



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

**December 2, 2019**  
**Monday**

**Regular Meeting**  
**4:00 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. November 4, 2019 Regular Meeting
- 6. Regular Agenda**
  - A. Lessons Learned as a result of Commission's 11/4/19 Meeting
  - B. Commissioner Contact Information and Preferences
  - C. Commissioner's Work Plan for Year 2020
  - D. Accessory Dwelling Units – Beginning Phase; continued
  - E. Election of Officers Serving January 01 – December 31, 2020
- 7. Commissioner Reports**
- 8. Next Meeting: January 6, 2020 4-6PM**
- 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.

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**TO:** Milton Planning Commission,  
**FROM:** Jacquelyn Whalen, Chairman  
**MEETING DATE:** December 02, 2019; Planning Commission Regular Meeting  
**TOPIC:** Lessons Learned as a Result of Commission's November 04, 2019 Meeting

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**DESCRIPTION:**

Debriefing on the work leading up to and the overall results of the November 04, 2019 Meeting

**ATTACHMENTS:**

None

**PURPOSE and INTENDED OUTCOMES FOR TONIGHT'S DISCUSSION:**

1. Identify lessons learned
2. Identify ways to improve
3. Confirm whether the first Monday of each month, 4:00 to 6:00 p.m. is the schedule that the Commission wishes to keep

**DISCUSSION:**

Given that this was the first time for our new meeting schedule, it would be helpful to discuss whether it is sustainable; beneficial; and what could be done better.

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**TO:** Milton Planning Commission,  
**FROM:** Jacquelyn Whalen, Chairman  
**MEETING DATE:** December 02, 2019; Planning Commission Regular Meeting  
**TOPIC:** Commissioner Contact Information & Preferences

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**DESCRIPTION:**

Update of Commissioner contact Information and preferences for receiving agenda packets and communications along with best management practices.

**ATTACHMENTS:**

Current Contact Information page from the Commission's Orientation Binder [Section 08]

>>> **NOTE:** Please Bring your Orientation Binder to tonight's meeting

**PURPOSE and INTENDED OUTCOMES FOR TONIGHT'S DISCUSSION:**

1. Confirm that contact information on file is correct and make corrections
2. Identify ways to improve this section of the Orientation Binder
3. Identify each Commissioner's preferences for receiving information and messaging
4. Discuss expectations and the Commission's ideal communication management practices.

**DISCUSSION:**

Re: Outcomes 3 & 4 listed above:

There have been several occasions where messages (verbal and electronic) have been left and Commissioners have not responded within a reasonable time frame.

In order for the Commission to improve productivity and effectiveness feedback is wanted on:

-  Boundaries stated in texts, voicemails, and e-mails
-  What is considered reasonable and respectful for responding to texts, voicemails, and e-mails
-  Commissioner's preferred method for receiving communications and their Agenda Packets.

There will also be a brief reminder of the requirements of the Open Public Meetings Act. Guidelines are included in the Orientation Binder. [Section 05]



## PLANNING COMMISSION

NAME	BEGAN SERVING	MOST RECENT APPOINTMENT	CURRENT TERM	POSITION
Tom Boyle	January 2019	2019	5/31/2023	#1
Jacquelyn Whalen	January 2002	2013	5/31/2024	#2
Alan Sweat	June 2017	2019	5/31/2025	#3
Ryan LaVergne	February 2017	2017	5/31/2020	#4
April Balsley	November 2015	2015	5/31/2021	#5
Jim Gillespie	July 2016	2016	5/31/2022	#6
Bruce White	October 2017	2017	5/31/2022	#7

### CONTACT INFO:

NAME	PHONE	ADDRESS	EMAIL
Tom Boyle	253-261-1199 (h)	1109 9 <sup>th</sup> Ave	<a href="mailto:TBoylejr@aol.com">TBoylejr@aol.com</a> <a href="mailto:tboyle@cityofmilton.net">tboyle@cityofmilton.net</a>
Jacquelyn Whalen	253-922-3221 (h)	1605 13 <sup>th</sup> Ave PO Box 749	<a href="mailto:lujqwhalen@comcast.net">lujqwhalen@comcast.net</a> <a href="mailto:jwhalen@cityofmilton.net">jwhalen@cityofmilton.net</a>
Alan Sweat	253-327-5837 (h)	PO Box 106	<a href="mailto:nottospark@comcast.net">nottospark@comcast.net</a> <a href="mailto:asweat@cityofmilton.net">asweat@cityofmilton.net</a>
Ryan LaVergne	253-405-1918 (c)	1210 8 <sup>th</sup> Ave	<a href="mailto:ryanlavergnerealestate@gmail.com">ryanlavergnerealestate@gmail.com</a> <a href="mailto:rlavergne@cityofmilton.net">rlavergne@cityofmilton.net</a>
April Balsley	253-208-2798	6924 Johnsons Rd NE	<a href="mailto:rimwis@hotmail.com">rimwis@hotmail.com</a> <a href="mailto:abalsley@cityofmilton.net">abalsley@cityofmilton.net</a>
Jim Gillespie	808-868-9588 (h) 253-922-1023 (w)	8025 Pacific HWY E	<a href="mailto:jimgillespiemilton@gmail.com">jimgillespiemilton@gmail.com</a> <a href="mailto:jgillespie@cityofmilton.net">jgillespie@cityofmilton.net</a>
Bruce White	425-306-8434	805 7 <sup>th</sup> Ave	<a href="mailto:bw98042@yahoo.com">bw98042@yahoo.com</a> <a href="mailto:bwhite@cityofmilton.net">bwhite@cityofmilton.net</a>

