



Planning Commission Meeting Minutes
February 3, 2026
Hybrid Meeting – Council Chambers/Zoom Teleconference

COMMISSIONERS:

Present: Tyler McKlosky (Chair), Annette Stewart, Joe Morrison, Tiffany Mitchell, Wayne Wright (Vice Chair)

Absent: Stephanie Bailey, Paul Fontenot

STAFF:

Community Development Director Nick Bond, Principal Planner Jim Fisk, Associate Planner Connor Dahlquist

1. CALL TO ORDER: Commissioner McKlosky called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

2. WELCOME AND INTRODUCTIONS

3. PUBLIC COMMENTS: There were no members of the public present in the chamber and one attending remotely. No public comment was given.

4. APPROVAL OF MINUTES FROM NOVEMBER 4, 2025: Commissioner McKlosky asked if the other commissioners reviewed the minutes from the November 4, 2025 meeting and if anyone had any issues or proposed amendments. Seeing none, a motion was entertained to approve the minutes. Commissioner Stewart moved to approve the minutes and Commissioner Wright seconded. The motion passed unanimously with abstention from Commissioners Morrison.

5. BUSINESS ITEMS

A. Elect Chair and Vice Chair

Public Comments are summarized and not transcribed verbatim. The minutes reflect the general substance of the comments made and are not intended to be a word-for-word account. Full comment details can be listened to from the [published video recording](#).

Commissioner Stewart nominated Commissioner McKlosky to serve as Chair, and the nomination was seconded by Commissioner Wright.

Commissioner Mitchell then nominated Commissioner Wright to serve as Vice Chair.

Both nominations were approved unanimously by the Commission.

Commissioner McKlosky will continue as Chair, and Commissioner Wayne will serve as Vice Chair.

B. DISCUSSION: Landscaping (Attachment)

Principal Planner Fisk presented proposed amendments to Port Orchard Municipal Code Chapter 20.128 to update landscaping standards and clarify approval processes. The updates aim to align with state regulations regarding middle housing, neighborhood connectivity, and environmental performance.

Principal Planner Fisk noted that this topic was previously discussed in November where Public Works staff provided an overview of the City's NPDES permit obligations, explaining that the department is currently mapping the existing tree canopy to establish a canopy goal. This analysis may inform future revisions to tree planting requirements to help meet canopy targets.

The draft amendments included in the Commission packet propose several changes: discouraging long continuous fencing, expanding the applicability of landscaping to all residential and non-residential development; establishing a process for amending previously approved landscape plans; clarifying open space standards to define when turf is appropriate; strengthening invasive species control standards; updating buffer and perimeter requirements; and consolidating fence standards with added treatments for retaining walls.

Principal Planner Fisk asked the Commission to consider how landscaping should be treated between single-family and middle housing types, noting that House Bill 1110 requires equal treatment. Staff analyzed nine other cities' approaches to landscaping under HB 1110 and tree canopy goals, finding a wide range of strategies, including exemptions, requirements, and flexible tools such as tree banks or credits. The City plans to continue discussion as the tree canopy survey progresses, with a goal of bringing a recommendation from the Planning Commission in early fall to City Council for adoption. Staff will maintain a comment matrix for this code update as the discussion proceeds.

Commissioner Wright advised caution regarding invasive species regulation and suggested requiring soil treatment during site preparation to prevent invasive species growth. Commissioner Wright also recommended defining common property lines in fencing standards to avoid disputes between neighbors, while Commissioners Mitchell and Stewart expressed support for the direction of the draft code.

Commissioner Morrison asked whether detached homes are currently exempt from landscaping requirements; Principal Planner Fisk confirmed they are and explained that the proposed update would apply landscaping standards to both single-family and middle housing up to six units.

Commissioner Morrison requested clarification on landscaping requirements for developments

with more than six units, which Principal Planner Fisk provided.

Commissioner Morrison and Principal Planner Fisk discussed current requirements during the platting process for open space and street trees versus individual lots, and Commissioner Morrison weighed the potential impacts of landscaping requirements on homeowners.

Commissioner Morrison also asked how the City plans to address noxious weeds, noting the challenge. Principal Planner Fisk responded that the City often encounters weeds on sites but lacks enforcement tools; the proposed update would provide mechanisms to address invasive species.

Chair McKlosky asked about the timeline, and Principal Planner Fisk stated that staff intends to move forward as quickly as possible, though discussion will continue with no definite end at this time.

Director Bond asked whether the proposed landscaping standards would apply to individual building permits or only during platting; Principal Planner Fisk replied that this is a key discussion point. Commissioner Wright expressed concern about regulating private property landscaping and suggested reviewing HOA landscaping and maintenance requirements as an alternative approach for both landscaping and invasive species management.

C. DISCUSSION: Permitting and Development Approval (Attachment)

Principal Planner Jim Fisk introduced proposed amendments to Port Orchard Municipal Code Chapters 20.22, 20.80, and 20.90 to update the City's process for reviewing final plats. The goal of these amendments is to align procedures with state law and create an administrative review path for Final Plats.

Principal Planner Fisk explained that under the current process, Final Plats are classified as Type IV permits, requiring public notice, a hearing before the Hearing Examiner, and City Council approval. This adds a second public hearing after the applicant has already completed all site improvements and a Preliminary Plat review (Type III permit) that also goes before the Hearing Examiner. Principal Planner Fisk noted that this level of review is redundant because the final plat review is intended only to confirm that conditions of the preliminary plat have been met.

Principal Planner Fisk continued that state law allows final plats to be processed administratively, and because preliminary plats are previously noticed and approved, additional public notice is not required. Staff recommends revising the code to make Final Plat review an administrative process. Draft code amendments will be presented to the Planning Commission at the March meeting, followed by a public hearing tentatively scheduled in April. At the conclusion of the public hearing, staff will request a recommendation by Planning Commission to City Council. A comment matrix will be maintained during the review period.

Commissioner Wright asked for clarification of the platting process and Principal Planner Fisk provided an overview. Wright then asked whether final plats have ever experienced issues that delayed approval or resulted in the City assuming responsibility for poor-quality development. Principal Planner Fisk responded that deviations from preliminary plats are common but are typically identified during the preceding land-disturbing activity permit review prior to the Final Plat approval.

Planning Director Nick Bond added that Final Plat approval includes review of a bill of sale and bond agreements to ensure quality development and completion of required improvements.

D. DIRECTOR'S REPORT


Director Bond announced that the City had a job offer accepted for a senior level building inspector and plan examiner starting in two weeks.

Director Bond also announced that the final two Pre-approved ADU building plans had been approved and are now available for use. Director Bond stated that the City has already received one application for a Pre-approved ADU and encouraged everyone to get the word out and take advantage of the program.

Commissioner Stewart asked if the owner needs to occupy either the primary or accessory unit and Director Bond confirmed there are no ownership requirements tied to these plans.

Director Bond's final announcement was that the City did not receive any applications for Comprehensive Plan Amendments.

ADJOURN: Commissioner McKlosky adjourned the meeting at 6:31 pm.



Tyler McKlosky, Chair



Nick Bond, AICP, Community Development Director