



PLANNING COMMISSION MEETING AGENDA

April 27, 2016

1. Call to Order and Roll Call

- A. Chair Reeves; Vice-Chair Whalen
- B. Commissioners Boyle, McMillan, Ripplinger, Balsley, and [VACANCY]

2. Citizen Comment Period

3. Additions, Deletions or Corrections to this Meetings Agenda

4. Approval of Minutes

- A. March 23, 2015 (Draft minutes will be distributed at meeting)

5. Old Business

- A. Discussion Items
 - i. Update on PSRC Comprehensive Plan Certification
 - ii. Sign Committee Update
 - iii. Review and Potential Update to Milton's Zoning Map

6. New Business

- A. Discussion Items
 - i. Low Impact Development Code Update (Jamie Carter)
 - ii. Commission Vacancy and Upcoming Expiration of Commission Member's Terms of Office

7. Commissioner Reports

8. Staff Updates

9. The Commission's Work-Plan Planner

- A. Updated April 21, 2016.

10. Next Meeting – May 25, 2016 – Old and New Business Planned to be on the Agenda

- A. Substandard Lots
- B. Low Impact Development Code

11. Adjournment

The City of Milton Planning Commission creates land use policy incorporating the citizen's voice and makes recommendations to City Council to establish and enhance a framework of standards in order to preserve the integrity and quality of life in the community.



Agenda Item #: 5.A.i

To: Mayor Perry and Planning Commission Members
From: Mark Howlett, P.E., City Engineer/Interim Public Works Director
Date: April 21, 2016
Re: Update on PSRC Comprehensive Plan Certification

ATTACHMENTS: Puget Sound Regional Council Plan Review Report and Certification Recommendation

TYPE OF ACTION:

Information Only Discussion Action Public Hearing Expenditure

Issue: On April 18, 2016 the City Council passed a Resolution adopting a work plan to address modifications to the City's Comprehensive Plan. These modifications are necessary to comply with the requirements of the Puget Sound Regional Council.

This resolution did not modify anything in the City's current Comprehensive Plan, but assures the PSRC that the City will continue to work on these issues and make required modifications by the June 30, 2017 deadline.

This item before the Planning Commission is to begin discussions on what steps need to be taken to comply with PSRC's review report and what recommendations should be made to the Mayor and City Council.

PSRC PLAN REVIEW REPORT & CERTIFICATION RECOMMENDATION

CITY OF MILTON COMPREHENSIVE PLAN

December 31, 2015



BACKGROUND

The Washington State Growth Management Act calls for coordination between local, regional, and state planning efforts. To advance this coordination, state law requires PSRC to certify that regional transit plans, countywide planning policies, and local comprehensive plans within the central Puget Sound region conform to: (1) established regional guidelines and principles, (2) the adopted long-range regional transportation plan, and (3) transportation planning requirements in the Growth Management Act. Within the central Puget Sound region, the multicounty planning policies in VISION 2040 have been established as the regional guidelines and principles under Revised Code of Washington (RCW) 47.80.026. Certification of local comprehensive plans is also a requirement for jurisdictions and agencies that intend to apply for PSRC funding or proceed with any project submitted into the Regional Transportation Improvement Program, regardless of funding source.

Within the central Puget Sound region, local governments and PSRC have worked together to develop an overall process ([Adopted Policy and Plan Review Process](#), Revised September 2003) for reviewing and certifying local, countywide, regional, and transit agency policies and plans.¹ This process also provides an opportunity to coordinate and share information related to local and regional planning. A set of materials, compiled in a [Plan Review Manual](#), provides details on the review and certification process, background, and framework. The manual also provides guidance and checklists for aligning plans and policies with [VISION 2040](#), [Transportation 2040](#), and [Growth Management Act](#) requirements.

DISCUSSION

This report summarizes the findings and recommendations regarding the major update to the comprehensive plan for the City of Milton, adopted by the city on June 15, 2015. PSRC last certified the Milton comprehensive plan in 2002. Since 2002 the plan has also been updated with annual amendments. PSRC staff reviewed Milton's 2015 update to its comprehensive plan, and coordinated with city staff in the development of this report.

CERTIFICATION RECOMMENDATION

Based on the review of the City of Milton comprehensive plan, the following action is recommended to the PSRC Growth Management Policy Board, Transportation Policy Board, and Executive Board:

The Puget Sound Regional Council conditionally certifies that the transportation-related provisions in the 2015 City of Milton comprehensive plan update conform to the Growth Management Act and are consistent with multicounty planning policies and the regional transportation plan.

¹ The certification requirement in the Growth Management Act is described in RCW 47.80. The specific requirements for transportation elements in local comprehensive plans are spelled out in RCW 36.70A.070. PSRC's Interlocal Agreement, Section VII, also provides direction for the review of local comprehensive plans and countywide policies (Resolution A-91-01, amended March 1998). The Council's Executive Board last updated its process for Policy and Plan Review in September 2003. The process is also described in VISION 2040, Part IV: Implementation.

Conditional status is in place until the city amends the comprehensive plan to address inconsistencies between land use assumptions used in the plan and housing growth targets adopted by Pierce and King counties (see details on page 3) and make clear that all elements of the plan assume consistent 20-year growth in housing and jobs. This work will occur according to the following schedule:

- 1. Council adoption of a work plan to address the condition identified in the certification report by April 30, 2016.**
- 2. Submission of a draft amended comprehensive plan and supporting documents that address the condition to PSRC for review and comment in advance of adoption.**
- 3. Once the condition is adequately addressed, submission of the adopted amended comprehensive plan and supporting documents by June 30, 2017, for review and certification by PSRC.**

The city acknowledges and understands these conditions.

The remainder of this report contains a summary of the PSRC review of the City of Kent comprehensive plan update. Under each heading, the scope of the certification review, as guided by the [Plan Review Manual](#) and Local Comprehensive Plan Checklist, is listed in high level bullets. Discussion in each topic area highlights exemplary provisions of the plan, as well as issues identified through the certification review where future work on the part of the city is needed to more fully address VISION 2040, Transportation 2040, and Growth Management Act planning requirements.

Part I: Conformity with Growth Management Act Transportation Planning Requirements

SCOPE OF REVIEW

The Growth Management Act (RCW 36.70A.070(6)) includes several requirements related to transportation elements in local comprehensive plans. These requirements are summarized as follows:

Land use assumptions and forecasts of travel demand that are internally consistent and consistent with growth targets.

Service and facility needs, including inventories of existing facilities, and level-of-service standards and concurrency provisions that address multiple modes of travel, planned land uses and densities, and state highways.

Financing and investments, including a multiyear financing plan and reassessment strategy to address potential funding shortfalls.

Intergovernmental coordination with neighboring cities, counties, and regional and state agencies.

Demand management, including programs to implement the Commute Trip Reduction Act.

Pedestrian and bicycle planning, including project funding and capital investments, education, and safety.

Land uses adjacent to airports, identifying relevant facilities, existing and planned uses, and policies that discourage incompatible uses.

