



PLANNING COMMISSION MINUTES

January 27, 2016
Wednesday, 7:00 p.m.

Council Chambers
1000 Laurel Street

1. **CALL TO ORDER** Chairperson Reeves called the meeting to order at 7:pm; the flag salute was conducted.

ROLL CALL Present: Chair Reeves, Commissioner Balsley, McMillan, Boyle, and Whalen

Absent: Commissioner Ripplinger

STAFF Director Nix, Deputy Clerk Schwerzler

2. **CITIZEN COMMENT PERIOD**

None

3. **ADDITIONS/DELETIONS TO THE AGENDA**

None

4. **APPROVAL OF MINUTES**
A. December 16, 2015 (Draft minutes included herein)

COMMISSIONER BOYLE MOVED, seconded by Commissioner Balsley, to approve the minutes of 12/16/15. **Approved 4/0**

5. **OLD BUSINESS**
A. Discussion Item(s)
 - i. Sign Code Committee, moving forward
 - Director Nix reported on his conversation with Mayor Perry and her enthusiasm to work with the committee on this issue.
 - Commissioner Whalen asked for clarification on the parameters going forward.
 - Director Nix explained his commitment to several other evening meetings and suggested a mid-day meeting. Perhaps every other week.

- Commissioner Whalen suggested meeting twice a month the 2nd and the 4th Wednesday of the month from 3pm-5pm
- Chair Reeves to reach out to Ripplinger for clarification to see if this time works for her.

ii. Planning Commission Retreat

➤ **Agenda Items**

- Trees, Director Nix to give presentation on this topic
- Code Enforcement Director Nix to speak to Chief Hernandez about scheduling Officer Hobbs to speak on this
- Team Building / Vision
- Roberts Rules > Brief conversation

➤ **Materials, preparation needed**

- Director Nix suggested “rule by design” concept
- Director Nix will get agenda together and run it by Mayor Perry for her input
- Director Nix will figure out lunch

➤ **Day, Location and Time**

- February 27th 10AM-3PM

iii. By-Laws Matrix

COMMISSIONER WHALEN motioned to postpone discussion of by-laws until the March Planning Committee meeting, Commissioner Mcmillan seconded
Approved 4/0

B. Action Item(s)

- Formation of Sign Code Review Subcommittee, establishing meeting dates, times.
Chair Reeves will contact Commissioner Ripplinger for her availability and go from there.
- By-Law Completion
This item was tabled until the March Planning Committee meeting due to time constraints.

6. NEW BUSINESS

A. Discussion Item(s)

- Puget Sound Regional Council’s Conditional Approval of Milton’s Comprehensive Plan Modifications. Highlight deadlines as indicated in the Conditional Approval letter.
 - 50 to 60 new homes in the next years
 - Commissioner Nix explained they need a work plan by the end of April 30th on how to fix issues, PCRC wants issues fixed by June 30th 2017.
 - PSRC will continue to hone their numbers so it’s important to have elected bodies get involved
 - Commissioner Whalen inquired about what needs to get done for them to approve the comprehensive plan
 - Chair Reeves reminded councilmembers of undeveloped land in Milton.
 - Director Nix to complete his conversation with PSRC and in the next Planning Commission meeting in March he will go over that discussion and have items to present to council.
 - Focus on PSRC suggestions and get work plan together for council for first part of April.

7. COMMISSIONER REPORT

All Commissioners expressed their thanks to the utility department for their quick response time to the power outage.

Commissioner Boyle ~

- New website is so much better. It's nice to see the money at work as a citizen.
- Complimented the new sound system in council chambers
- The light at 28th has been done and he drove up to see it after Director Nix told him about it.
- City's emergency preparedness, suggested taking a look to see if it should be updated.
- At Emerald and Meridian there is a commercial site with an old sign that needs to be removed.
- Asked for update on Albertsons
- Director Nix heard from a BPA electrical consultant doing the lighting in there that we should have news in March.

Commissioner Whalen~

- Inquired on whether emergency contact numbers should be shared among commission members.
- Reported on the Fire Commission meeting
- Café Elite is turning out great

Commissioner McMillan~

- Expressed the need for a Trader Joes or Whole Foods in Milton as it can increase property value by as much as 10%

Commissioner Balsley~

- Shared Fife Chamber updates
- Economic Forecasting Breakfast is February 19th at the Emerald Queen

Chair Reeves~

- Next Door Milton is an online community site suggested everyone check it out to engage the public

8. STAFF UPDATES

A. Low Impact Code update (Scope of Services provided herein).

- Director Nix required by June to have low impact development codes in place
- Jamie Carter is working to integrate those standards including tree retention

B. Lakeside Estates Public Hearing (Staff report included herein).

- Public hearing 1/26/16 many citizens had concerns as they use that access to get to their properties
- Commended Planning Commissioners hard work and how it's followed in the town
- Chair Reeves suggested going to the hearings to see them in action
- Commissioner Whalen would like to see the hearing examiners reports and where to go to access it.

9. THE COMMISSION'S WORK-PLAN PLANNER

A. Updated January 20, 2016.

- Commissioner Nix will add retreat
- Commissioner Nix will add the wireless item as well
- Commissioner Whalen thanked Director Nix for the plan so things are kept on track
- If Commissioners want things put on the planner, they can email Director Nix

10. CITIZEN COMMENT PERIOD

None

11. Next Meeting – February 24, 2016 – Old and New Business Planned to be on the Agenda

- A. **Sign Code**
- B. **Wireless**
- C. **PSRC**

12. ADJOURNMENT – Chair Reeves adjourned the meeting at 9:08 p.m.

Chair, Rose Reeves **Date**
(name, typed)

Deputy Clerk, Jill Schwerzler **Date**
(name, typed)