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3 **Town of Coupeville**  
4 **Planning Commission Special Meeting**  
5 **Commissioners' Hearing Room**  
6 **Tuesday, February 2, 2016**  
7 **6:30 p.m.**  
8

9 **PRESENT:** Acting Chair Molly McPherson, Commissioner Carol Moliter, Commissioner Ricardo  
10 Reyes, Commissioner Lynda Richards, Commissioner Lori Taylor

11 **STAFF PRESENT:** Mayor Molly Hughes, Town Planner Tammy Baraconi, Recording Secretary Shelly  
12 Maier

13 **CALL TO ORDER**

14 The meeting was called to order by Acting Chair McPherson at 6:31 p.m.

15 **APPROVAL OF MINUTES**

16 Commissioner Taylor moved to approve the minutes of the September 1, 2015 meeting. Second by  
17 Commissioner Reyes. The minutes were approved as submitted.

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19 **PUBLIC HEARING**

20 Planner Baraconi presented her Staff Report including the adoption of new Rules of Procedures of the  
21 Planning Commission, Town of Coupeville. Discussion ensued regarding potential changes to meeting  
22 dates and times. Acting Chair McPherson asked if any members of the public wished to comment on the  
23 matter; no comments were made. The public hearing was closed by Acting Chair McPherson at 6:37 p.m.

24 The Commissioners chose to continue having the Planning Commission meetings the first Tuesday of  
25 each month and elected to change the start time from 6:30 p.m. to 6:00 p.m. beginning March 1, 2016.

26 Planner Baraconi and several Commissioners discussed a correction to the Staff Report and multiple  
27 corrections to the Rules of Procedures of the Planning Commission. Planner Baraconi stated she will  
28 make the changes and bring the updated documents back for review in March.

29 Acting Chair McPherson reminded the Commissioners she is an "Acting Chair" and Planner Baraconi  
30 requested elections be held during the April meeting.

31 Acting Chair McPherson asked if any members of the public had any comments at that time. Mr. William  
32 Lyle addressed the Commission asking if it would be possible for Planner Baraconi to state what will be  
33 presented in the future Planner's Report sections of the Planning Commission Agendas. Planner Baraconi  
34 acknowledged she can provide the requested detail in future notices.

35 **PLANNER'S REPORT**

36 Planner Baraconi informed the Commissioners there will be a presentation by Island County Planning  
37 Staff regarding joint planning areas of the County's Comprehensive Plan at the March 1, 2016 Planning  
38 Commission meeting. Discussion ensued regarding the Commission's role in Island County's  
39 Comprehensive Plan update; clarifying questions were answered by Planner Baraconi and Mayor Hughes.

40 **NEW BUSINESS**

41 Commissioner Reyes reported his term is up in March 2016. He expressed his desire to continue  
42 representing the Town as a Planning Commissioner. Mayor Hughes stated she will research the policies  
43 and procedures to determine if the position must be reposted.

44 **AUDIENCE INPUT**

45 No additional public comments were made.

46 **ADJOURNMENT**

47 The meeting was adjourned at 7:18 p.m. by Acting Chair McPherson.

48

49 Respectfully submitted:

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Shelly Maier, Recording Secretary

\_\_\_\_\_ Tammy Baraconi, Town Planner

53 *An audio recording of this meeting is available, upon request, from the Clerk-Treasurer.*