Air quality is largely an interjurisdictional issue in which each jurisdiction's travel behaviors, measured through vehicle emissions, affect the regional airshed. The Washington Administrative Code (WAC) requires local transportation elements and plans to include "policies and provisions that promote the reduction of criteria pollutants" for mobile sources (WAC 173-420-080). When PSRC reviews plans, it also certifies that the comprehensive plans include air quality policies and provisions, including a commitment to meeting the requirements of applicable federal and state air quality legislation.

DISCUSSION: EXEMPLARY PLAN PROVISIONS

The City of Milton’s comprehensive plan satisfies most of the transportation planning requirements of the Growth Management Act and includes adequate air quality policies and provisions. The plan includes many provisions that go above and beyond minimum requirements, including:

- ☑ The plan focuses on a 2012 community visioning process that casts Milton as a “City of Places.” These places, or special planning areas, are incorporated in all elements of the plan with special planning area-specific policies, underscoring the neighborhood and center focus of the plan. In addition, each element is guided by questions derived from the community visioning process.
- ☑ Policy MM 1.7 includes a commitment to developing a comprehensive bike and pedestrian network that links neighborhoods with activity centers and institutions, as well as neighboring jurisdictions, building off of the city’s connection to the Interurban Trail. Additional policies (MM 1.5, MM 1.13) support this network through developing clear wayfinding and signage for the network.
- ☑ Intergovernmental coordination is highlighted in the plan, and is sensitive to the context of both King and Pierce counties, multiple transit agencies, the Puget Sound Regional Council, and appropriate state agencies.

DISCUSSION: CONDITIONS FOR CERTIFICATION

The city must address the following provisions of the Growth Management Act and VISION 2040 in order to maintain certified status:

- ☐ RCW 36.70A.130 requires that local comprehensive plan updates accommodate the growth projected to occur over the subsequent 20-year period. VISION 2040 (MPP-DP-3) calls for countywide adoption of housing and employment growth targets that promote the Regional Growth Strategy. MPP-T-9 calls for coordination of state, regional, and local transportation planning in support of that strategy. RCW 36.70A.070 requires the transportation element of local comprehensive plans to implement and be consistent with the land use element.

Located within two counties, the City of Milton must plan for targets set in both King and Pierce counties. For the 20-year planning period in this update, the estimated combined housing target is 300 units and the employment target 1000 jobs. The land use and housing elements of the comprehensive plan update assume growth of approximately 700 housing units between 2014 and 2035; the transportation element assumes growth of approximately 300 households. The city should amend the comprehensive plan to clarify the technical and policy basis for planned growth assumptions, to resolve inconsistencies between plan elements, and to demonstrate alignment with the adopted growth targets and support for the regional growth strategy. PSRC staff is available to provide technical guidance on reconciling the various growth assumptions and documenting data sources and policy references.

Part II: Consistency with Regional Plans and Policies

OVERVIEW

This section discusses consistency with the adopted multicounty planning policies (established regional guidelines and principles under RCW 47.80.026) adopted in VISION 2040, and Transportation 2040, the region’s long-range transportation plan. In addition to the multicounty planning policies, VISION 2040 contains a regional growth strategy with a preferred distribution of the region’s residential and employment growth, as well as a number of implementation actions for local governments to carry out. VISION 2040 calls for local comprehensive plans to contain a brief statement of how the plan addresses the multicounty planning policies. Each policy area addressed in VISION 2040 is discussed in turn below.

VISION 2040 CONTEXT STATEMENT

VISION 2040 calls for local plans to include a context statement that describes how the comprehensive plan addresses regional policies and provisions adopted in VISION 2040. The city should address this provision when the plan is next amended. Examples of context statements are provided in PSRC's [Plan Review Manual](#), page 2-1.

Environment

SCOPE OF REVIEW

VISION 2040 calls for local comprehensive plans to address the following environmental policy topics:

Stewardship, including addressing the natural environment throughout the plan, decisions based on best-available science, and regional environmental initiatives.

Earth and habitat, including open space protection, restoration and protection of native vegetation, and coordination with adjacent jurisdictions.

Water quality, including actions that maintain hydrologic functions and reduce water pollution in ecosystems, watersheds, shorelines, and estuaries.

Air quality and climate change, addressing federal and state laws, reduction of pollutants, Puget Sound Clean Air Agency policies, and reduction of greenhouse gas emissions and adaptation to climate change.

DISCUSSION: EXEMPLARY PLAN PROVISIONS

The city's comprehensive plan addresses the environmental policy topics in VISION 2040 with strong goals and actionable policies in all topic areas. Highlights include:

- ☑ The land use element includes proactive goals and policies for addressing climate change through mitigation and adaptation, including policies that promote energy efficiency, transportation choices, and protection of natural resources. These policies are complemented by policies in the transportation element that encourage alternatives to driving alone.
- ☑ The plan contains policies that recognize the ecosystem services provided by wetlands (EV 1.7) and other sensitive habitats, and commit to their preservation.
- ☑ A goal (UT 5) in the utilities element addresses the management of stormwater to maintain environmental quality and protect property and drinking water supplies. Implementing policies call for the city to maintain a comprehensive stormwater plan, encourage the use of Low Impact Development techniques, and ensure that regulations protect threatened and endangered species.

DISCUSSION: AREAS FOR FURTHER WORK

The certification review did not identify any major areas for improvement of the plan to better align with regional guidelines and principles on the environment.

Development Patterns – including Regional Growth Strategy

SCOPE OF REVIEW

VISION 2040 calls for local comprehensive plans to address the following development patterns policy topics:

Urban areas, including targets for housing and employment growth, compact communities that support transit and walking, and provisions for redevelopment of underused land.

Centers, including planning for one or more central places as locations for compact, mixed-use development, with policies that prioritize funding to centers to advance development.

Unincorporated urban areas, including policies that advance annexation and orderly transition of governance.

Resource lands, including identification of steps to limit development.

Regional design, addressing local provisions that apply the Transportation 2040 Physical Design Guidelines, energy efficient building, historic preservation, and enhanced sense of community.

Health and active living, addressing healthy environment, physical activity and well-being, and safety.

DISCUSSION: EXEMPLARY PLAN PROVISIONS

The city's comprehensive plan addresses the development patterns policies in VISION 2040. Highlights include:

- ☑ The plan accommodates housing and jobs within locally defined centers and corridors. The plan's "City of Places" vision identifies and includes specific policies for special planning areas throughout the city to serve residents and visitors, and provide centers for economic development opportunities. The vision was created with significant input from Milton residents, a theme carried throughout the plan.
- ☑ Health and active living are advanced throughout the plan, including policies that encourage land use patterns that promote walking, biking and transit with accessibility to services and employment, construction of healthy buildings, and access to healthy foods by recognizing grocery stores as neighborhood anchors and supporting community gardens and farmers markets.
- ☑ Protection of the natural environment and responsiveness to climate change are central tenets of the plan. Notable policies and actions address partnerships for restoration of Hylebos Creek (EV 1.7-8), and promotion of community resiliency through adaptation to climate change (EV 3.2).

