

CALL TO ORDER

Chairperson Terry Thompson, called the meeting to order at 6:03 p.m. February 29, 2016.

ROLL CALL

Commissioners: Chairperson Terry Thompson, Chris Dorow, Deena Vietzke, Brian Gentry and Roger Ensz

Staff: City Community Development Director Travis Goddard, Mayor Shawn Logan, Council Member John Lallas and Planning Secretary, Trisha Tolley

Quorum Established.

APPROVAL OF DECEMBER 3, 2015 PLANNING COMMISSION MEETING MINUTES

It was voted to accept the minutes from December 3, 2015. M/S Ensz/Gentry

ELECT NEW PLANNING COMMISSION CHAIRPERSON AND VICE CHAIR PERSON

A nomination for Planning Commission Chair was made by Brian Gentry to elect Terry Thompson. M/S Gentry/Ensz

A nomination for Vice Chairperson was made by Brian Gentry to elect Roger Ensz. M/S Gentry/Thompson.

RETOOLING OF THE CODE

City Community Development Director Travis Goddard explained the primary purpose is ROC Program (retooling our code) is the umbrella project for addressing improvements, reorganization and new suggestions and directions for code changes. He asked the Planning Commission to think about what issues they would like to start with first and how they would go about working through it.

One concern was residential rentals and complicated rules of when you can rent and when you can't. People are renting without disclosing that they are renting because of the difficulty in doing so. What codes are going to be enforced? Why two residents can't be placed on the same property.

Council member John Lallas indicated that they have identified at least 56 total non-compliant places living in Othello. The council voted on giving them the opportunity to make it compliant. Once they do make it compliant, it will be as is, we can't take it away from them. We will notify them, give them a certain amount of time to get it done. If needed we will have to provide for a place for them to live until the corrections can be made. If the corrections can't be made then they will have to find a different place to live. Another issue that needs to be addressed is storm water and how to contain it.

Residential Sub-divisions developing would be another issue having the developer installing grass and sprinkler systems. Places that have been built for several years still don't have grass put in. Possibly having the developer create a theme for their sub-division instead of being plain.

Council member Chris Dorow suggested that education and communication would help the situation in the community on water use.

Community Developer Travis Goddard talked about the Development Code process for reviewing a project and the standards for the use. We can update the code to create more efficient processes but we don't change the quality of projects. Mr. Goddard then went over the process and the four different stages, Pre-application conferences to review the idea, the preliminary process, installation and inspections as part of the final process, and then the building permit stage. After discussions on the different steps Mr. Goddard pointed out that the

Comprehensive Plan will be adopted shortly and it will lay down the general direction of the decision making. There are 4 types of applications, type 1 is an administrative decision, and they have clear objective and non-discretionary standards. Type 2 is also an administrative decision but it has some objectives and subjective standards with limited discretions. Type 3 quasi-judicial decisions with a third party independent person called a Hearings examiner that makes the decision and the 4th type is a policy decision on legislative decision made by the city council. Type 2, 3 and 4 all require public notice, to be put in the newspaper. The typical process and time frame for type 1 is 21 days, 78 days for type 2 and 92 days for type 3.

REORGANIZATION OF THE CODE

Mr. Goddard briefly went over codes that don't make sense in the sections they are listed and need to be corrected. He also mentioned that residential zones need to be simplified into a chart to make it easier and faster to read.

CRITICAL AREAS ORDINANCE UPDATE

There is a Department of Commerce mandated update for our Critical Areas Ordinances. Critical Aquifer Recharge Area (CARA), Fish & Wildlife Habitat Conservation Areas, Frequently Flooded Areas, Geologically Hazardous Areas and Wetlands. The City of Othello has requested a grant from the State Department of Commerce to hire some professionals to give advice on best available science that's out there.

PROCESS IMPROVEMENT

Mr. Goddard indicated that fees for different types of applications and permits needed to be gone over. What should people be paying for and who should pay? Who benefits? The public, developer, or the buyer. How should we be collecting these fees? Another task the City Council assigned to the Planning Commission was to have the Planning Commission discuss and lay out a recommendation in terms of the sale and growing of marijuana within the city limits. This needs to be done before June.

Another discussion was about the use of irrigation water in the city limits if available rather than using domestic water to irrigate.

It was decided on which topics would be discussed first. It was determined that Marijuana should be discussed at the next Planning Commission meeting. Zoning would be second, Permit Process third, Fees fourth, Reorganizing the Code fifth, Annexation Strategy and Critical Areas Ordinance sixth. Planning Commission member Roger Ensz wanted to have other topics be ready for discussion in the case that the original topic of the meeting gets resolved in a timely manner. A Public Hearing will be scheduled for the Marijuana topic for the next Planning Commission meeting. It was decided to give the public three minutes to state their case unless the Planning Commission members have additional questions. A signup sheet will be at the hearing with the headings of Pro or Anti to keep track of who attended.

ADJOURNMENT

Having no other business at hand a motion was made to adjourn the meeting. M/S Ensz/Gentry Meeting adjourned at 8:26 pm. The next meeting is scheduled for March 29, 2016.

By: _____ Date: _____
Trisha Tolley, Planning Secretary

NOTE: These are abbreviated minutes that contain all motions and business conducted. These meetings are taped; a complete record of the minutes may be obtained by contacting the Planning Commission Office or a verbatim copy of these minutes can be ordered at the requestor's expense.