

PLANNING COMMISSION MINUTES May 9, 2007

CALL TO ORDER: The meeting was called to order at 7:10 p.m. by Chair George Stead. Commissioners present were George Stead, Tom Whitson, Jennifer Ange, Jim Wilmer, and Robert Allen. Commissioner Kevin Fiske had an excused absence. Planner Bill Trimm and Deputy Clerk Jill Massa were also present.

APPROVAL OF MINUTES: April 4, 2007

The minutes of April 4, 2007 were approved as written.

DISCUSSION/ACTION ITEM: Building Permit/Final Plat Approval Procedures

Chair George Stead recalled this issue arose during the processing of the Gregg short plat. The Planning Commission subsequently discussed and agreed to amend the code so that a building permit could not be submitted, reviewed and issued prior to final plat approval by the Planning Commission and recordation of the plat.

Planner Bill Trimm distributed a memo regarding building permit and short plat processing and briefly reviewed the two examples outlined in the memo.

Discussion followed regarding the possibility of a provisional building permit review, other cities that require ownership for a certain period of time prior to application for demolition, types of building permit (allowed by use/right and conditional), interest in maintaining the Town's character, previous revisions to the short plat process to add preliminary plat and final plat approval, the inability to issue a building permit until a lot is created, and concern with the Gregg case where the building permit was submitted prior to preliminary plat approval.

Mr. Trimm offered to confer with the Town Attorney regarding a conditional use permit to require ownership for a certain period of time before an application for demolition as part of a subdivision could be submitted.

Commissioners discussed whether to allow an applicant to submit building plans to the Town for a provisional review after preliminary plat approval by the Planning Commission and only issue the building permit after final plat approval. Mr. Trimm described the process, noted if utility installation affected lot lines, new plans may be required. He noted that the applicant bears the risk of subsequent changes to a provisional review.

ACTION: *Commissioner Ange* moved that an owner/applicant be allowed to submit a permit for review by the building official following preliminary plat approval with the understanding the permit cannot be issued until final plat approval and recordation. The Planning Commission requested the intent of the motion, that no building permit could be submitted until preliminary plat approval and no building permit would be issued until final plat approval, be codified into

the short plat procedures in the WMC. *Commissioner Allen* seconded the motion. The motion carried unanimously.

DISCUSSION: Underground Power Utility Extensions

Mr. Trimm relayed Mayor Nichols' suggestion that the Planning Commission invite Don Holdridge, Snohomish PUD, to attend a future meeting to discuss undergrounding of utilities. Mr. Trimm offered to invite Mr. Holdridge to the Planning Commission's June meeting.

A brief discussion ensued regarding ways to fund undergrounding of utilities, portions of the Town that have underground utilities, and the cost to underground utilities.

AUDIENCE COMMENTS: None

ADJOURNMENT: The meeting was adjourned at 8:23 p.m.

Jill Massa
Secretary to the Planning Commission

APPROVED BY THE PLANNING COMMISSION

George Stead, Chairman

(These minutes accurately reflect what was said at the Planning Commission Meeting. Publication does not vouch for the veracity of these statements.)