

**City of Gig Harbor Planning Commission  
Minutes of Work-Study Session  
Thursday, October 6th, 2005  
Gig Harbor Civic Center**

**PRESENT:** Commissioners Jim Pasin, Jill Guernsey, Marilyn Owel, Scott Wagner, Theresa Malich and Chairperson Dick Allen. Commissioner Harris Atkins was absent. Staff present: Rob White, and Diane Gagnon.

**CALL TO ORDER:** 6:00 p.m.

**APPROVAL OF MINUTES:**

**MOTION:** Move to approve the minutes of September 15th, 2005 Malich/Guernsey – unanimously approved

**NEW BUSINESS**

1. **By-Laws** –

The Planning Commission reviewed the by-laws and discussion was held on the sections needing updating.

Chairman Dick Allen stated that it had been brought up at the last meeting that Article IV Section 5 on attendance might need updating.

Commissioner Owel noted that the City Council policy is if you have 3 absences without being excused you are removed. Additionally she asked for clarification on what constitutes notifying the chair and suggested that perhaps it should be added that you could notify planning staff who would then notify the chair.

Commissioner Malich asked if there had been a problem with attendance as she didn't see a need to change this section.

Community Development Assistant Diane Gagnon pointed out that everyone had a copy of an e-mail from Commissioner Harris Atkins which outlined his thoughts on this issue.

**MOTION:** Move to include in section 5 line 3 after the word the chair, "or planning staff".  
Owel/Guernsey – passed unanimously

It was suggested by Commissioner Wagner that a section be added on providing refreshments. Discussion followed on the wording of the section.

**MOTION:** Move to add a Section 11 to Article IV titled Compensation, stating “Pursuant to the City of Gig Harbor Personnel Regulations page 16 Section GG, The serving of coffee, other light refreshments and meals at meetings involving volunteers and other quasi-employees may be authorized as a limited form of compensation for people who otherwise might be entitled to monetary payment.”

Wagner/

Commissioner Owel suggested that the title be changed to Refreshments rather than compensation.

**AMENDED MOTION:** Move to add a Section 11 to Article IV titled Refreshments, stating “Pursuant to the City of Gig Harbor Personnel Regulations page 16 Section GG, the serving of coffee, other light refreshments and meals at meetings involving volunteers and other quasi-employees may be authorized as a limited form of compensation for people who otherwise might be entitled to monetary payment.”

Wagner/Owel – Passed unanimously

The following “housekeeping” type changes were discussed and agreed upon.

Throughout the by-laws the terms City Hall shall be changed to Civic Center  
In Article III Section 3 remove the word taped and just say “recording’ and change “on file in the City of Gig Harbor Department of Planning and Building Services”, to “on file with the City of Gig Harbor City Clerk”.

It was pointed out by Commissioner Guernsey that in Article IV Section 3 the word “majority” was unnecessary as the direction of the City Council requires a majority.

Commissioner Pasin suggested that the entire sentence be reworded as it seemed awkward.

**MOTION:** Move to change Article IV Section 3 to read, “Special meetings may be called by the chair, a majority vote of the commission or by request of the City Council.

Pasin/ Owel – Passed unanimously

Commissioner Guernsey suggested that perhaps Article IV Section 6 regarding Quorums could just say that four constitutes a quorum. It was decided to leave it as is just in case the number of Planning Commission members changes.

Chairman Dick Allen clarified that comments can be accepted during a work session as long as the Planning Commission doesn’t act on it. He then suggested going page by page to make sure there were no other changes.

Page 1 – no change

Page 2 – no change other than those already addressed

Page 3 – Remove the two day notice for special meetings. Change Department of Planning and Building Services to Community Development Department. Remove the first three sentences of Section 4.

**MOTION:** Move to add a sentence to Article IV Section 4 which states, “Notice of all regular and special meetings shall be given pursuant to the requirements of state law and the Gig Harbor Municipal Code”.

Owel/Wagner – Passed unanimously

Change Planning Director to Community Development Director  
Remove the paragraph which begins with “Petitions and communications” and replace it with the sentence, “Matters which are not on the agenda may at the discretion of the chair be received and discussed at the meeting; however, no official action may be taken on any matter which is not included on the agenda for such meeting.

**MOTION:** Move to change the day that the agenda is closed from Thursday to Wednesday and to change the title of Section 4 to Notice of Meetings and Agenda.

Wagner/Guernsey – Passed unanimously

Page 4 - No change

## **2. Upcoming proposed code amendments -**

Planning Manager Rob White gave an overview of proposed code amendments.

Discussion followed on the need to get these applications processed and it was decided to alternate meetings on the land use matrix and other proposed amendments.

The Planning Commission asked that staff integrate the new proposed definitions into the parking code and bring those changes to the commission for approval rather than the Planning Commission going through the entire document.

Commissioner Pasin suggested that a definition of heliport be developed and that the Planning Commission discuss where they can be located. Commissioner Guernsey pointed out that there was a case on Vashon Island where someone wanted to park a helicopter and it wasn't allowed. It was decided that staff would research the case and propose a definition for their discussion.

## **UPCOMING MEETINGS**

October 20th, 2005 – Work study session on the land use matrix

## **ADJOURNMENT**

**MOTION:** Move to adjourn at 7:50 pm  
Malich/Owel – passed unanimously