DISCUSSION: AREAS FOR FURTHER WORK

The city should address the following comments at the earliest opportunity through future amendments to the comprehensive plan, subarea plans, or functional plans:

- ☐ VISION 2040 (MPP-DP-11,13, MPP-T-11) calls for central places to be designated in all jurisdictions, and for those centers to be supported with priority investments and local funding. The plan identifies a Town Center Special Planning Area as a vibrant, walkable, mixed-use town center. The city should strengthen support for the town center with policies that prioritize public investments, including transportation funding, to the town center.

Housing

SCOPE OF REVIEW

VISION 2040 calls for local comprehensive plans to address the following housing policy topics:

Increased housing production opportunities, including diverse types and styles for all income levels and demographic groups.

Affordable housing needs, including an assessment of existing and future housing needs based on regional and local factors, including household income, demographics, special needs populations, and adequacy of existing housing stocks.

Regional housing objectives in VISION 2040, including promotion of housing diversity and affordability, jobs-housing balance, housing in centers, and flexible standards and innovative techniques.

DISCUSSION: EXEMPLARY PLAN PROVISIONS

The city's comprehensive plan addresses the housing provisions contained in VISION 2040. The plan incorporates a number of best housing practices that address identified housing needs. Highlights include:

- ☑ Policies, such as Housing Policy 3.2, encourage affordable housing throughout the city, specifically through preservation, permitting manufactured housing and accessory dwelling units, inclusionary or incentive zoning, and multi-family development well-served by urban amenities.
- ☑ The housing element directs the city to work with and support social and health service organizations and state agencies that offer housing programs for low income or special needs residents, as well as residents

in crisis. Housing Policy 3.5 directs the city to compile information on these services for residents in need, and assist non-profit housing developers in finding suitable sites for affordable developments.

DISCUSSION: AREAS FOR FURTHER WORK

The city should address the following comments at the earliest opportunity through future amendments to the comprehensive plan, subarea plans, or functional plans:

- MPP H-2 calls for local plans to provide for a sufficient supply of housing to meet the needs of low and moderate income households, including through preservation, rehabilitation, and new development. Background analysis of current housing conditions in the city highlights indicators of current and potential future housing needs. The housing policies would be strengthened by responding to some of the specific needs identified. For example, data that show that more than 40% of both homeowners and renters are cost burdened suggests a need for programs to provide low income residents greater access to ownership housing. In addition, data that show that nearly half of all units are in attached or multifamily building types, which suggests a need for policies and actions to encourage preservation and production of affordable multifamily units.

Economy

SCOPE OF REVIEW

VISION 2040 calls for local comprehensive plans to address the following economic development policy topics:

Include an **economic development element** that addresses: business, people, and places.

Retention and recruitment efforts that support family wage jobs, industry clusters that export goods and services, and small businesses that are locally owned.

Equitable benefits and impacts, including provisions and programs that promote economic vitality in distressed areas or areas with disadvantaged populations.

Adequate housing growth in centers through collaboration with the private sector and provision of infrastructure.

DISCUSSION: EXEMPLARY PLAN PROVISIONS

The Milton comprehensive plan update addresses many of the economic provisions of VISION 2040. Highlights include:

- The plan jointly addresses economic development and place-making, such as by encouraging compact mixed-use redevelopment in targeted locations for investment identified in the city's vision for special planning areas. Recommended economic development strategies are tailored to each special planning area and their environmental context (for example, policies addressing the West Milton Commercial District Special Planning Area).
- Policy WMCD 3.3 directs the city to regularly meet with business owners and expand outreach to industry organizations.
- Policies (PD 1.1-2) promote a vision for planned development at the Quarry Site that promotes redevelopment compatible with neighboring uses and provides new economic development opportunities.

DISCUSSION: AREAS FOR FURTHER WORK

The city should address the following comments at the earliest opportunity through future amendments to the comprehensive plan, subarea plans, or functional plans:

- The city should consider how to provide more information about economic sectors and the city's actions to support economic development in either a new economic development element (recommended) or existing plan elements. This element could build on VISION 2040's framework of people, business, and

places for economic development and address the region’s industry clusters identified in the region’s economic strategy (See [VISION 2040 Economy](#) section).

Transportation

SCOPE OF REVIEW

VISION 2040 and Transportation 2040 call for local comprehensive plans to address the following transportation policy topics:

Maintenance, management, and safety, including clean transportation with reductions in pollution and greenhouse gas emissions, environmental factors, health and safety, stable and predictable funding sources, system and demand management strategies, and security and emergency response.

Support for the regional growth strategy, including system improvements that align with planned growth, prioritized investments that support compact development in centers, joint- and mixed-use development, complete streets and improvements to promote biking and walking, and context-sensitive design.

Improved transportation options and mobility, including alternatives to driving alone, facilities and services for special needs transportation, avoidance of new or expanded facilities in rural areas, and financing methods.

Linking land use and transportation, including integrating Transportation 2040 physical design guidelines in planning for centers and transit station areas, and land development tools that promote transportation alternatives.

DISCUSSION: EXEMPLARY PLAN PROVISIONS

The Milton comprehensive plan addresses the major transportation emphases in VISION 2040 and Transportation 2040, including maintenance, management, and safety; support for the Regional Growth Strategy; and providing greater options and mobility. Highlights include:

- Goal TR3 and its subsequent policies call for maintaining an environmentally sustainable transportation system that includes a complete multimodal transportation network, environmentally sensitive approaches to capital facilities, and transportation demand management to reduce trips.
- The plan places a clear priority on enhancing safety over expanding vehicle capacity, and notes the city has established a monitoring program to prioritize maintenance.
- Goal TL1 clearly demonstrates the link between land use and transportation, recognizing the relationship between infrastructure provision and development. Specific policies throughout the transportation element address special planning areas and context-sensitive design.

DISCUSSION: AREAS FOR FURTHER WORK

The City of Milton should address the following regional policies, where possible, through annual amendments or in the next update of the comprehensive plan (see conditions for certification on page 3):

- VISION 2040 (MPP-T-14,15) and Transportation 2040 emphasize providing a system for all users and increasing mobility and choice in transportation. The plan includes policies and provisions addressing various users of the system. The city should build on existing policies that address multiple types of users to develop full standards for transportation facilities to serve all users safely and conveniently (i.e., “complete streets”). For more information, see the Commerce [Transportation Element Guidebook](#) (pages 134), and PSRC’s [Active Transportation Plan](#), page 43.
- The transportation and other plan elements include policies supportive of walking, biking and transit. Implementation of these policies would be strengthened through adoption of levels-of-service and a concurrency approach that addresses multiple modes. The Growth Management Act requires level of service standards for all locally owned arterials and transit routes, and the Multicounty Planning Policies call for other modes, such as biking and walking, to be addressed through concurrency. The city should

consider steps to develop such multimodal tools through future plan amendments and updates. The Washington State Department of Commerce’s [Transportation Element Guidebook](#) has information on how to set level of service standards and identify system needs (pages 143-150 and 183-189) and PSRC has resources on [multimodal concurrency](#).

