



PLANNING COMMISSION MEETING AGENDA
Council Chambers, 1000 Laurel Street

July 10, 2019
Wednesday

Regular Meeting
7:00 p.m.

- 1. Call to Order and Flag Salute**
- 2. Roll Call**
- 3. Additions/Deletions to Agenda**
- 4. Citizen Participation**
- 5. Approval of Minutes**
 - A. June 12, 2019 Regular Meeting
- 6. Regular Agenda**
 - A. Improving the Commission's Protocols
 - B. Development Status Update
- 7. Commissioner Reports**
- 8. 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.

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PLANNING COMMISSION MINUTES

Regular Meeting
Wednesday, June 12, 2019
7:00 p.m.

1. CALL TO ORDER AND FLAG SALUTE

Chair LaVergne called the meeting to order at 7:00pm and led the flag salute.

2. ROLL CALL

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

Absent: None

Staff Present: Trisha Summers, City Clerk

3. ADDITIONS, DELETIONS TO AGENDA

Commissioner Boyle talked about moving any July meeting dates due to there being five Wednesdays in July. Commissioners agreed to keep the July meeting on the regularly scheduled date.

4. CITIZEN PARTICIPATION

None

5. APPROVAL OF MINUTES

A. May 8, 2019 minutes to be amended and presented for approval at the next meeting.

6. REGULAR AGENDA

A. Vacant Building Draft Ordinance

B.

Vice Chair Whalen spoke about concerns on how to go forward due to email from City Attorney, Daniel Kenny. Ms. Whalen noted that she, Chair LaVergne, and Commissioner Gillespie have already met with Mayor Styron Sherrell regarding next steps and what can be done differently. The group asked for a 15-minute presentation to Council on June 17th to provide an update on the draft ordinance, the status of the Planning Commission, and to get some direction.

Chair LaVergne added that if a staff member is needed at a meeting, Planning Commission needs to let the Mayor know ahead of time and she will try to accommodate the request.

Commissioner Balsley stated that the Commission did amazing with what they were given, but the resources from the City were not available and she would like to know how council would like them to proceed. Ms. Balsley would like to see a better line of communication with council.

Commissioner White would like to review the City of Everett ordinance again to see what they did since they are a Washington city.

Commissioner Gillespie would like to work on the attorney comments and move forward, he did not feel that attorney was suggesting a do over in his email. Mr. Gillespie would like a meeting with council to go over the work plan in more detail and address the proper amount of work plan items and suggested that a meeting with them before the council meeting would work better than during it.

Commissioner Sweat agreed with Commissioner Gillespie and would like to continue to work on the ordinance.

Commissioner Boyle stated that the email from the attorney seems to send the Planning Commission off into the nuisance code. Mr. Boyle asked why the Attorney didn't weigh in on the vacant building ordinance before planning commission started work on it. He would like a planner at every meeting and feels that time is wasted having no legal review before Planning Commission starts work on Ordinances.

Discussion continued on the Commission's next steps regarding the ordinance and the information that the Commission wanted to be conveyed to Council on June 17th.

Motion "to suspend work on the Vacant Building Draft Ordinance until guidance is received from council and staff." (Gillespie/Sweat) **Passed 7/0**

7. COMMISSIONER REPORTS

Chair LaVergne

- Looking forward to getting back into work plan and making a turning point from today.

Vice Chair Whalen

- Highly motivated to make it priority #1 to find a solution to the current work plan dysfunction.
- Attended ST3 meeting and heard comments at the Stakeholder Group level. The area of study is being narrowed down and there is lots of info online. Would like to see Planning Commission comment on ST3 routes.

Commissioner Sweat

- Gave Civil Service Update

Commissioner Balsley

- Would like to see the project development status reports come back if possible.

Commissioner Gillespie

- July 13th is Operation Clean City/Green City from 70th to the cemetery. The State will help sponsor the event.

Commissioner Boyle

- Thanks for excusing me from the last meeting. Will do better planning my schedule.
- Thank you to Chair and Vice Chair for presenting to Council on June 17th and I will be there to support you.

Commissioner White

- No report.

8. ADJOURNMENT

The meeting was adjourned at 8:16 PM.

Chair Ryan LaVergne

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**WHAT IS THE PROCESS – THE PROTOCOLS – THE METHODOLOGY FOR THE PLANNING COMMISSION
TO BE MORE SUCCESSFUL IN ACHIEVING EFFECTIVE RESULTS FOR CITY STAFF & COUNCIL?**

TO: Milton City Planning Commission

FROM: Jacquelyn Whalen, Vice-Chair 2019

MEETING DATE: July 10, 2019

TOPIC: Improving the Commission's Protocols

PURPOSE: At our June 12, 2019 commission meeting, we discussed the need to improve the way that we go about accomplishing our work. This is as a continuation of that initial discussion.

