

May 9, 2016
STEILACOOM PLANNING COMMISSION MINUTES

CALL TO ORDER:

Chair Cable called the regular meeting of the Steilacoom Planning Commission to order at 6:30 p.m. in the Town Hall.

ROLL CALL:

Chair Cable, Vice Chair Braddock, Mr. Boyle, Mr. Hilleary, Mr. Jacobs, Mr. Miner and Mr. Mroczek were present. Staff member present was Planner Fortner.

Approval of Minutes
April 11, 2016

The minutes of April 11, 2016 were approved with two abstentions.

Public Comment
Non-agenda items

None

Old Business
Agenda Bill 245
Civil Enforcement
Ordinance

Mr. Fortner reported that the Town Council had reviewed the civil enforcement ordinance at their meeting on April 19, along with an alternate version prepared by the administration. The administration version included different wording for the proposed fine section (SMC 14.32.040 F 4), eliminated the criminal penalty section (SMC 14.32.040 K) and eliminated the public notice section (SMC 14.32.050) in the proposed Planning Commission version. Council requested input from the Planning Commission on the matter.

Councilmember Henderson provided written comments on the ordinance to the Commission.

Ms. Braddock expressed her displeasure that the administration version was not brought to the Commission.

The Commission discussed the matter. It was determined that the Commission should take up the three areas of difference between the two versions separately.

Motion

Mr. Mroczek suggested using **Councilmember Henderson's** wording for SMC 14.32.040 F 4. Following discussion, **Ms. Braddock** moved, and **Mr. Jacobs** seconded, to recommend the following wording:

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4. The amount of the civil penalty shall be determined by the Town Administrator using the criteria listed in Subsection A. For each violation, the minimum fine shall be at least \$500 per day for first time violators and \$1000 per day for each subsequent violation. Each day of continued violation or repeated violation shall constitute a separate violation. The Town Administrator shall provide a written explanation to the Town Council for the determination of the fine based on the Subsection A criteria.

Approved
6-1 (Hilleary)

Motion passed.

Motion

Ms. Braddock moved, and **Mr. Hilleary** seconded, a motion to recommend that proposed subsection SMC 14.32.040 K Criminal Penalty be retained as originally proposed.

Approved
5-2 (Mroczek, Miner)

Motion passed.

Motion

Ms. Braddock moved, and **Mr. Hilleary** seconded, a motion to recommend that proposed subsection SMC 14.32.050 Public Notification be retained as originally proposed.

The Commission discussed using the Town website for public notice and the type of notice to Council.

Not approved
1-6 (Jacobs for)

The question was called. Motion failed.

Motion

Ms. Braddock moved, and **Mr. Jacobs** seconded, a motion to recommend that proposed subsection SMC 14.32.050 Public Notification be worded as follows:

Section 14.32.050. Public Notification

The Town Administrator shall compile a written monthly report to the Town Council of each stop work order, notice of violation, civil penalty imposed, liens, matters sent to collection, and the disposition of each such item. Motion passed unanimously.

Approved (7-0)

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Agenda Bill 243
Carbon Neutral Policy

This matter was set over from the April meeting. This is a resolution requesting Council authorization to research and draft a Carbon Neutral Policy for adoption into the comprehensive plan. **Mr. Miner** asked if it were properly within the Commission's scope of work. **Mr. Fortner** said the request was proper, as it dealt with the Comprehensive Plan.

Motion
Approved, 7-0

Mr. Jacobs moved, and **Ms. Braddock** seconded, a motion that the matter be forwarded to the Town Council for a decision. Motion passed unanimously.

Agenda Bill 244
Salmon Safe
Certification

This matter was set over from the April meeting. This is a resolution requesting Council authorization to seek salmon safe certification. **Ms. Braddock** provided background on the resolution.

Motion
Approved, 7-0

Mr. Jacobs moved, and **Mr. Boyle** seconded, a motion that the matter be forwarded to the Town Council for a decision. Motion passed unanimously

Temporary Uses &
Structures

Mr. Fortner reviewed the changes made at the April meeting. Discussion included making sure cargo containers were not allowed in residential areas, giving owners of existing cargo containers 90 days to remove them, and making sure that the definition of PODS did not include dumpsters for remodeling debris. **Mr. Fortner** will revise the draft for review at the next meeting.

Reports

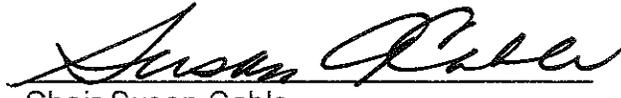
Chair Cable requested an update on the Commission's work plan for the next meeting.

The Commission members were reminded of the WCIA presentation on boards and commissions at the May 17, 2016 Town Council meeting, and were urged to attend.

Adjournment

The Planning Commission adjourned at 8:10 PM

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Chair Susan Cable



Planner Doug Fortner