**TO:** Milton Planning Commission,  
**FROM:** Jacquelyn Whalen, Chairman  
**MEETING DATE:** December 02, 2019; Planning Commission Regular Meeting  
**TOPIC:** Commission's Work-Plan for Year 2020

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**DESCRIPTION:**

Listing of topics to present to Council and Staff for next year's work

**ATTACHMENTS:**

The Commission's November 04, 2019 agenda bill for the 2020 Work-Plan

**PURPOSE and INTENDED OUTCOMES FOR TONIGHT'S DISCUSSION:**

1. Identify & discuss the scope for possible topics for the Commission to work on for year 2020
2. Finalize a prioritized list of topics, if needed.
3. Discuss Commission's preferred method for forwarding this information onto Staff and Council.
4. Agree upon the next-steps towards completing this topic

**DISCUSSION:**

It would be worthwhile to discuss the protocol for forwarding the Commission's suggestions on to Staff and Council. Possibilities:

- Does the Commission first wish to hear from Director Nick Afzali and other Staff Members before finalizing a list of suggestions?
- Does the Commission wish to attend a Council Study-Session of Council's Retreat – Special meeting in order to present the Commission's suggestions?

Any and all ideas are welcome on this topic for discussion. Once the Commission's suggested topics are determined, the discussion will need to include:

- ✎ A description explaining the Commission's intent will need to be agreed upon for a written summation of each work-plan topic
- ✎ A prioritization of the list of work-plan topics, if needed

**TO:** Milton Planning Commission, Mayor, Council, and Staff  
**FROM:** Jacquelyn Whalen, Chairman  
**MEETING DATE:** November 04, 2019; Planning Commission, Regular Meeting  
**TOPIC:** Planning Commission Work-Plan for 2020

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Based on the content of this meeting's discussions, the Planning Commission wishes to make suggestions for Council's consideration in assigning the Commission's work-plan for 2020.

- ❖ Accessory Dwelling Units
- ❖ Rezone Requests
- ❖ Land use and policy issues as they arise - with Council's approval to work on those items
- ❖ Planning and Policy documents that may be due for an update or full revision

The Commission respectfully asks that the City Budget for 2020 apportion the financial resources necessary to:

- ❖ Complete the tasks assigned by Council
- ❖ Provide training opportunities to improve Planning Commissioner skills

**TO:** Milton Planning Commission,  
**FROM:** Jacquelyn Whalen, Chairman  
**MEETING DATE:** December 02, 2019; Planning Commission Regular Meeting  
**TOPIC:** Accessory Dwelling Units [ADUs] – Beginning Phase; continued

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**DESCRIPTION:**

Listing of topics to present to Council and Staff for next year's work

**ATTACHMENTS:**

None

**PURPOSE and INTENDED OUTCOMES FOR TONIGHT'S DISCUSSION:**

1. Have a brief discussion on how to stay organized and manage materials and information while working on regulations for ADUs
2. Continuation of the discussion from November 04, 2019
3. Identify the key elements to research and possibly include in regulating ADUs
4. Discuss the scope-of-work for the Commission's proposed ADU regulations
5. Identify the resources needed and wanted plus potential sources for those resources
6. Division of tasks

**DISCUSSION:**

[Regarding Outcome 1]. In order to save paper, keep yourself organized, consolidate your note, and stay organized, please bring your November 04 and your September 11 agenda packet materials, attachments, separate handouts and your notes on the topic of ADUs for tonight's discussion.

May I suggest that you create one file for this topic to be expanded upon as new materials are created. This one file then becomes what each Commissioner brings to subsequent meetings and uses to aide in their work on the topic of ADUs.

[Regarding Outcomes 2, 3, 4, & 5]. Please refer to your September 11, and November 04 agenda bills (etcetera) on ADUs. Tonight's goals for discussion are to bring together what we as Commissioners understand so far regarding ADU's, and get organized to make progress towards completing a recommendation to Council.

[Regarding Outcome 6]. The primary goal here is to list specific next steps for each Commissioner and for the Commission in total.

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**TO:** Milton Planning Commission,  
**FROM:** Jacquelyn Whalen, Chairman  
**MEETING DATE:** December 02, 2019; Planning Commission Regular Meeting  
**TOPIC:** Election of Officers Serving January 01 through December 31 of 2020

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**DESCRIPTION:**

Election of the Commission's Officers for year 2020, as prescribed in the Commission's Bylaws

**ATTACHMENTS:**

None

**PURPOSE and INTENDED OUTCOMES FOR TONIGHT'S DISCUSSION:**

1. Election of Chairman and Vice-Chairman to serve January 01 through December 31, 2019

**DISCUSSION:**

The Essential Steps of the Procedure:

☛ Election of Chairman:

- The current Chairman (or Vice-Chairman if the Chairman is not present) confirms that all understand and agree to the procedure as outlined. If not, clarifications, additions, &/or changes are made – per approval of the majority.
- The current Chairman opens the nomination process by requesting nominations for the Chairman - stating their term of office. A second to the motion is not called for.
- Any Commissioner may nominate any Member - including themselves.
- Chairman confirms whether the Nominee is willing to serve - if elected.
- Once nominations have stopped, the Chairman makes two more requests (making three in total for the position) for nominations.
- When no further Members are nominated, the Chairman closes the nomination discussion.
- Chairman calls for the vote on each nominee  
>> in the order in which the Members were nominated.
- The first Nominee to receive a simple majority (50% plus one) of the votes wins the election.
- In the event of a tie-vote, the voting process begins again, as outlined above, until a Nominee receives a simple majority of the votes.
- The newly-elected Chairman begins their role as defined in the motion to nominate.

☛ Election of Vice-Chairman:

- Repeat the same series of steps as listed above

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