

City of Gig Harbor Planning Commission
Minutes of Work-Study Session
September 3rd, 2009
Gig Harbor Civic Center

PRESENT: Commissioners: Chairman Harris Atkins, Joyce Ninen, Jim Pasin, Michael Fisher and Jill Guernsey. Attending late Jeane Derebey - Absent Dick Allen

STAFF PRESENT: Tom Dolan, Jennifer Kester, Jeff Langhelm and Cindy Andrews

CALL TO ORDER: 4:05 pm

APPROVAL OF MINUTES: None to approve.

City of Gig Harbor, 3510 Grandview St, Gig Harbor, WA 98335 -
(COMP 09-0007, 08, 09, 11) – Utility Plans.

Senior Planner Jennifer Kester summarized the previous meeting, discussing the proposed upgrades to the city's water system infrastructure, fire flow and redevelopment requirements for single family and commercial. Ms. Kester discussed comments she received from two commission members and offered to have hard copies available to anyone who would like them. Senior Engineer Jeff Langhelm discussed the proposed changes to the language of Chapter 2.5 for the Policies and Criteria for Fire Flow Requirements. Ms. Kester summarized the September 3rd, 2009 Water System Plan memo. Mr. Pasin expressed concern that the September 3rd memo did not accurately state the fire flow requirements. Ms. Kester clarified the proposed amendments discuss the collection of pro-rata shares, grandfathering and nonconformities. Commission member Michael Fisher asked if the proposed amendments included upgrades. Mr. Langhelm responded yes. Ms. Kester continued discussing monthly rates and pro-rata shares.

Mr. Langhelm summarized the three ways that the city currently receives funding for upgrades and improvements: monthly rates, general facilities charges (GFC) and pro-rata shares. Ms. Derebey asked if monthly rates could be used for upgrades. Mr. Langhelm replied no, explaining that monthly rates fund the daily operations and emergency repairs. Mr. Langhelm continued discussing GFC and pro-rata share funding. Commission members discuss funding, new development and redevelopment of single family and commercial sites. Mr. Pasin discussed his concerns with redevelopment of nonconforming single family residential sites. Mr. Langhelm continued discussing pro-rata shares providing examples of how they could be applied: through new development with no infrastructure or redevelopment where fire flows could not be met. Commission members continued discussing funding responsibilities. Mr.

Atkins discussed the issues, asking Commission members if they would agree to accept the current policy and the proposed changes for 2.5 Fire Flow Requirements. Mr. Atkins asked Ms. Kester to review and explain the proposed changes to 2.5 Fire Flow Requirements. Ms. Kester discussed the changes, the additions of classification A & B, late comer's agreements for new development, pro-rata shares, GFC list and sprinkler systems. Mr. Pasin asked how many areas in the city currently do not meet the 1,000 gpm requirement for single family. Mr. Langhelm discussed one area that had been identified, also explaining what the homeowners could expect to pay in pro-rata shares. Mr. Langhelm pointed out that the City had no class B sites under 1,000 gpm however 3 Class A sites under 3,000 gpm had been identified. Ms. Derebey asked if the area identified as fewer than 1,000 gpm would need to upgrade. Mr. Langhelm replied yes they would need to sprinkle their home and if the improvement had not been identified on the GFC project list, they would be required to pay their pro-rata share. Mr. Atkins asked if the changes to the fire flow section represented new policy and new flow rates. Mr. Langhelm replied no, explaining that the changes had been for clarification purposes only. Ms. Kester provided additional explanation stating that the memo describes what the city currently practices and the strikeouts describe the proposed language changes which carry out the policies. Mr. Pasin discussed his concern for the additional costs imposed on single family residential. Commission members discussed the amendment.

MOTION: To recommend the water system plan with the staff proposed changes to City Council with the following amendments: adding the words "water system" between "adjacent classification" and adding the words "project list" to the end of Water System General Facility Charge on the 7th paragraph of page 2.5. Guernsey / Ninen – Motion passed. 3-2 - Pasin and Derebey no

Ms. Kester summarized the July 16th meeting. Ms. Ninen asked Ms. Kester if she could return to Utility Plans to continue the discussion on 07, 08, 09 and 11. Ms. Kester pointed out that commission members had completed their discussion with the exception of the policies and revisions chart. Mr. Langhelm reviewed the policies and revisions charts. Ms. Ninen asked questions regarding the population figures related to the chart. Ms. Ninen and Ms. Kester discussed population figures. Mr. Atkins pointed out that motions had not been made on the wastewater and utilities plans. Ms Kester discussed Commission members request to have staff prepare findings for storm and water and motions by Commission members on wastewater and utilities. Mr. Langhelm reviewed the key policy revisions for storm and water.