Public Services

SCOPE OF REVIEW

VISION 2040 calls for local comprehensive plans to address the following public services policy topics:

Promote more efficient use of existing services, such as waste management, energy, and water supply, through conservation – including demand management programs and strategies.

Promote renewable energy and alternative energy sources.

Plan for long-term water needs, including conservation, reclamation and reuse.

DISCUSSION: EXEMPLARY PLAN PROVISIONS

The city’s comprehensive plan update contains policies that address the public services provisions of VISION 2040. Highlights include:

- Policy UT 8.5 requires dry-line sewers in areas where septic systems are permitted, and cost-sharing for future sewer extension.
- The utilities element encourages water conservation in order to reduce impacts on water, wastewater, and surface water systems, and promote environmental health.

DISCUSSION: AREAS FOR FURTHER WORK

The certification review did not identify any major areas for improvement of the plan to better align with regional guidelines and principles on public services.

Conclusion

PSRC staff thanks the city for working through the plan review and certification process. PSRC is available to provide assistance for future plan updates. Additional planning resources can also be found at <http://www.psrc.org/growth/planreview/resources/>. If the city has questions or needs additional information, please contact Michael Hubner at 206-971-3289 or mhubner@psrc.org.



Agenda Item #: 5.A.ii

To: Mayor Perry and Planning Commission Members
From: Mark Howlett, P.E., City Engineer/Interim Public Works Director
Date: April 21, 2016
Re: Sign Committee Update

ATTACHMENTS: None

TYPE OF ACTION:

Information Only Discussion Action Public Hearing Expenditure

Issue: A Committee of the Planning Commission has been holding regular meetings to address potential changes to the City's Sign Code (MMC 17.50).

These meetings have not been held recently.

This item before the Commission is to discuss whether to restart these meetings and discuss the scope and schedule of the Committee's work product.



Agenda Item #: 5.A.iii

To: Mayor Perry and Planning Commission Members
From: Mark Howlett, P.E., City Engineer/Interim Public Works Director
Date: April 21, 2016
Re: Review and Potential Update to Milton's Zoning Map

ATTACHMENTS: Land Use Map

TYPE OF ACTION:

Information Only Discussion Action Public Hearing Expenditure

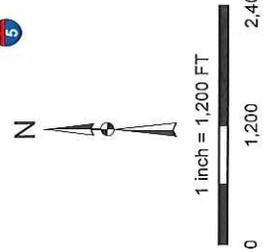
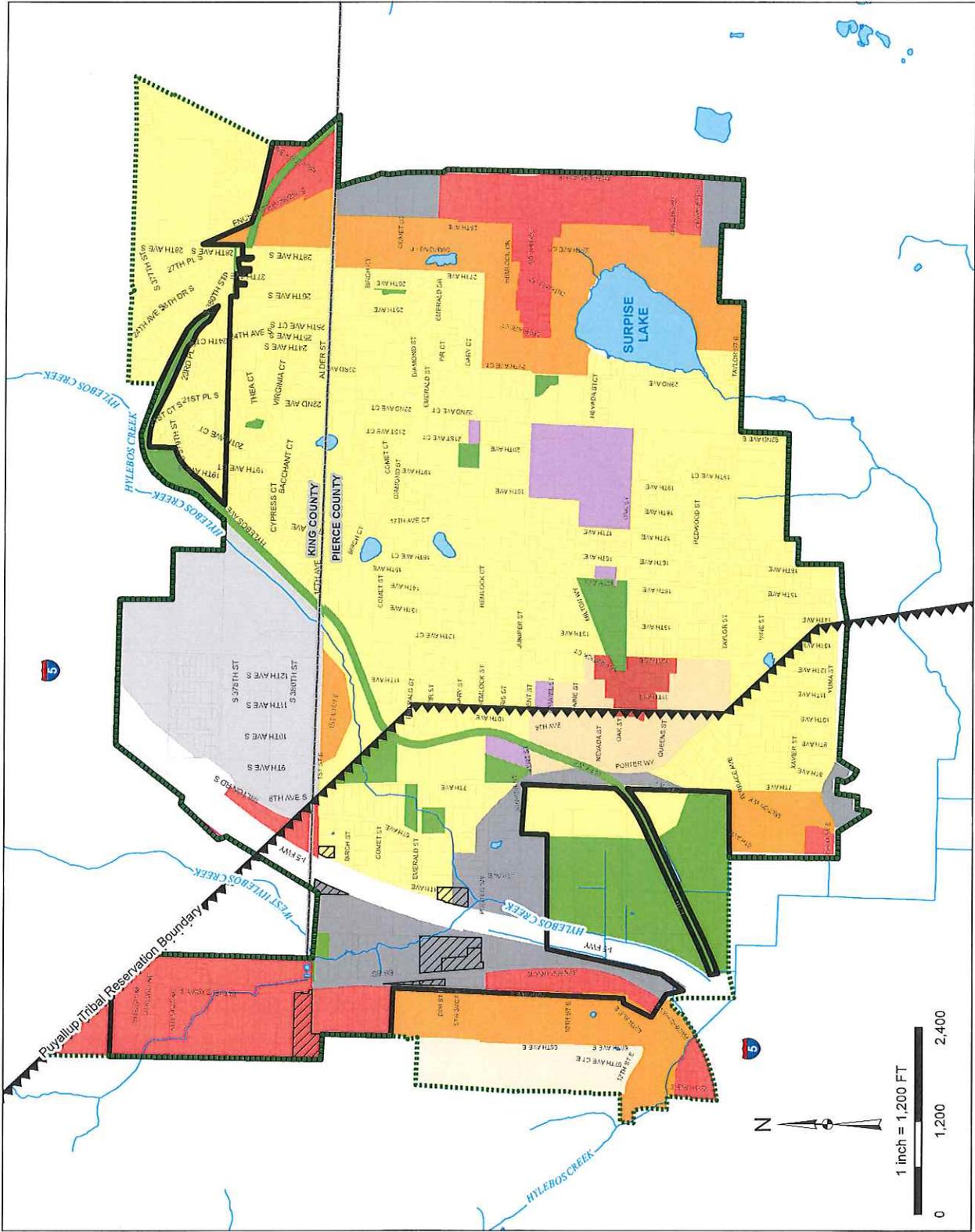
Issue: The Commission has been discussing potential changes to the City's Zoning/Land Use Map.

Staff will provide the Commission an update on the process and discuss next steps.



