



**PLANNING COMMISSION MEETING AGENDA**  
**Council Chambers, 1000 Laurel Street**

**July 11, 2018**  
**Wednesday**

**Regular Meeting**  
**7:00 p.m.**

- 1. Call to Order and Flag Salute**
- 2. Roll Call**
- 3. Staff Updates**
- 4. Additions/Deletions to Agenda**
- 5. Citizen Participation**
- 6. Approval of Minutes**
  - A. June 13, 2018 Regular Meeting
- 7. Regular Agenda**
  - A. Work Plan Item – Parking Code Update
  - B. Work Plan Item – Sidewalk Prioritization Plan
  - C. Work Plan Item – Vacant Building Regulations
  - D. Work Plan Prioritization and Timelines
- 8. Commissioner Reports**
- 9. Adjournment**

Planning Commission 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 at least 24 hours prior to the meeting.

Thank you.





## PLANNING COMMISSION MINUTES

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**Regular Meeting**  
**Wednesday, June 13, 2018**  
**7:00 p.m.**

### **1. CALL TO ORDER AND FLAG SALUTE**

Chair Gillespie called the meeting to order at 7:00 p.m. and led the flag salute.

### **2. ROLL CALL**

Present: Chair Gillespie, Vice Chair Balsley, Commissioners Whalen, LaVergne, Shampine, Sweat and White

Staff Present: Public Works Director Howlett, City Clerk Summers

### **3. STAFF UPDATES**

Director Howlett's update included the following:

- Provided information regarding upcoming staff changes at the City
- Provided the Commission with updated documents for their orientation packets
- Provided a handout of the planned SR-167 Extension Project
- Gave an update of the 6/11/18 City Council meeting including SR-167, the Electric Utility and speed zone cameras and other traffic calming methods being considered by the City
- Gave update on developments in the City

### **4. ADDITIONS, DELETIONS TO AGENDA**

None

### **5. CITIZEN PARTICIPATION**

None

## **6. APPROVAL OF MINUTES**

### **A. May 9, 2018 Regular Meeting**

**MOTION TO APPROVE MINUTES (Balsley/Sweat) – Passed 7/0.**

## **7. REGULAR AGENDA**

### **A. Work Plan Item - Update on Cottage Housing**

Commissioner LaVergne gave an overview of cottage housing and reviewed the binder of information that was handed out. He and Commissioner Whalen provided an informative PowerPoint presentation showing examples of cottage housing in other cities in the Puget Sound area, a video flyover and construction photos of proposed cottage housing in Federal Way.

The Commission discussed cottage housing and some ideas of what they would like to see in the City of Milton.

### **B. Work Plan Item - Accessory Dwelling Units**

Commissioners Sweat and Whalen gave an informative PowerPoint presentation of their research into Accessory Dwelling Units (ADU's) explaining what ADU's are, graphic examples of ADU's, purposes of ADU's, concerns, standards, examples of other jurisdictions, a review of Milton Municipal Code, potential changes to the code and the concept of implementing an entirely new section of code.

Commissioner Whalen discussed other inconsistencies in Milton Municipal Code and suggested modifications.

### **C. Work Plan Item – Vacant Building Regulations**

Chair Gillespie reviewed his research into vacant buildings in the City and gave examples of rental rates for commercial properties. These rates range from \$2.50 to \$24.00 per square foot per month. It was discussed that the high rental rates are the primary cause of vacancies in the city.

Chair Gillespie mentioned that he will be meeting with State Senator Mark Miloscia tomorrow to discuss issues with the Albertson's lot and other issues related to the City of Milton.

### **D. Work Plan Item – Parking Code Update**

Commissioners Balsley and Shampine mentioned that they will be meeting the week of July 1<sup>st</sup> with Code Enforcement Officer Hobbs to perform a ride-along and

discuss the city's parking code and what Officer Hobbs would like to see modified in the code.

It was mentioned that the City's parking code has not been updated in about 20 years and is in need of updating.

It was also requested that this work item be moved earlier on the agenda at the July Commission meeting.

## **E. Work Plan Item – Sidewalk Prioritization Plan**

Commissioner White discussed the packet of information that was handed out and he encouraged his fellow Commissioners to review the information. He mentioned the research he has conducted and asked the Commission for their opinions about how to proceed with this item.

Prioritization of sidewalks was discussed as well as the perceived goals of the Council on this issue.

Commissioner Whalen suggested the following:

- Revise the map with color coded lines to show locations where sidewalks exist only on one side of the street
- Revise the map to show rolled curbs and other asphalt shoulders
- Add a review of the City's street standards to this work item.

## **COMMISSIONER REPORTS**

Commissioner Sweat

- Likes how the Work Plan items are being researched and the procedures being used to move these work items forward
- Enjoys working with Commissioner Whalen on these topics

Commissioner Whalen

- Enjoys the work that the Commission is performing
- Thanked City staff in their support of these efforts

Commissioner LaVergne

- Thanked Commissioners for their hard work on these work tasks
- He is working on National Night out which is coming in August
- Looking forward to the Clean City/Green City cleanup of Pac Hwy
- Gave an update of the real estate market in Milton

Commissioner White

- Nothing to report

Commissioner Shampine:

- Nothing to report

Commissioner Balsley

- Mentioned an upcoming job fair on June 19<sup>th</sup> at the Emerald Queen Casino
- Mentioned the annual “Food Fight” competition that she spearheads as a team leader and namesake and how they collect non-perishable food donations to help the Mountainview Food Bank.