Mr. Langhelm reviewed the changes to wastewater noted on the August 5th memo, the Key Policy and Process Revisions Comparison Chart, revisions to chapter 2 projections for wastewater population, chapter 2 projections for wastewater basin, chapter 10 reclaimed water. Commission members discussed the revisions.

MOTION: Move to recommend the changes of the wastewater to council and direct staff to write findings. Guernsey / Ninen – Motion passed.

Mr. Atkins discussed the water system plan portion of the Utilities Element. Ms Kester pointed out the intent of the amendment had been to clarify the city water system plan explaining the amendment is a housekeeping change.

MOTION: To accept the changes to the Utilities Element as presented and direct staff to prepare findings to recommend to council. Ninen / Fisher – Motion passed.

City of Gig Harbor, 3510 Grandview St, Gig Harbor, WA 98335 –
(COMP 09-0010) – Capital Facilities Plan

Ms. Kester summarized the August 5th, 2009 memo, Revisions to Capital Facilities Element. Ms. Kester discussed the items identified by Commission members that required revisions, the transportation project listed in the Capital Facilities Plan, the financial language and the operation and maintenance language on page 12-28. Ms. Kester and Commission members discussed the items. Mr. Atkins asked Commission members if they would like to defer action on the issue until the financial language could be resolved. Ms. Kester pointed out to Commission members that they may not see the amendment again until the October meeting. Ms. Ninen asked if a recommendation could wait until the updated information become available. Ms. Kester stated that commission members could direct staff to prepare draft findings based upon updated information. Mr. Atkins reviewed the items of concern: to reconcile the project lists in the individual system plans with the project lists in the capital facility plan and to update the financial information in the capital facility plan.

MOTION: To make a recommendation for approval with the condition that the language for the operation and maintenance plans and the updates to the definition of the revenue source language be provided. Ninen / ***Motion died for lack of a second***

Commission members and staff discussed the motion, capital projects and projections. Commission members discuss deferring the amendment due to the lack of accurate information on the two items. Ms. Kester suggested that when the updated information becomes available staff could prepare draft findings to present to Commission members.

MOTION: To direct staff to update the capital facilities plans finance section as well as reconcile the capital facilities information between the Stormwater plan itself and the Capital Facilities plan and for staff to prepare a draft recommendation of approval with findings. Derebey / Guernsey – Motion passed.

City of Gig Harbor, 3510 Grandview St, Gig Harbor, WA 98335 –
(COMP 09-0012) – 3700 Grandview Street Land Use Map Amendment

Ms. Kester summarized the 3700 Grandview Street land use map amendment, discussing the current tree and view study; and also addressing the RB-1 and RB-2 concerns. Ms. Kester next introduced agent Carl Halsan for his presentation.

Mr. Halsan provided Commission members with new site drawings and an updated development agreement. Mr. Halsan discussed the updated drawings, tree retention and the revised development agreement, also providing a PowerPoint presentation showing the proposed views from several different locations along Harborview Dr. looking up towards the site. Mr. Halsan continued discussing the height and setback requirements of the site. Commission members discussed the most recent tree survey, access to the site and the parking garage, retaining walls, height restrictions and the appropriate land use designation for the site. Ms. Kester suggested that notations be made on the plans to clarify what trees the applicant planned on removing and retaining. Mr. Pasin asked to review the original plans presented to City Council members. Ms. Kester agreed to provide the plans to Commission members. Mr. Atkins discussed project requirements; Ms. Kester agreed to provide an outline for Commission members.

Ms. Kester discussed the September 24th work-study session reminding Commission members of the 4:00 pm start time.

MOTION: Motion to adjourn at 6:45 pm. Ninen / Guernsey – Motion passed.