



PLANNING COMMISSION MEETING AGENDA
Council Chambers, 1000 Laurel Street

September 11, 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. August 14, 2019 Regular Meeting

6. Regular Agenda

- A. Chairman's Report to Commission on Meeting with Mayor and Staff
- B. Planning Commission's Meeting Schedule
 - continue the discussion on whether the meeting should be changed
- C. Joint Planning Commission – Council Meeting
 - List the topics to be addressed at the joint meeting
 - Set the date
- D. Accessory Dwelling Units
 - Commission begins discussions on the topic
- E. Update on Vacant Building Regulations
- F. Development Status Report from Building/Planning Dept.

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, August 14, 2019
7:00 p.m.

1. CALL TO ORDER AND FLAG SALUTE

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

2. ROLL CALL

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

Absent: Commissioners Balsley and Boyle

Staff Present: Trisha Summers, City Clerk

Motion "to excuse Commissioners Balsley and Boyle from tonight's meeting" (Gillespie/LaVergne) **Passed 5/0**

3. ADDITIONS, DELETIONS TO AGENDA

Vice Chair Whalen asked to have Election of Officers added as item 6A. Chair LaVergne has stepped down as Chair so elections of new Chair and Vice Chair need to be done.

4. CITIZEN PARTICIPATION

Christine Phillips, 19th Ave Ct- asked to have the July 10th meeting minutes edited to correctly reflect her comments. Minutes need to be corrected to remove the school listed as not being allowed in the single-family zoning district.

Kevin Ringus, 19th Ave Ct- apologized to the Commission about a comment that he made at the July 10th meeting about the group's productivity.

5. APPROVAL OF MINUTES

A. July 10, 2019 minutes

Motion "to approve minutes for July 10, 2019 as amended."
(Gillespie/Sweat)
Passed 5/0

6. REGULAR AGENDA

A. Election of Officers

Chair LaVergne thanked the Commission for allowing him to serve as Chair but has decided to step down due to his busy career and family responsibilities. Mr. LaVergne would like to continue as a commissioner.

Vice Chair Whalen called for nominations for Chair.

Chair LaVergne nominated Vice Chair Whalen and she accepted; no others were nominated.

A vote was taken and the motion to elect Jacquelyn Whalen as the Chair for the remainder of 2019 passed 5/0.

Chair Whalen called for nominations for Vice Chair.

Commissioner Gillespie nominated Commissioner LaVergne as Vice Chair and he accepted; no others were nominated.

A vote was taken and the motion to elect Ryan LaVergne as Vice Chair for the remainder of 2019 passed 5/0.

B. Improving the Planning Commission Protocols

Chair Whalen opened the conversation regarding materials presented at the last meeting: *Improving Planning Commission Protocols, Improving the Resources and Tools of a Planning Commissioner, Improving the Commission's Communication with our Mayor, Staff, and Community*. Ms. Whalen briefed the Commissioners on items that had been edited in those documents as part of the discussion at the July 10th meeting.

The discussion on how the Commission could better communicate via the Commission's Subcommittee with Mayor, Council, and Staff in order to build cohesion, keep all parties informed, and identify the resources needed to accomplish the Work-Plan included considering changing the Commission's meeting schedule. Vice-Chair LaVergne offered to survey Commissioners via an e-mail - routed through Clerk Summers' email - to learn about alternative days and times for regular commission meetings that members could attend.

Chair Whalen will contact the Mayor and keep Commissioners aware of the plan to present next steps to Council.

C. Salvation Slavic Baptist Church

Chair Whalen passed out letter to Commissioners from Public Works Director, Nick Afzali regarding the Salvation Slavic Baptist Church. In discussing what, or how, the Commission would like to comment about the Church's development application, Mr. Afzali's closing statements in his letter noted that the Church's development application will not come before the Planning Commission as part of the City's formal process of review and decision regarding the conditional use permit [CUP]. Ms. Whalen encouraged Commissioners to attend the hearing and present comment to the Hearing Examiner. She cautioned for the necessity that Commissioners define their comments as their own thoughts and not as if they were speaking on behalf of the Milton Planning Commission.