Chair Gillespie

- Mentioned that Cobalt Storage is a drop point for Commissioner Balsley’s food drive effort
- Mentioned the Operation Clean City/Green City event which will be held June 23, 2018
- Provided an update on the work being done to demolish the structure at the northeast corner of Porter Way and Pacific Highway. Lloyds will be demolishing the structure this weekend
- Explained his efforts to get WSDOT to allow him to qualify for the “Adopt-a-Highway program on Pacific Highway
- Handed out sign up sheets for the Clean City/Green City
- Mentioned that he has a 9-hole putt-putt golf course and explained some of the places he will be utilizing this

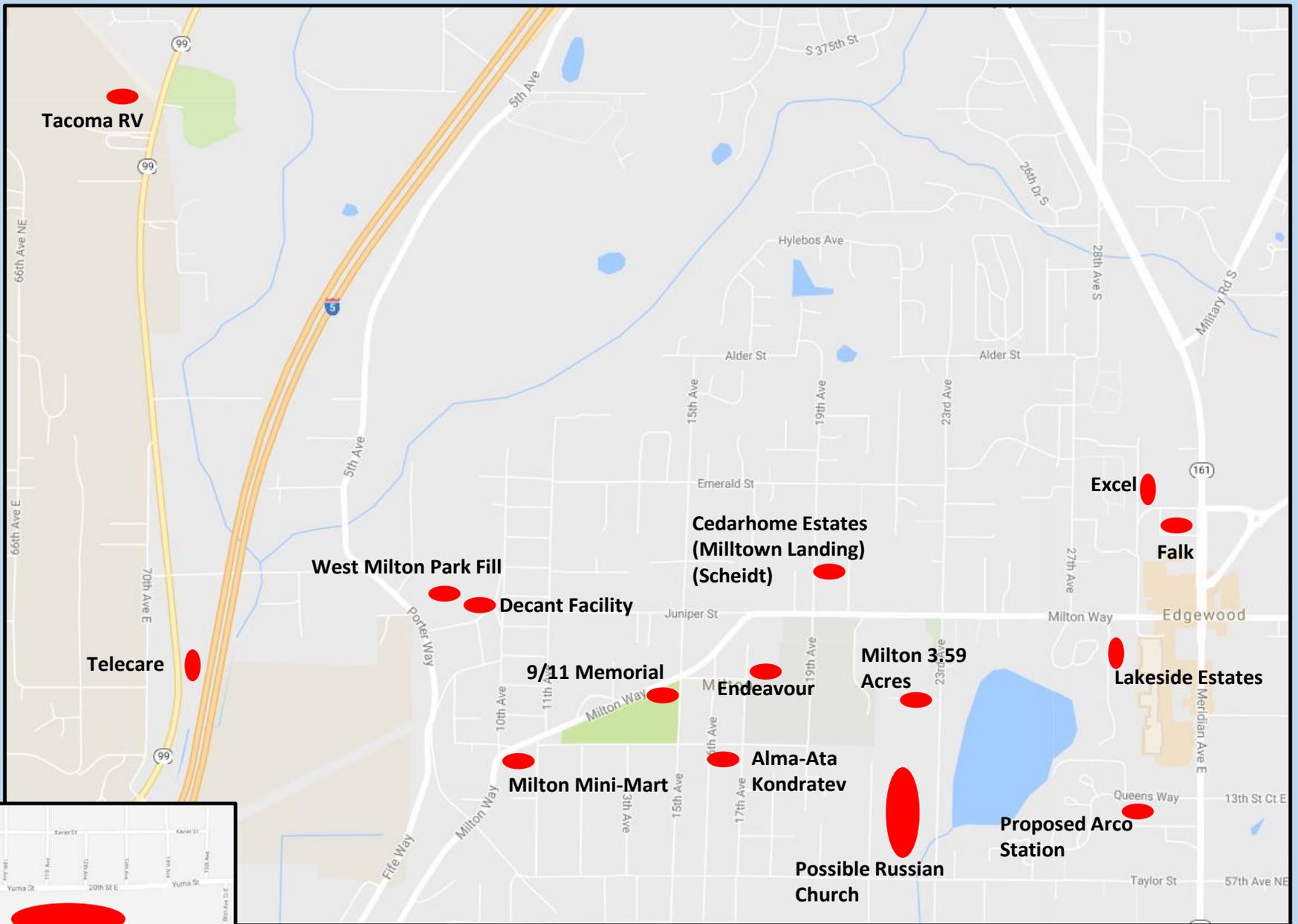
**ADJOURNMENT**

The meeting was adjourned at 9:30 p.m.

Approved at the meeting of July 11, 2018.

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Chair Jim Gillespie



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**CITY OF MILTON ACTIVE DEVELOPMENTS – July 11, 2018**