Please note that additional materials relevant to this paper will be provided as they become available.

The objective here is to get more specific. We need to clearly identify what we do - before we can promote an improvement in how we work and the results of our efforts. The intent of this paper is to begin a discussion on which action-steps need to be taken, the sequence of the steps involved in working through an assignment, the resources we need as we work, and naming who is involved (i.e. Staff, Consultants, Attorney) in our process of completing our work.

In essence: WHO does WHAT... WHEN, and WHY.

REQUESTS TO THE PLANNING COMMISSION

Please review this draft document intended to specify how the Planning Commission accomplishes its work. Some questions to consider in preparing for the July 10, 2019 meeting:

- Is this a useful/helpful document?
- Are the steps in the right order?
- What additional steps need to be listed?
- What further descriptors need to be added to each step?
- Is there a better format to present the information?
- What spelling and grammar corrections are needed?
- What is the ideal methodology?

**WHAT IS THE PROCESS – THE PROTOCOLS – THE METHODOLOGY FOR THE PLANNING COMMISSION
TO BE MORE SUCCESSFUL IN ACHIEVING EFFECTIVE RESULTS FOR CITY STAFF & COUNCIL?**

Create the Planning Commission's Work Plan to address land use issues in Milton.

Gather a list of potential topics from Staff, Commissioners, Citizens, and Council. What are the areas of the Milton Municipal Code that need clarity and strengthening? What Land Use topics need to be addressed in our Code? What programs and major documents (i.e. City's Comprehensive Plan, Shoreline Master Program, Planning Area Design Standards...) are due for an update or major revision? What new State/Federal regulations have been enacted and what judicial rulings have been made that now cause our City to have to amend or add to our municipal code?

Prioritize the list. All Commissioners meet with All Councilmembers to discuss the topics and the goal of the work on each topic. Land use Attorney provides some general guidance (ideally the Attorney attends that meeting). General discussion on the resources (information, people, and money) needed for each topic. Council defines the work to be done and the sequence of topics to be addressed.

Work begins on a topic.

Commission strategy meeting:

What are the problems to be addressed? What are the goals of the legislation and write them out. What are the issues involved? What resources are needed and when, and from whom? What are Staff's perspectives? Who is going to take on the tasks?

Commissioners get education on the topic, and do preliminary research and analysis.

Get Staff & Attorney input on which areas of our code are involved in addressing the topic. Attorney and/or Staff may provide starting points for the research. Get a sound understanding of how our code works. Study other city's codes. Seek out educational resources. What are the key issues involved in addressing the topic? Assign tasks.

Results are presented and discussed at subsequent Commission meeting(s).

Discussion would cover: primary components of the potential regulations, advantages/disadvantages, potential problems, effectiveness of other city's regulatory approaches, scope of change to our code, consideration of which solution(s) are a good fit for our Community.

Commission determines a course of action.

Attorney confers with the Commission. Scope of the project is defined. Tasks are assigned.

**WHAT IS THE PROCESS – THE PROTOCOLS – THE METHODOLOGY FOR THE PLANNING COMMISSION
TO BE MORE SUCCESSFUL IN ACHIEVING EFFECTIVE RESULTS FOR CITY STAFF & COUNCIL?**

Identify the key building blocks, the primary content, of the regulations/standards and their intent .

Commissioners work on the intent of the components of the regulations.

Commissioners may look to regulations from other cities as a starting point for the general concepts and possible wording of the proposed regulations. A Commissioner or two meets with the Staff members &/or Consultant involved in implementing the new regulations and seek their guidance.

Commissioners organize the information into a rough draft of the main concepts.

Confirm that the Commission is on the right track.

The Commission reports to Council on their initial findings.

All Commissioners participate in a Council Study Session or Regular Meeting. Seek additional input from Council. Discuss next steps. Identify additional resource-needs.

Produce the preliminary final draft of proposed regulations/standards.

Define *who* will do *what*.

Full Commission discusses and decides how to produce the preliminary final draft.

Staff - Attorney - Consultant - Commissioner(s) work to create a proposed draft.

Subcommittee appointed to shepherd the project through this next phase of production. The main components of the regulations/standards are now written out in formal regulatory language; grammar/spelling/editing details largely handled at this point. The work now is far more detailed; much of it done outside of the Planning Commission's regular meetings. Additional work-sessions may take place.

Commission comments on the work as it progresses.

At a regular meeting, in discussion format – Commission continues to guide Subcommittee's work. Goal is to ensure that the Commission's intent is incorporated into the formal draft. Additional deliberation on issues as their arise during the preliminary final draft process.

