



PLANNING COMMISSION MEETING AGENDA
Council Chambers, 1000 Laurel Street

February 22, 2017
Wednesday

Regular Meeting
6:00 p.m.

- 1. Call to Order and Flag Salute**
- 2. Roll Call**
 - A. Introduction of new Planning Commission, Ryan LaVergne
- 3. Additions/Deletions to Agenda**
- 4. Citizen Participation**
- 5. Approval of Minutes**
 - A. September 28, 2016
 - B. October 26, 2016
 - C. November 30, 2016
- 6. Regular Agenda**
 - A. Discussion of Short Course on Local Planning – Guest presenter from Department of Commerce
 - B. Acceptance of 2017 Work Plan (materials to be provided at meeting)
- 7. Commissioner Reports**
- 8. Staff Updates**
- 9. Adjournment**

Council may add and take action on other items not listed on this agenda.

If you need ADA accommodations, please contact City Hall at (253) 517-2705 prior to the meeting.

Thank you.



Planning Commission Minutes

Regular Meeting Wednesday
September 28, 2016
7:00 p.m.

1. CALL TO ORDER AND ROLL CALL

Present: Chair Hatch, Vice Chair Ripplinger, Commissioners Balsley, Hutson, Whalen, and Gillespie

City Representatives: Director Howlett, Director Morales, Stormwater Compliance Inspector Carter, and Deputy Clerk Schwerzler

2. CITIZEN COMMENT PERIOD – None

3. ADDITIONS, DELETIONS OR CORRECTIONS TO THIS MEETINGS AGENDA

Chair Hatch:

- Item 5A – added a staff introduction by Jamie Carter
- Item 6Aiii – deleted and moved to next meeting

Commissioner Balsley requested that Time Management be added to the October agenda.

Commissioner Gillespie requested that Speed Limit Reductions throughout the City be added to the October agenda.

4. APPROVAL OF MINUTES

A. Approval of August 24, 2016 Minutes

COMMISSIONER WHALEN MOVED, seconded by Commissioner Balsley, to approve the August 24, 2016 minutes, with the addition of adding Councilmember Johnson in attendance. **APPROVED 6/0.**

5. PUBLIC HEARING

A. Low Impact Development Revisions to City Code

Chair Hatch opened the public hearing at 7:12pm

Introduction by Storm Compliance Inspector Jamie Carter for considerations and recommendations

There was no public comment.

Public hearing closed at 7:17pm.

6. OLD BUSINESS

A. Discussion Item(s)

i. Low Impact Development Revisions to City Code

Discussion ensued, with further explanation of this subject by Mr. Carter; it is staff's recommendation that the Planning Commission recommend approval of the proposed code update to Council.

COMMISSIONER RIPPLINGER MOVED to defer to City Council that they do their due diligence to ask the poignant questions from the perspective of the ramifications that a builder would need to comply with that we would ask that those kind of ramifications are what the costs would be, what those burdens would be, and be sure to have people who would represent them at a public forum prior to council's decision making. **There was no second to the motion.**

At 9:02pm, Chair Hatch recessed the meeting; the meeting reconvened at 9:05pm.

Jamie Carter announced he will come back with clear direction as to what is going to change and what the required recommendation should be at the next meeting. Consensus reached that this topic will move without action to the next meeting for further discussion.

ii. Sign Code – Set Date for the Workshop

COMMISSIONER BALSLEY MOVED, seconded by Commissioner Gillespie, that the Workshop should be October 26th and start at 6pm Council Chambers. **APPROVED 6/0**

iii. Nuisance Vehicle Code

Item deleted earlier in agenda.

iv. Commission Bylaws and Procedures – Continued Discussion

Item postponed to a later date to be determined.

7. NEW BUSINESS

A. Discussion Item(s)

i. Orientation Packet Update

Director Howlett passed out updates and tabs for the Planning Commissioner Binders

ii. Development Update

Due to the time Director Howlett passed out his PowerPoint on Development Updates in the City as opposed to going through it on the projector.

iii. Growth Management Act and Concurrency

Director Howlett will be complete a “white paper” on this topic and send it out to all the Commissioners and field the questions at the next meeting.

8. COMMISSIONER REPORTS

Commissioner Whalen

- Shared about the Stormwater fees increase approved by council.

Commissioner Balsley

- Gave a Fife Milton Edgewood Chamber update next Chamber lunch is Oct. 12th
- Milton Craft Bazaar is October 7th and 8th – Please come out to show your support.

Commissioner Ripplinger

- Commented on the beautification around the city such as the street striping.

Commissioner Gillespie

- Operation Clean Street Phase 2 will be October 22nd come be a part of it!

Chair Hatch:

- Would like to add West Milton Standards to the Planning Commission work plan
- She visited Uptown Koffee – lots of customers
- Asked if there was a possibility of getting t-shirts for community events

9. NEXT MEETING:

- Workshop – October 26th 6pm Council Chambers
- Nuisance Vehicle Code – Continue Discussion
- Work Plan for next six months
- Commission By-Laws and Procedures – Continue Discussion with Revised Matrix Table
- Time Management
- Speed limit reductions throughout the City

10. ADJOURN:

COMMISSIONER BALSLEY MOVED, seconded by Commissioner Gillespie, to adjourn at 9:36pm.

Approved at the meeting of _____, 20_____.