D. Vacant Building Regulations

Chair Whalen researched and found Dangerous Buildings, MMC Chapter 15.03, and requested that it be included in the agenda in the packet as a way to respond to the Attorney's comment that most cities deal with the topic of vacant buildings in their nuisance regulations, rather than the approach that the Commission had worked from. Commissioners would like guidance from Council as to whether they would like to leave chapter 15.03 as is or if they would like some of the work that the attorney supports on the vacant building draft to be added to this existing code.

Commissioners agreed to search the Milton Municipal Code for existing regulations in the future before starting work that was assigned on their work plan so as not to duplicate their efforts.

E. Accessory Dwelling Units

Motion "to table the topic of Accessory Dwelling Units until the September 11, 2019 meeting." (White/LaVergne) **Passed 5/0**

7. COMMISSIONER REPORTS

Chair Whalen

- Thank you for your confidence in me as Chair, it's a position that I don't take lightly and I'm happy to step up and Chair for the remainder of 2019.
- National Night Out was a great success, growing each year.
- Would Commissioners like anything changed or added to their Orientation notebooks? Think about it and let me know at our next meeting.

Vice Chair LaVergne

- Thank you for allowing me to continue as your Vice Chair.
- Will be volunteering at Milton Days driving golf carts this Saturday 8-12.
- Chair will send email to recap this meeting to absent members.

Commissioner Sweat

- Gave Civil Service Update

Commissioner Gillespie

- Thanked Chair Whalen for finding the Dangerous Building code.

Commissioner White

- No report.

8. ADJOURNMENT

The meeting was adjourned at 8:56 PM.

Chair Jacquelyn Whalen

Development Project Status

September 6th, 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. Applicant resubmitted addressing the City's correction letter on 8/27/19. The resubmittal is currently under review with a target date of 9/30/19 for a second round of comments, if necessary. SEPA is scheduled to be issued in the beginning of October. A public hearing before the Hearing Examiner could occur in mid-late November, with Council seeing the application as early as December or January.

Decant Facility

Building has been completed. Final Walk thru took place last week. Sewer has been connected. City Engineer is lead on the project. Training and initiation will commence next week and project close out will continue for several months.

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. The City has issued a Mitigated Determination of Non-Significance on 8/8/19. The City issued a conditional approval of the application on 8/22/19. The project is now being reviewed for site development (civil) and building permit approval subject to the conditions imposed in the land use approval.

9/11 Memorial

Located at the top of Milton Community Park. Ordinance passed by the Milton City Council on August 5th to approve the construction and bonding of the memorial. The project is ready for construction save a small amount of paperwork that still needs to be filed. The artifact is expected to be raised during a ceremony on September 11th, 2019: even though much of the other work associated with the memorial will not be complete at that time.

Endeavour Plat

2 lots, 1701 Laurel Ct and 1703 Laurel Ct., have been completed. 2 other homes are under construction.

Alma Ata (Kondratev)

Construction of 4 new single-family homes and one duplex located near the intersection of 16th Ave and Oak Street. All civil work has been completed. Update: one of the lots has been sold to another developer who plans on building his own home on the lot.

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 7 new single-family homes. Home construction underway, at least 2 homes are already occupied.

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. Civil approval was given, and at this time the old gym has been demolished and major site work is underway

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. The applicant resubmitted plans addressing the City's 1st correction letter on 9/5/19. The resubmittal is currently under review. A 2nd correction letter may be issued if all of the comments/corrections

from the City's 1st correction letter were not adequately addressed. The applicant has requested a second neighborhood meeting as the design of the site has changed and they have withdrawn their request for a height variance. This meeting has not yet been scheduled.

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. An overlooked (by the proponent) fire line currently has the project back under civil and fire review.

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. City staff have placed a note in the file that the applicant has failed to respond to a request for additional information within the timeframe allowed by code, and thus the City will now consider the application withdrawn. Any new development will require new application materials and fees to be paid.

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. The applicant resubmitted on 7/31/19 and the resubmittal is currently under review.

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. The City is involved with the improvements to water, storm and sidewalk in the street as we are the owners of the street.

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.

Motso Short Plat

Located on the south side Alder Street one parcel west of 19th Ave, the project is currently under review for a short subdivision to divide the property into two lots.

Prepared by
Christiane Mercer – Permit Technician
PW Admin Department 9/6/2019