**WHAT IS THE PROCESS – THE PROTOCOLS – THE METHODOLOGY FOR THE PLANNING COMMISSION
TO BE MORE SUCCESSFUL IN ACHIEVING EFFECTIVE RESULTS FOR CITY STAFF & COUNCIL?**

Preliminary Final Draft is presented to the entire Commission.

Commission comments on the proposed refined draft.

Final and formal amendments are made. Commission takes formal action: *'move to approve the document and have it forwarded onto Staff and Council final action.'*

Commission-Approved document is sent to Council for their discussion and deliberations.

DRAFT

Development Status
July 5th, 2019

Tacoma RV

Located on the west side of Pacific Highway at north City Limits. Construction of a new RV repair facility. Building Official is currently working on finalizing the project. Business is scheduled to be opened next week.

Meridian at Stone Creek

Construction of addition Phase 2 is progressing smoothly, and they are wrapping up the loose ends. Expected to be finalized this month. Phase 3 Building plans are being reviewed with by an outside consultant. BLA was approved and has been signed, will be recorded next. Grading permit issued by City Engineer.

Lloyd's Site

Submitted multiple applications for Master Plan, SEPA, Site Plan approval. Planner has issued first review letter to applicant.

Decant Facility

Building has been completed. Final Walk thru took place last week. Sewer has been connected. City Engineer is lead on the project.

West Milton Park Fill

Located in the Lower Milton Ballfields. Update, more dirt has been brought in this summer. The city gave permission to temporarily remove the fence along the north property border to try and 'berm' and prevent water from reentering the ballfield.

Kanon Electric (Old Milton Mini-Mart)

Located at the intersection of Milton Way and 11th Avenue. Property has been purchased by Kanon Electric. Interior of building has been gutted. Owner hired new GC and submitted applications for Civil, Building and Site plan approval, SEPA checklist. Currently being reviewed.

9/11 Memorial

Located at the top of Milton Community Park. Grading permit application received. Received set of plans and permit application. Working out details on agreement to address future maintenance and liability and bonding issues. Civil plans close to being approved.

Endeavour Plat

Currently under construction for 2 lots 1701 Laurel Ct and 1703 Laurel Ct.

Alma Ata (Kondratev)

Construction of 5 new homes located near the intersection of 16th Ave and Oak Street. All civil work has been completed.

Nagy Short Plat

Houses are being constructed.

Cedarhomes Estates

Located on east side of 19th Avenue north of Milton Way near Hill Tower Park. Project involves the construction of 8 new single-family homes. Home construction underway.

Surprise Lake Middle School

Demo permit was issued, Portables permit was issued, and ramps are being installed. Building plans for new school are being reviewed by outside consultant. Potential pre-con meeting next week.

3.59 Acres (1403 23rd Avenue)

This project is located on the west side of 23rd Avenue just south of Nevada Court. Project involves the construction of 13 new homes. Second review of civil plans review awaiting tree replacement plan.

Slavic Church

Slavic Church purchased large property on the west side of 23rd Ave near Surprise Lake. Applicant submitted for CUP to construct a 92,000 sq ft church with private K-12 school. Neighborhood meeting took place. City issued 1st review comments to applicant.

Tomescu Multi-Family Development

Located between 27th and 28th Avenues north of Comet Street. Project involves the construction of 23 Multi-Family Units. Held preapplication meeting with developer. No permit applications received to date. Owner came in recently asking about connection fees.

Excel

Located on north side of Emerald Street west of 28th Avenue. Project involves the construction of new medical supply store. Building plans are being reviewed by outside consultant. First review comments were sent to applicant.

Lakeside Estates

Located south of Milton Way near 28th Avenue behind the Post Office. Project includes the construction of 33 new single-family homes – 16 detached and 17 attached structures. Project also includes one commercial lot for future use. Meeting with City staff last month, discussing necessary steps to move forward.

Arco Station

Held pre-application meeting in April 2018 for a new Arco gas station/car wash located west of Meridian near Queens Way. No further contact at this point.

Self-Storage Facility

Located west of Meridian near Queens Way. South of Queens Way and north of Redwood St. It is parcel behind the proposed Arco Gas Station.

Property is being sold by the same developer as the proposed gas station. City had a Pre-App meeting with developer last year. A public meeting was held in February 2019. Planner issued 1st review letter.

Edgewood View Estates

This project is in the City of Edgewood south of Yuma Street between 10th and 13th. 90 New Homes. Plans are approved, and construction is underway. Possible road closures are unavoidable for this project.

Jackson's Convenience Store – TI

Project is located at 524 Meridian (currently Shell gas station) Applicant submitted building plans for Tenant Improvement. Plans are being reviewed by outside consultant. First review comments were issued.

Prepared by
Christiane Mercer – Permit Technician
PW Admin Department 7/8/2019

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