- Legend:**
- RS Residential Single Family Designation
 - RMD Residential Moderate Density Designation
 - RM Residential Multi-Family Designation
 - B Business District
 - MX Mixed-Use Town Center Designation
 - CF Community Facilities Designation
 - OS Open Space Designation
 - PD Planned Development Designation
 - M-1 Light Manufacturing Designation
 - UGA UGA Overlay Area
 - Interurban Trail
 - Potential Annexation Area
 - City Limits
 - Water
 - Stream/River
 - Tribal Lands
 - Member Trust
 - Tribal Trust
 - Puyallup Tribal Reservation Boundary

CITY OF MILTON
 MAP LU-2: FUTURE
 LAND USE





Agenda Item #: 6.i

To: Mayor Perry and Planning Commission Members
From: Mark Howlett, P.E., City Engineer/Interim Public Works Director
Jamie Carter, Surface Water Compliance Inspector
Date: April 21, 2016
Re: Low Impact Development Code Update

ATTACHMENTS: Code Revision Study Packet

TYPE OF ACTION:

Information Only Discussion Action Public Hearing Expenditure

Issue: State and federal requirements for the monitoring and controlling of stormwater runoff have become much more restrictive in recent years. These restrictions include the implementation of Low Impact Development(LID).

The use of LID strives to retain more natural hydrological functions of land and vegetation through changing old or incorporating new development standards.

The Washington State Department of Ecology, who issues our National Pollution Discharge Elimination System (NPDES) permit, has mandated that all permittees, such as the City of Milton, make Low Impact Development not just an option, but the preferred method to control stormwater on development sites. Most of these requirements fall on the Planning and Stormwater Utility, but the effect of this effort will be felt in every department and group at the City, including Municipal Operations, Enforcement, Building Official, Fire, and anyone else who uses or interprets City Code.

The Washington State Department of Ecology has mandated that by December 31, 2016 we revise our code to make LID the preferred method of stormwater control.

Staff will introduce the topic and discuss with the Commission the potential impacts these code revisions may have on future development.

What is LID?

Low Impact Development, or LID, is a new way of thinking about development. LID strives to retain more natural hydrological functions of land and vegetation through changing old or incorporating new development standards. Many LID designs are cheaper and easier to install than traditional development, but they may seem strange or there may be a perception that they are not as effective.

The Department of Ecology (Ecology), who issues our National Pollution Discharge Elimination System permit, has mandated that all permittees make LID not just an option, but the preferred way to develop sites. Most of this falls on planning and the stormwater utility, but the effect of this project will be felt in every department and group at the City, including Municipal Operations, Enforcement, Building Official, Fire, and anyone else who uses or interprets code in any capacity.

Why does Milton care?

It's the law: Ecology has mandated that by the end of this year, as part of our permit, we change LID from an optional development strategy to the preferred method. In addition, the principles behind LID will theoretically improve the quality of water in our City and help us control the quantity of water more efficiently.

What will we have to do?

Decide which LID principles are important to and are going to work for Milton and its developers and citizens. One effective way to think about this is through the context of our biggest problems. Steering this implementation toward issues identified in our Comp Plan and other development goals that the City has set will best serve us later.

We are going to have to analyze portions of the code very closely in order to identify all of the areas that LID is appropriate and the effects of each code change. We have a fair amount of latitude in these decisions, and Ecology has not provided a minimum percentage of LID adoption or code change. Ecology says this in our permit:

“No later than December 31st, 2016, Permittees shall review, revise and make effective their local development-related codes, rules, standards, or other enforceable documents to incorporate and require LID principles and LID Best Management Practices.

The intent of the revisions shall be to make LID the preferred and commonly used approach to site development.”

We will also be looking for barriers in the code. Many different parts of the code (not just stormwater) will have restrictions or requirements that will contradict or not work well with new LID code. Those need to be found and vetted out against the new development standards.

When does it have to be completed by?

The mandate from Ecology is to have the LID code update completed by the end of this year. That means codified and integrated into our standards and guidelines. Once the Planning Commission and the Engineering Department have worked through the process of identifying which LID principles shall be implemented then it will have to work through City Council to become law. So far we are in good shape as far as the schedule goes, but we need to be mindful of the date.

What are the main principals that LID Emphasizes?

According to the Department of Ecology:

“Low impact development is a stormwater and land use management strategy that strives to mimic pre-disturbance hydrologic processes of infiltration, filtration, storage, evaporation and transpiration by emphasizing conservation, use of on-site natural features, site-planning, and distributed stormwater management practices that are integrated into a project design.”

To that end some of the specific areas to address will be:

- Minimizing impervious surface
- Retaining more native vegetation and trees, with an emphasis on conifers
- Controlling stormwater runoff on site rather than downstream

As mentioned previously, this will be a comprehensive effort with impacts felt in all groups and divisions of the City: “It’s not just stormwater!”

What is in this packet?

I have included in this packet a summary of the stages of this project indicating where we are at, some language from Ecology about lessons learned and common examples, and a long, busy looking spreadsheet. The spreadsheet was prepared for us by Gray and Osborne and gets into the details of many of the questions that we need to ask ourselves as part of this update and also some notes on how it may or may not be relevant to Milton and its code.

How to Use the Guidebook:

THE SECTIONS ARE ORGANIZED AS FOLLOWS:



WHY LID?

Why Integrate LID into Codes?

Explains the reasons behind integrating LID into local codes and standards.



STEP 1 (WHO):

Assemble the Project Team

Discusses *Who* needs to be included to make the project team comprehensive, such as key internal participants and potential key external parties who need to be brought into this process.

STEP 2 (WHAT):

Understand General Topics to Address

Links the *Who* in Step 1 to the *Where* in Step 3 and identifies the topics to be addressed.

This is where we are at in this process

STEP 3 (WHERE):

Review Existing Codes and Standards

Identifies *Where* general LID topics are found in codes and standards, and how to perform a gap analysis to determine where changes are needed.

STEP 4 (FILL THE GAPS):

Amend Existing Codes and Develop New Codes

Describes the site analysis process and explains how to translate that process into codes and standards by *Filling the Gaps* in existing codes and standards or presenting recommendations for new codes and standards.

STEP 5 (REVIEW & ADOPT):

Public Review and Adoption Process

Explains the importance of identifying and engaging stakeholders early in the *Public Review and Adoption Process*, presents an overview of the code modification process, and reviews the timing and steps in the public review process.

STEP 6 (IMPLEMENT):

Ensure Successful Implementation

Discusses how to *Implement the Changes* successfully through permit review procedures, ongoing training and education, establishing maintenance procedures for LID facilities, and enforcement.



APPENDIX

The Appendix provides citations to additional information on LID and links to websites.

