

TOPPENISH PLANNING COMMISSION
Meeting Minutes
June 13, 2023

Chair Anastasia Sanchez called the meeting to order at 5:53p.m.

ROLL CALL and ATTENDANCE

Present: Chair Anastasia Sanchez, and Commissioners Randy Cobb, Al Hubert, Derald Ortloff

Absent: Commissioners Hollyanna Littlebull and Ezequiel Morfin (excused).

Staff: Victor Shaul, Planning Commission Liaison and Code Enforcement Officer (CEO Shaul).

Tami Colley, Development Services Department Records Manager, Permit Technician.

Dan Ford, Public Works Director, Assistant City Manager, Development Services Director.

APPROVAL of Agenda

Motion by Commissioner Hubert, seconded by Commissioner Cobb to approve the June 13, 2023 Agenda. Motion carried unanimously.

PUBLIC COMMENT

No members of the public were present for public comment.

APPROVAL of Minutes

Approval of the Minutes of the April 19, 2022 meeting, Minutes of the May 2, 2023 meeting and Minutes of the May 16, 2023 meeting.

No discussion.

Motion by Commissioner Hubert to approve the Minutes of April 19, 2022, Minutes of May 2, 2023 and Minutes of May 16, 2023, seconded by Commissioner Ortloff. Motion approved unanimously.

NEW BUSINESS

a. Planning Commission Bylaws and Rules of Procedure.

Chair Sanchez suggests workshop to go through the bylaws to get them done as to not have to come every Tuesday. CEO Shaul stated yes.

Dan Ford stated that the bylaws are straight forward and flexible if the Commission feels that a change needs to be made to them as business moves forward that can be done at that time.

CEO Shaul summarized staff report. State law requires that a Commission to have bylaws and rules and that Commission shall adopt rules for transaction of business. The draft was reviewed by the City Attorney. The process for adoption is Commission has to make a recommendation to the City Council to approve the adoption of the bylaws. Then a resolution goes to the City Council to vote to adopt the bylaws. If the Commission is ready to make a recommendation to City Council to adopt then a motion can be made or if further review is needed a motion can be made for a study session for further consideration.

Section 5 added additional wording stating any appointee must be a resident of the City or have a business interest in the City. There is no term of service.

Section 7-Regular meetings shall be held on a day and time designated by the City Liaison and Chair. Should there be sufficient business a second meeting will be held on the third Tuesday of the month.

Commissioner Ortloff asks for clarification on appeal process. CEO Shaul stated that depending on situation and the process for appeal is in the municipal code. Appeals will go to Hearing Examiner, City Council or Superior Court.

Commissioner Hubert asked that there be something added for how many unexcused absences are allowed for Commissioners and if that indicates dismissal from Commission.

Chair Sanchez states that it would be difficult to fill vacant positions.

CEO Shaul suggested adding 3 unexcused absences may result in dismissal instead of shall. This would leave the decision up to the Commission to dismiss or not.

Chair Sanchez asked if there is a term for the Chair position. CEO Shaul clarified that the Chair and Co-Chair are appointed annually in Section 18 by a vote of the Commission. The term is a calendar year for vote in January.

Motion by Commissioner Hubert to recommend the Bylaws and Rules of Procedure move to the City Council with the suggested changes. Commissioner Cobb seconded the motion. Motion carried unanimously.

WORKSHOP

a. Review and Refresher on Accessory Dwelling Units.

CEO Shaul reviews Accessory Dwelling Units (ADU). Will require a SEPA review and a 60-day review period by the Department of Revenue.

The proposed code amendments would allow ADU's in the R-1, R-2 and B-2 zoning districts.

Existing ADU's connected to the same water and sewer connection as the primary residence would be allowed to maintain that connection. Should those connections fail, then the ADU would be required to have separate connections.

Commissioner Ortloff suggested that the wording be changed in Section 17.94.020 (B). Suggests that the wording be changed where it states shall have separate water and sewer services *from* the primary dwelling. It appears that the water and sewer will be provided from the primary dwelling.

CEO Shaul continued with the requirements of an ADU.

- 1,000 square feet.
- No more than 2 bedrooms.
- 4 off street parking spots.

Purpose to keep within the lot size restrictions and coverage.

From date of adoption of the code there will be a year to bring existing Accessory Dwelling Units up to code requirements.

Conditions of Accessory Dwelling Units:

- Cannot be subdivided from the primary dwelling.
- 14-Day Public Notice.
 - If comment is received during this period, the Planning Commission would review the case.

Next step is to send to the City Council for consideration in a study session. If they have any changes it would come back to the Planning Commission for approval. When there is a final draft of the Ordinance, then the state process will begin with a SEPA and is about a 60-90 day process.

Motion by Commissioner Randy Cobb to send to Council with amendments for study session. Commissioner Ortloff seconded motion. Motion carries unanimously.

OTHER BUSINESS

a. Discussion on business window decals.

CEO Shaul states that the sign code does not address window decals in business windows. The sign ordinance needs to be looked at and updated.

Dan Ford suggests that HLA come in to discuss this issue and Western Theme requirements.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:59 p.m.

 12-5-23
(Anastasia Sanchez, Chair)


Dan Ford, Assistant City Manager