Chair Jim Gillespie



Planning Commission Minutes

Regular Meeting Wednesday
October 26, 2016
7:00 pm

1. **CALL TO ORDER AND ROLL CALL**

Present: Vice-Chair Ripplinger, Commissioners Whalen, Balsley, Hutson, Tompkins and Gillespie

2. **CITIZEN COMMENT PERIOD**

None

3. **ADDITIONS, DELETIONS, CORRECTIONS TO THIS MEETING'S AGENDA**

VICE CHAIR RIPPLINGER MOVED, seconded by Commissioner Balsley, to add the election of officers as item 4. **APPROVED 6-0**

4. **ELECTION OF OFFICERS**

Commissioner Ripplinger nominated Commissioner Gillespie for Chair. Vice Chair Whalen confirmed she does not desire to be Chair.

Commissioner Gillespie is **ELECTED BY A VOTE OF 6-0** as Chair of Planning Commission.

5. **Approval of Minutes**

The 9/28/16 Regular Meeting Minutes were not included in the packet – they will be presented for approval at a future meeting.

6. **Old Business**

A. Low Impact Development Code Revisions

Stormwater Inspector Carter presented the Code Update to the Commission. Extensive discussion and review of the proposed language update ensued and included the following clarifying points:

- The manual that is being adopted specifies different regulations for different types of development, based on size and land use
- Definitions added as appropriate for clarify

- Clear references to “the manual” when referring to the 2014 Department of Ecology Storm Water Management Manual
- Deletion of superfluous text, resulting in language that is simplified to be more clear and prescriptive
- Inclusion of language to allow for low-impact development and screening to count as landscape.

COMMISSIONER RIPPLINGER MOVED, seconded by Commissioner Tompkins, to send to Council with the understanding of items discussed to be removed/stricken from the recommendation:

The motion was voted on and passed 6/0.

7. COMMISSIONER REPORTS

Commissioners thanked outgoing Chair and Commissioner Rose Hatch for her service.

Commissioner Balsley

- Invited and encouraged Commissioners to attend Chamber luncheons

Commissioner Gillespie

- Operation Clean Street Phase 2 was cancelled.

8. NEXT MEETING:

COMMISSIONER WHALEN MOVED, seconded by Commissioner Ripplinger, to change the start time of Planning Commission meetings to 6:00 p.m. from now on. **Approved 6/0.**

- November 16, 2016, 6pm Council Chambers

9. ADJOURN:

The meeting was adjourned at 8:55 pm.

Approved at the meeting of _____, 20_____.

Chair Jim Gillespie



PLANNING COMMISSION MINUTES

Regular Meeting
Wednesday, November 30, 2016
6:00 p.m.

1. CALL TO ORDER and ROLL CALL

Chair Gillespie called the meeting to order at 6:00 p.m., and led the flag salute.

Present: Vice-Chair Ripplinger, Commissioners Whalen, Balsley, Hutson, Tompkins, and Gillespie

Staff Present: Community & Economic Development Director Morales, Mayor Perry

2. CITIZEN COMMENT PERIOD

3. ADDITIONS, DELETIONS, CORRECTIONS TO THE MEETING'S AGENDA

Item 5A was moved to 6D to facilitate the guest presenter's time table.

4. APPROVAL OF MINUTES

COMMISSIONER WHALEN MOVED, seconded by Commissioner Balsley, to postpone the approval of the September and October minutes to the next meeting. **Approved 6/0.**

5. OLD BUSINESS

Moved to end of New Business.

6. NEW BUSINESS

A. Presentation by Telecare, a possible future mental health facility in Milton

Director Morales introduced Cameron Coltharp from Telecare, who explained the proposed development at 7224 Pacific Highway East, and fielded questions from Commissioners and audience members.

B. 2017 Work Plan

Director Morales reviewed the 2016 Work Plan and introduced discussion for the 2017 Work Plan, drawing a distinction between matters of compliance such as the Comp Plan and certain aspects of the sign code, and those items that are beyond the scope of compliance.

Commissioners expressed interest in the Sign Code, and the Nuisance Vehicle Code and its relation to the Traffic Code, in addition to the items mentioned by Director Morales.

Chair Gillespie expressed a strong desire to see those items resolved that the Commission has already spent time on.

Other potential work items included a zoning map update, and fencing related to short plats.

C. Elect Officers for 2017

Chair:

Commissioner Balsley nominated Commissioner Gillespie to continue as Chair – there were no other nominations, and Commissioner Gillespie accepted the nomination. **Commissioner Gillespie elected as 2017 Chair 6/0.**

Vice Chair:

Commissioner Balsley nominated herself as Vice Chair – Commissioner Whalen confirmed her interest in a new commissioner to serve in this capacity. **Commissioner Balsley elected as 2017 Vice Chair 6/0.**

D. Planning Commission Bylaws and Procedures/Protocols

Director Morales confirmed that there are existing bylaws. Commissioner Whalen explained that there were a few edits noted by then-Commissioner Reeves.

7. COMMISSIONER REPORTS

Commission Hutson

- Happy to see guidance on the sign code coming forth

Commissioner Balsley

- Invited and encouraged commissioners to attend Chamber luncheon
- Santa Parade and Tree Lighting coming this weekend!
- Thank you to City for the festive seasonal décor
- Santa Hotline – love to welcome new volunteers

Chair Gillespie

- Privilege to continue serving as Chair
- Basket of hats crocheted by his mother for donation at these and other community events

8. STAFF UPDATES

Director Morales provided a brief development update.

9. NEXT MEETING

January 25, 2017, 6:00 pm (clerk's note – The January meeting was cancelled – the next meeting is February 22, 2017.)

10. ADJOURNMENT

The meeting was adjourned at 8:15 p.m.

Approved at the meeting of _____, 20_____.

Chair Jim Gillespie

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