NOTES AND LESSONS LEARNED FROM LID-RELATED UPDATES TO LOCAL CODES AND DOCUMENTS

General Notes on Process:

1. The steps and general processes outlined in the Integrating LID into Local Codes guidebook, and the associated code update training and toolkit provide a good framework for this process; however, it is still a time-consuming process and is different for each jurisdiction. The code revision and update process requires a line-by-line review of code, as well as ongoing coordination among various departments (and staff levels) to discuss options and revisions.
2. In particular, it will take time to help non-stormwater staff ramp up to speed on the details of the NPDES permit requirements, and to educate them on LID and the LID code update process and intent. The discussions can easily get sidetracked if participants are not clear on the purpose and desired outcomes for the updates. Regular team meetings will help maintain a common project goal and level of understanding.
3. It is valuable (and necessary) to frequently refer back to the core NPDES Permit requirements (S5.C.4.f.i and ii in the Phase II permit). Those sections are brief, but they directly address the intent of the updates. For example, when discussing specific code sections or code edits, it can be helpful to ask “Can we revise this section to more directly make LID the preferred and commonly-used approach?” and, “Can we revise this code section to minimize impervious surfaces, native vegetation loss, or stormwater runoff?” and “Do these edits make LID the preferred and commonly-used approach?” These basic “yes” and “no” questions will help guide the code discussions and edits, and can lead to timely team decisions.
4. It is helpful to coordinate with other permittees to share information and discuss outcomes on specific code topics/changes, key lessons learned, resources that are available to share (e.g., handouts, graphics, designs details, specifications), etc.
5. Do not assume the updates to your stormwater code and stormwater manuals will cover the S5.C.4.f.i and ii requirements. While there are overlaps, permittees have found extensive revisions are needed in other code sections that are beyond their stormwater codes and manuals (e.g., zoning, land use, subdivision, etc.). Moreover, just because a topic is covered in your stormwater manual does not mean it should not also be reflected in other codes – both for general consistency and clarity, and to achieve the intent of the NPDES Permit.

Attachments:

The following table (“Examples of Common LID-related Update Opportunities for Codes, Standards, and Documents”) includes a brief summary of what some jurisdictions have found to be common opportunities to make code revisions. These opportunities build on the examples in the Integrating LID into Local Codes guidebook and training and toolkit Subtopic Focus Sheets, highlighting actual changes that have been reviewed and approved by permittees. At a minimum, jurisdictions should consider discussing and implementing changes associated with these general topics (among many other jurisdiction-specific update opportunities).

Examples of Common LID-related Update Opportunities for Codes, Standards, and Documents

Vegetation/Landscaping

- Add language to allow and promote use of LID BMPs to meet screening, landscaping, planter strip, and buffer requirements
- Revise open space standards to encourage use of vegetated LID BMPs in passive open spaces, and permeable pavement in active areas
- Revise landscaping plan requirements to include a requirement for conserving native soils
- Update language related to land disturbance to require application of compost amendments (beyond the triggers in the Stormwater Manual)
- Update approved street tree lists
- Add maintenance requirements and guidance for trees and vegetation
- Update/strengthen tree protection language

Zoning/Density/Land Use

- Add flexibility in building height, setbacks, density, and other dimensional requirements for projects that incorporate LID beyond what is required in the Stormwater Manual
- Add allowances for density increases on sites that maximize vegetated LID BMPs (since they integrate native vegetation and serve as a visual amenity)
- Encourage vegetated roofs in areas such as urban/commercial development centers
- Revise driveway standards to allow and/or specify designs that use less impervious surfaces (e.g., two-track driveway designs, shared driveways, reduced minimum driveway width requirements)

Streets/Pavement/Surfacing

- Revise standards that require continuous curb and gutters to allow for curb cuts to vegetated LID BMPs
- Add policies and language to allow and promote the use of LID BMPs in traffic calming areas
- Revise surfacing standards to allow for and encourage permeable pavement material for driveways, parking lots, off-street parking areas, low volume street types, bike paths, sidewalks, and pedestrian corridors (i.e., in addition to making required where feasible when triggered by the Stormwater Manual)
- Discuss the origin and purpose of all roadway, driveway, and sidewalk width and location requirements. There may be more flexibility to reduce these areas than is initially assumed.
- Reduce parking stall dimensions, parking aisle width, and minimum number of parking stalls required. Make compact car parking requirements more flexible (consider removing or increasing the cap on compact parking).
- Add utility trench patching guidelines and requirements for trenches through permeable pavement areas.

Other General Topics

- Add new code language that states clearly that LID shall be the preferred and commonly-used approach to site development
- Add incentives for projects that go above and beyond what is required in the Stormwater Manual, emphasizing any local priorities/issues
- Add/update definitions related to LID

Questions Reviewed	Section Reference	Topic Reviewed		Conflict/Gap ID'd			Step Taken		Amend Existing	Develop New Code/Std	Decided Not to Incorporate New Changes	Reason for Not Incorporating	General Notes
		Y	N	Y	N	N/A	Leave As Is	Leave As Is					
Site Planning and Assessment													
Building Locations	Can the code be revised to require that buildings are located away from critical areas and preserve soils with good infiltration potential for stormwater management?	18.16.190	✓					✓					building setbacks of 15 feet from edges of critical area buffers
Parking Area Locations	Can the code be revised to encourage positioning parking areas near the entrance to the site to reduce long driveways?	17.48.030(B)	✓					✓					parking areas must be less than 300 feet from any part of building, not measured as distance from entrance
	Are there any incentives to developers to provide parking within garages rather than surface parking lots?	17.14.010	✓					✓					Garages allowed, not incentivized
Stormwater treatment/flow control BMP/facility locations	Can the code be revised to require infiltrating LID facilities in areas with good infiltration potential?	13.26.180	✓					✓					Incorporate 2012 Ecology Manual, Min. Requirement No. 5 (LID) to make it a requirement (currently encourages but not requires)
	Can the code include a site planning approach that emphasizes prioritizing the location of stormwater management facilities on site?	17.44.110(J)	✓					✓					encourages use and inclusion of LID and storm management elements in developments
Healthy Soils													
Protecting and Restoring Healthy Soil	Is a soil management plan in place that identifies soil protection zones during construction and describes quantities of compost amendment?	13.26.180	✓					✓					Adopts 2012 Manual which has Min Rqmt 5 encouraging use of amended soils and Min Rqmt 2 which suggests protecting LID related soils during construction (Element #13)
Compost Amendments	Can code be revised to require amendment of disturbed soils? Could compost be provided to incentivize small projects?	17.44.110(I) 13.26.180	✓ ✓					✓ ✓					planting beds and disturbed topsoil should be amended no mention, 2012 manual no mention, Adopts 2012 Manual which has Element 13 which protects LID related soils specifically during construction
Compaction	Can the code be revised to include types of equipment for clearing and grading that minimize compaction of soils? Can clearing, grading, and soil disturbance outside the building footprint be limited or restricted?	13.26.180	✓					✓					no mention Adopts 2012 Manual which has Element 13 which says to reinstate infiltration capacity of LID related soils during construction
	Consider requiring contractors to reestablish permeability of soils that have been compacted by construction vehicles.	13.26.180	✓					✓					Adopts 2012 Manual which has Element 13 which says to reinstate infiltration capacity of LID related soils during construction
Landscaping, Native Vegetation, and Street Landscaping													

