and passed unanimously (7-0) through a consent vote.**

Following the creation of the subcommittee, further discussion ensued about the composition of the subcommittee.

**Chair Stanley** encourage other members to take leadership roles in the subcommittee.

**Vice Chair Schwab** explained that Article III, Section 5 of the Bylaws requires the Chair to

appoint all subcommittee members and serve as an ex-officio member without the power to vote.

The Commission decided to defer appointment of subcommittee members to a future meeting of the Planning Commission to allow the Commissioners to further consider the bylaws and the optimal membership of the subcommittee.

### **STAFF UPDATES**

City staff provided the following updates to the Commission:

- **Planner Braudrick** announced that the 2023 Amended Comprehensive Plan was approved by City Council.
- **Planner Braudrick** informed the Commission of Council's request for staff to draft code incorporating accessory dwelling unit requirements of Engrossed House Bill 1337. A public hearing will occur in front of the Commission on August 9, 2023. The draft code will be released for public consideration on August 4, 2023. The Department of Commerce has been notified and public notice of the hearing has been distributed.
- **Deputy Director Cartmel** announced that the City is in the process of hiring a Housing Administrator.

### **REPORTS OF COMMISSION MEMBERS**

- **Commissioner Young** asked staff to provide an update regarding the short-term rental moratorium. Staff explained that a consultant has been secured and the analysis process is scheduled to conclude in February of 2024.
- **Commissioner Smith** asked about business license requirements. Staff confirmed that business licenses will be considered as part of the process to address short-term rentals.
- **Commissioner Dziadek** asked Vice Chair Schwab what steps he has taken to master parliamentary procedure. **Vice Chair Schwab** recommended Jurassic Parliament and recommended obtaining a copy of Robert's Rules. Staff confirmed that the City can provide educational resources to the Commissioners.
- **Commissioner Dziadek** recommended writing by Donella Meadows to the other Commissioners. The essay called "Dancing with Systems" was distributed to the Commission on July 21, 2023.
- **Chair Stanley** recommended Jane Jacobs' book *The Nature of Cities* as a resource for discussion of complex systems from a planning and economic framework.
- **Commissioner Ahuja** emphasized the importance of using case studies from other cities to justify ecological action. He announced that the next United Nations General Assembly will occur in September and will focus on cities.
- **Commissioner Taylor** explained that he met with the City Manager to discuss development in the City. He asked for status updates regarding the Field Hall and Lower Elwha Klallam Tribe Hotel. **Planner Braudrick** and **Deputy Director Cartmel** provided status updates for these projects.

- **Commissioner Smith** asked for a status update on the Race Street project. **Planner Braudrick** explained that the planned end date for construction, including landscaping, is in October.
- **Commissioner Ahuja** reminded staff of his prior request for information from the Finance Department.
- **Commissioner Smith** announced that she will be starting a new dog boarding business in the City of Port Angeles.
- **Chair Stanley** encouraged the promotion of the idea that 1<sup>st</sup> Street and Front Street should be decoupled and transition from one-way to two-way streets. Brief discussion of cross-town routes occurred.

### **ADJOURNMENT**

Chair Stanley adjourned the meeting at 7:27 P.M.

---

Zach Trevino, Secretary

---

Ben Stanley, Chair

MINUTES PREPARED BY: Zach Trevino, Secretary