Minutes
Kitsap County Planning Commission
Administration Building - Commissioners Chambers
February 4, 2014 9:00 am

These minutes are intended to provide a summary of meeting decisions and, except for motions made, should not be relied upon for specific statements from individuals at the meeting. If the reader would like to hear specific discussion, they should visit Kitsap County’s Website at http://www.kitsapgov.com/dcd/pcc/default.htm and listen to the audio file (to assist in locating information, time-stamps are provided below).

The Kitsap County Planning Commission met on the above-stated date at the Kitsap County Administration Building Commissioner’s Chambers, 619 Division Street, Port Orchard, WA.

Members present: Lou Foritano, Tom Nevins, Jim Svensson, Linda Paralez, Jim Sommerhauser and Linda Rowe

Members absent: Karanne Gonzalez-Harless

Staff present: Larry Keeton, Patty Charnas, Darren Gurnee, Constance Blackburn and Planning Commission Secretary Karen Ashcraft

9:00:04

A. Call Meeting to Order, Introductions

9:00:39

B. Election of 2014 Officers: Chair is Lou Foritano and Vice-Chair is Karanne Gonzalez-Harless.

9:08:15

C. Adoption of Agenda

A motion is made by Commissioner Sommerhauser and seconded by Commissioner Svensson to adopt the agenda.

The Vote:

Unanimous

The motion carries.

9:08:34


A motion is made by Commissioner Nevins and seconded by Commissioner Svensson to approve the October 15, 2013, October 17, 2013, October 22, 2013 and November 5, 2013 minutes.

The Vote:

Yes: 6

No: 0

Abstain:

The motion carries.

9:09:44

Introduction of Constance Blackburn
E. Briefing: Sign Code: Darren Gurnee, Planner, Planning & Environmental, DCD
   • Sign Code Update for 2014
   • Ad hoc Work Team
   • Guiding Principles

Ad Hoc Work Team members are: Tom Nevins, West Sound Conservation Council, Theresa Osinski, President of Home Builders Association, Ron Eber, Association of Realtors, Sign Company and Business Owners, International Sign Association Representative and Kitsap County

Guiding Principles: Sign Codes must be content neutral; Streamline the Application Process; Foster Economic Development by allowing adequate business representation and making the process predictable; Preserve Kitsap County’s high level of visual quality; Prevent public nuisance towards health, safety and general welfare.

Discussion is held regarding the Inclusion of WS Department of Transportation. Discussion is held regarding the inclusion of private citizens of Kitsap County. The outreach program will be presented to the Advisory Councils, the Chamber of Commerce and requesting their feedback. A suggestion is made to include public meetings.

Discussion is held regarding Political Signs and to address the two political parties.

F. Recognition of Carol Smiley and Mike Brown: Larry Keeton, Director of DCD

G. Director’s Update: Larry Keeton, Director of DCD
   • Budget for 2013
   • LEAN Process for Commercial Review in February and Site Development Activity Permits Review be in March
   • Baldrige Awards
   • Explanation of Outreach Process for upcoming Sign Code, Agriculture Code, Revise of Use Table Update in Title 17, Stormwater Code and Omnibus of corrections/clarification to the code
   • Joint meeting with Kitsap County Board of Commissioners (March or April) – Comp Plan
   • Introduction of new staff members

Discussion is held regarding Port Orchard Airport LAMRID
Discussion is held regarding Customer Survey
Discussion is held regarding Baldrige application
Discussion is held regarding Planning Commission meeting dates and providing an Organization Chart

H. Discussion Planning Commission 2013 Report: Patty Charnas, Planning & Environmental Manager, DCD
   • Review of 2013 Planning Commission Report
Discussion is held regarding the Planning Commission role currently and for upcoming proposals.

Discussion is held regarding Planning Commission minutes to include the individual Commissioner’s vote reasons within the Findings of Fact.

Discussion is held regarding the Sign Code. The Draft Sign Code will be sent to the Planning Commission for their input.

10:30:13

Chair Foritano: For Good of the Order
The next Planning Commission meeting will be held on March 4, 2014.
Commissioner Paralez requests a new wall clock for the Chambers.
Discussion is held regarding the meeting of the Planning Commissioners with their Kitsap County Commissioner.

Time of Adjournment: 10:36:43
Exhibits:
A. Draft Sign Code
B. Power Point Presentation for Sign Code

MINUTES approved this day of March 2014.

Lou Foritano, Planning Commission Chair
Karen Ashcraft, Planning Commission Secretary