Questions Reviewed	Section Reference	Topic Reviewed		Conflict/Gap ID'd			Step Taken	Amend Existing	Develop New Code/Std	Decided Not to Incorporate New Changes	Reason for Not Incorporating	General Notes
		Y	N	Y	N	N/A						
Tree Preservation	18.16.180, 18.16.185, 17.44.110(G)	✓			✓	N/A	✓				native vegetation protection, significant tree protection	
	17.44.110(G)	✓			✓		✓				mentions evergreens of 10' or more in height	
		✓									Somewhat included as full dispersion method in the Manual; With Min. Req. 5 in 2012 Manual, it will be more of a requirement to look at.	
Screening	13.26.180	✓			✓		✓			Included in adoption of 2012 Manual	screening requirements outlined, no preference for native veg or LID components	
	17.38.070(Q)3, 17.44.110(J)	✓			✓		✓					
	17.42.060(A)2, 17.42.060(B)2, 17.42.060(D)2, 17.42.060(E)2, 17.42.060(F)2	✓			✓		✓				vegetation allowed, but LID vegetation not explicitly allowed or encouraged	
Landscaping requirements for street frontages	17.44.110(F), 17.44.110(J)	✓			✓		✓				Landscaping requires LID elements	
	17.44.110	✓			✓		✓				no mention, should make explicit that LID counts toward open space	
Landscaping requirements for parking lots	17.15C.010, 17.44.110(D)	✓			✓		✓				minimum vegetation % defined for parking lots, not canopy coverage; min 160 sqft for each planting island	
Hard and Impervious Surfaces												
Maximum Impervious surface allowances	17.15B.010, 18.16.100(B)	✓			✓		✓				building coverage defined, not overall impervious coverage; 5,000 sq feet for single family developments	
	17.15B.010, 18.16.100(B)	✓			✓		✓				coverage of 5,000 sqft impervious on single family lots	
	17.15B.010	✓			✓		✓				no mention	
Shared driveways	PWS 4.21(B)2	✓			✓		✓				A joint use driveway tract or easement may be used to serve a maximum of two parcels; PWS only allows for 2 residential parcels	
	PWS 4.21(B)2	✓			✓		✓					

Questions Reviewed	Section Reference	Topic Reviewed		Conflict/Sap ID'd			Step Taken	Amend Existing	Develop New Code/Std	Decided Not to Incorporate New Changes	Reason for Not Incorporating	General Notes
		Y	N	Y	N	N/A						
Protecting existing infiltration	13.26.180	✓		✓			✓			Included in adoption of 2012 Manual	Adopts 2012 Manual which has Element 1, which includes protection of soils and native vegetation	
Conserving native vegetation/soils	13.26.030(I)	✓			✓		✓				all clearing/grading/fill activities are approved by PW director case-by-case, no explicit limit on clearing	
	13.26.170(A)	✓			✓		✓				no mention	
				✓				✓			required to preserve native growth protection areas within critical areas or buffers - unrelated to land use or density	
	13.16.180	✓		✓				✓		Adopting the 2012 Manual encourages minimizing imperviousness/retaining vegetation which will reduce cost to detain/treat	no mention	
	13.25.180	✓		✓			✓			No minimum tree retention but adopting the 2012 Manual encourages protecting vegetation	no mention	
	13.25.180	✓		✓			✓			Included in adoption of 2012 Manual	References stormwater code which is based on Manual. 2012 Manual will address this in Vol. 2	
Construction sequencing	17.44.110(F), 13.26.180	✓			✓		✓			Included in adoption of 2012 Manual	Construction sequencing suggestions included - no specifics for protecting LID areas, but this is included in the Manual	
	PWS page 3-6, 13.26.180	✓			✓		✓			Included in adoption of 2012 Manual	all clearing/grading/fill activities are approved by PW director case-by-case, no explicit limit on clearing	
	13.26.170(A)	✓			✓		✓				Minimum street paved width is 26', minimum access paved width is 14' or 20' for fire access	
Street and Roads												
Travel Lane Widths	12.24.160, 16.12.040(D)	✓			✓		✓					

Questions Reviewed	Section Reference	Topic Reviewed	Conflict/Gap ID'd	Step Taken	Amend Existing	Develop New Code/Std	Decided Not to Incorporate New Changes	Reason for Not Incorporating	General Notes
Is the travel lane wider than required by the fire dept?	12.24.160, 16.12.040(D)	✓	✓	✓	N/A	✓			Minimum street paved width is 26', minimum access paved width is 14' or 20' for fire access
Can street widths be reduced for local access streets?	12.24.030	✓	✓	✓					Local access ROW width: 47' min
Are narrower pavement widths allowed along sections of roadway where there are no houses, building, or intersections, and where on-street parking is not anticipated?		✓	✓				✓	these streets are not generally present within the City	
Are queuing lanes (i.e. cars wait between parked cars while the approaching traffic passes) allowed?		✓	✓				✓	Not an acceptable practice for Milton	
Can the minimum ROW width be reduced or include flexibility for LID considerations?	12.24.030, PWS Details	✓	✓		✓				min width: 20' (alley), 30' (minor access), up to 65' (principal arterial). No concession for LID installation
Can sidewalks be placed on one side of the street only in low-density residential areas.	PWS Detail ST-11, PWS 4.23(C)1	✓	✓				✓	new low density residential areas are uncommon in City	allow 1 sidewalk when a trail exists on opposite side of road, half streets allowed
Can alternate pedestrian networks (e.g. trails through common areas) be substituted for sidewalks?	12.24.160(D)	✓	✓		✓				no mention
Can permeable pavement be used for road shoulders, parking lanes, and emergency parking areas?	17.44.110(I)	✓	✓		✓	✓			permeable pavement allowed for walkable areas under LID guidelines, not for drives
Does the code require or encourage use of permeable pavement for future street/road resurfacing projects?	PWS 4.35	✓	✓		✓				only HMA or traditional concrete allowed, consider allowing permeable pavement
Does the code allow utilities to be placed under the paved section of the ROW? [Allows fewer conflicts for installation of roadside LID BMPs]	PWS details	✓	✓		✓				utilities must be installed in utility corridor alongside pavement (usually under landscape strip)
Is the minimum street section necessary for safe access and emergency response being used?		✓	✓			✓			Minimum street paved width is 26', minimum access paved width is 14' or 20' for fire access
What is the minimum sidewalk width allowed?	PWS Details	✓	✓		✓				5' min
Can sidewalk width requirements be reduced in areas where LID BMPs are present?		✓	✓		✓				not mentioned
Does the code contain sidewalk slope direction requirements?	PWS Details	✓	✓		✓				2% slope toward roadway/ landscape strip
Is permeable pavement allowed for sidewalks?	17.44.110(I)	✓	✓						permeable pavement allowed for walkable areas under LID guidelines,
What is the minimum cul-de-sac radius (35' optimal depending on emergency vehicle needs).	12.24.110	✓	✓		✓				ROW radius = 50', Paved radius = 40'

