

**TOWN OF COUPEVILLE
PLANNING COMMISSION MEETING
MINUTES
April 6, 2021
6:05 p.m.**

PRESENT

Vice-Chair Michelle Cook, Commissioners Ralph Gamble, Dana Luvera, Von Summers

STAFF PRESENT

Planning Director Donna Keeler, Mayor Molly Hughes, Assistant Planner Jewell Hamilton, Recording Secretary Claudia Golden

APPROVAL OF AGENDA

The agenda for the regular Planning Commission meeting of April 6, 2021, was approved as presented.

ELECTION OF OFFICERS

Vice Chair Cook called for nominations for Chair.

Commissioner Summers nominated Vice Chair Cook for Planning Commission Chair; Vice Chair Cook accepted the nomination No other nominations were offered. *The nomination was approved unanimously.*

Chair Cook called for nominations for Vice-Chair.

Chair Cook nominated Commissioner Armstrong for Planning Commission Vice-Chair, Commissioner was not present to accept the nomination. No other nominations were offered. *The nomination was approved unanimously.*

APPROVAL OF MINUTES

The minutes for the special Planning Commission meeting of September 17, 2019, were approved as presented.

DISCUSSION ITEMS

- Planning Commission Rules and Procedures

Planner Keeler provided a description of the role of the Commission, its legal basis and process, and the standards and guidelines on which its decisions are based.

- Privately initiated Comprehensive Plan Amendment request to revise the 2004 Memorandum of Agreement (MOA) Special Planning Area to transfer three dwelling unit credits from MOA “Area B” to “Area A”
- Status of Comprehensive Plan Update

Planner Keeler provided a description of a Comprehensive Plan, for the new members of the Commission. Planner Keeler further described the mechanisms for updating the Comprehensive Plan, the elements to be updated, optional annual amendments, and pending Comprehensive Plan request and revisions. Planner Keeler discussed the status of Cecil Stuurmans MOA.

Questions were asked and answered. Public participation plan was discussed.

MOTION

A motion to direct Staff to prepare a public participation plan and 2021 annual review docket for comprehensive plan amendments for consideration by the Town Council. Motion was seconded. *Motion passed unanimously.*

NEW BUSINESS

No New Business

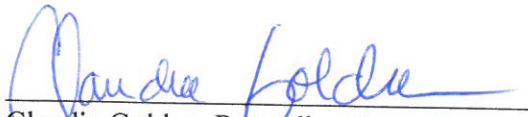
AUDIENCE INPUT

Cecil Stuurmans asked for and received clarification of the MOA application process and the timing going forward.


Susan and Garth Sandberg; 201 n 3rd St. Coupeville WA, asked for and received clarification with regard to notification of the current meeting, the public hearing meeting, the decision process and public input.

ADJORNMENT: 6:50

Respectfully submitted,



Claudia Golden, Recording Secretary



Donna Keeler, Planning Director