Questions Reviewed	Section Reference	Topic Reviewed		Conflict/Gap ID'd		Step Taken		Amend Existing	Develop New Code/Std	Decided Not to Incorporate New Changes	Reason for Not Incorporating	General Notes
		Y	N	Y	N	Leave As Is						
Alternatives to cul-de-sacs	12.24.110	✓		✓				✓				no mention of island
Alternatives to cul-de-sacs	12.24.110, PW Std Detail ST-12	✓		✓				✓				no mention of alternatives
Minimum parking ratios	17.48.040	✓				✓						office: 1 space/400 sqft, retail: 1 space/300 sqft, SFR: 2 spaces/unit
Maximum parking ratios	17.48.070		✓					✓				shared parking allowed, no mention of transit
Maximum parking ratios	17.48.040	✓		✓				✓				listed as minimums not currently included, consider listing as maximums
Permeable paving use	PWS 4.19, 13.26.180	✓						✓				Combination grass/paving systems are approved surface material types, however, their use requires submittal of an overall parking lot paving plan showing the limits of the grass/paving systems and a description of how the systems will be irrigated and maintained. If the Public Works Director determines the grass/paving system is not appropriate for the specific application, alternate approved surfacing materials shall be utilized. Adopting the 2012 Manual encourages I.D.
Parking Stall Dimensions	17.48.020	✓										Adopting the 2012 Manual encourages I.D; by doing so, if permeable pavement is used, there is less volume to be detained and therefore, less cost for detention length: 20', width: 9'
Driving aisle dimensions	17.48.020	✓										30% of stalls in lots with >10 spots may be compact stalls able: 20' wide, unclear what fire requirement is

Questions Reviewed	Section Reference	Topic Reviewed	Conflict/Gap ID'd	Step Taken	Amend Existing	Develop New Code/Std	Decided Not to Incorporate New Changes	Reason for Not Incorporating	General Notes
Can one-way aisle be used in conjunction with angled parking stalls instead of two-way aisles?	17.48.020	Y	N/A	Leave As Is					yes
Can mechanisms be integrated to reduce parking requirements (e.g. shared parking, proximity to transit, car share, etc...?)		✓							no mention
Can structured or tuck-under parking be incentivized?		✓							no mention
Design Guidelines and Standards									
Are specific street tree species included in the design guidelines and standards?	PWS 4.28(E)3, 17.440.110(M)	✓		✓					Some specific trees excluded in PWS, specific trees stated for different areas of City
Can flexibility be incorporated to allow alternative tree species that are compatible with bioretention and can also meet similar street tree aesthetic requirements?									Specific trees in code are not specifically suited for bioretention, consider referencing LID design manual list of trees
Are conventional curbs and gutters required?	12.24-160(D), PW Detail ST-35	✓		✓					no mention of invisible curb option
Can the curb and gutter requirement be eliminated or adjusted to allow the use of curb curbs or "invisible" curbs (flush with the road surface)?	12.24-160, PW Detail ST-35/36	✓							25' to 30'
Are minimum curb radii requirements specified for street intersections or pedestrian bulbs?	PWS 4.02(B)	✓		✓					no mention - consider different allowances for LID installations
Can curb radii requirements be reduced to provide additional space for LID BMPs?		✓							
Stormwater Management and Maintenance									
Does the adopted stormwater manual outline maintenance standards and/or procedures?	13.26.020, 13.26.200(G), 13.26.240	✓		✓					Adopt new 2012 manual although 2005 manual has maint. Standards; references manual for standards
Does the code allow access to inspect, maintain, and repair the facility if a private property owner fails to maintain the facility?	13.26.250	✓		✓					allows city to inspect storm facilities
Does the code include mechanisms to ensure reimbursement for any maintenance activities conducted?	13.26.290	✓		✓					
Are public easements, maintenance covenants, or other legal agreements required?	13.26.200(K)	✓		✓					References Min Req 11 for financial liability for performance standards
Are incentives (reduction in stormwater fees) provided for private property owners that meet their maintenance requirements?	13.26.090(F)	✓		✓					Previously provided detention system 75% or 25% credit. Apply to all now?
Subdivision and Planned Unit Development (PUD)									
Does a minimum percentage of open space have to be managed in natural condition?		✓					✓		no mention of open space preservation requirements

Questions Reviewed	Section Reference	Topic Reviewed		Conflict/Gap ID'd		Step Taken		Amend Existing	Develop New Code/Std	Decided Not to Incorporate New Changes	Reason for Not Incorporating	General Notes
		Y	N	Y	N	Y	N					
Can the open space requirement be increased?		✓							✓			
Are open space areas required to be consolidated into larger units?		✓							✓			
Are allowable and prohibited uses for open space defined?	17.14.010/17.41.020	✓			✓		✓					yes
Can LID BMPs such as bioretention count towards passive open space requirements?	17.41.020	✓			✓		✓					no mention
Are native vegetation areas that integrate pervious passive recreation areas, stormwater dispersion facilities, and/or stormwater restoration projects allowed?		✓						✓				no mention
Are PUDs required for high density areas, such as city centers?			✓		✓					✓		code doesn't contain description of PUDs
Are native vegetation and maximum impervious surface standards for PUDs and high density dwellings specified?			✓				✓					code doesn't contain description of PUDs
Critical Areas and Shoreline Management												
Are allowable or prohibited uses of buffers defined?	18.16.640(H), 18.16	✓			✓							
Are LID BMPs allowed within or adjacent to critical areas/shoreline/sensitive area/wetland buffers?	18.16.320(C)7a	✓			✓							allowed and can meet requirements for buffer reduction
Can native vegetation associated with LID BMPs be used to meet buffer enhancement requirements?	18.16.320(C)8, 18.16.640(D)5	✓			✓							buffer reductions allowed when using LID, at discretion of Land Admin.



Agenda Item #: 6.ii

To: Mayor Perry and Planning Commission Members
From: Mark Howlett, P.E., City Engineer/Interim Public Works Director
Date: April 21, 2016
Re: Commission Vacancies and Upcoming Expiration of Commission Member's Terms of Service

ATTACHMENTS: None

TYPE OF ACTION:

Information Only Discussion Action Public Hearing Expenditure

Issue: The Planning Commission currently has one vacancy and two other members whose terms of service expire on May 31, 2016.

This item before the Commission is to discuss alternatives for filling the vacancy and the expiring terms of service.

CITY OF MILTON PLANNING COMMISSION - WORK PLAN PLANNER

Date	Day/Time	Meeting Topics
May 25, 2016	Saturday 10 am - 2pm	Substandard Lots
June 22, 2016	Wednesday 7:00 p.m.	Low Impact Development
July 27, 2016	Wednesday 7:00 p.m.	Substandard Lots
August 20, 2016	Saturday 10:00 a.m. - 4:00 p.m.	Low Impact Development
August 24, 2016	Wednesday 7:00 p.m.	Substandard Lots
September 28, 2016	Wednesday 7:00 p.m.	Low Impact Development
October 26, 2016	Wednesday 7:00 p.m.	Planning Commission Booth at Milton Days
November 23, 2016	Wednesday 7:00 p.m.	Discuss Upcoming Meeting Dates for October, November and December and January 2017 Retreat
December 28, 2016	Wednesday 7:00 p.m.	Election of Officers
January 2017		Commission's Retreat
February 2017		
March 2017		Review any privately initiated Comprehensive Plan amendments submitted between January 1 and February 28, 2017
April 2017		Discussion on pending Planning Commissioner's term of service expiration
May 2017		
June 2017		

Dates and Topics are Subject to Change

Modified: April 21, 2016