



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

**March 2, 2020**  
**Monday**

**Regular Meeting**  
**4:00 p.m.**

**1. Call to Order and Flag Salute**

**2. Roll Call:** LaVergne, Sweat, White, V-Chair Boyle, Chair Whalen, (two vacancies)

**3. Additions/Deletions/Corrections to Agenda**

**4. Citizen Participation**

**5. Approval of Minutes**

A. February 3, 2020 Regular Meeting

**6. Regular Agenda**

A. Work Plan 2020+

i. Finalize our suggestions for Council's review

B. Accessory Dwelling Units

i. Early Phase of Discussions, continued

**7. Commissioner Reports**

A. Status of Commission's Recommendation to Council

i. Vacant Buildings

B. Status of filling vacancies on Commission

**8. Next Meeting:** April 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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## PLANNING COMMISSION MINUTES

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**Regular Meeting**  
**Monday, February 3, 2020**  
**4:00 p.m.**

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

Chair Whalen called the meeting to order at 4:03pm and Commissioner Balsley led the flag salute.

### **2. ROLL CALL**

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

Absent: none. There is one position currently vacant.

Staff Present: Clerk Trisha Summers

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

Commissioner April Balsley gave her resignation from Planning Commission due to family obligations. She thanked fellow commissioners for the discussions and constant learning and expressed her appreciation for all the Commissioners do for Milton.

Commissioners thanked her for her volunteer time and bid her farewell.

Ms. Balsley then left the meeting.

### **4. CITIZEN PARTICIPATION**

Richard Cosner – Would like to see Planning Commission review the Type 5 permit process due to the Bridge Point I-5 Seattle project and the way it was handled.

Noah Douglas – Would like to see a study of trees. Other local cities have done studies that might be helpful as a starting point for Milton.

## **5. APPROVAL OF MINUTES**

A. January 6, 2020 minutes

**Motion** “to approve January 6, 2020 minutes as amended.”  
(Sweat/Boyle) Passed 5,0

## **6. REGULAR AGENDA**

A. Work Plan 2020+

Chair Whalen presented this item highlighting the work plan topics for 2020 and asked commissioners for their input on any additional items they would like to see included.

Commissioner LaVergne added that he would like to see an overall review of the zoning code for the city.

B. Accessory Dwelling Units [ADU]

Accessory Dwelling Unit Workbook: Chair Whalen gave a brief overview of the Workbook. The Commission began their discussion of Chapter 1 which lists portions of the current Milton Municipal Code relevant to ADUs. Discussion focused on the intent and implications of the definition noting whether more clarification would be needed as work continues.

C. Handouts

Chair Whalen handed out the updated Development Status report. The City and Towns Profiles report available through MRSC and an updated listing of the Planning Commissioner contact information page

## **7. COMMISSIONER REPORTS**

Chair Whalen

- Next meeting 2/24 from 4-6pm tentatively to continue work on ADU

## **8. ADJOURNMENT**

The meeting was adjourned at 6:02 PM.

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Chair Jacquelyn Whalen

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**TO:** Milton Planning Commission  
**FROM:** Jacquelyn Whalen, Chairman  
**MEETING DATE:** March 02, 2020; Planning Commission, Regular Meeting  
**TOPIC:** Planning Commission Work-Plan for 2020

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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. 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:

- Director Nick Afzali has been invited to attend this meeting to help with confirming the intent of and finalizing a list of suggestions to present to Mayor, Council, and Staff
- Does the Commission wish to attend a Council Study-Session of Council's Retreat – Special meeting scheduled tentatively for March 05, 2020, 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

## LIST OF SUGGESTED TOPICS THUS FAR:

### SHORT-RANGE PLANNING TOPICS:

#### Topics currently underway at the Planning Commission:

- ✦ Accessory Dwelling Units [ADUs]:
  - New regulations for both attached and detached ADUs are being formulated

#### Topics that generally arise each year:

- ✦ Comprehensive Plan Amendments Chapter 17.67 MMC
  - Rezone Requests from the City Administration, the Residents, & the Land Owners.
    - Time-Period to receive rezone requests: January 1<sup>st</sup> to February 28<sup>th</sup> each year.
  - Zoning Map:
    - Make needed corrections
    - Make changes due to rezone-requests
    - Present corrected Zoning Map to Council for formal adoption
  
- ✦ Land use and policy issues as they arise - with Council's approval to work on those items

#### Topics brought to light due to recent development activity:

- ✦ Review the procedural requirements, especially the Notification Requirements in MMC 17.71.040 Process Types
  
- ✦ Review of Chapter 17.44.110 Landscape Requirements with emphasis on :
  - Protection of Milton's Urban Forest
  - Creation of a "Green-Infrastructure" policy document
  - Enhancement of landscape strip requirements for Milton's roadways
  
- ✦ Review Zoning District Development Standards
  - Consider whether the standards need to be changed, and create a list of results sought & potential changes in regulations

- Consider whether infill development standards are needed, and create a list of results sought & potential changes in regulations
- Consider creation of a new zoning district(s), and create a list of potential characteristics

**LONG-RANGE PLANNING TOPICS**

- ✦ Overall Review of Title 17 Zoning to consider whether there are Chapters needing to be updated in planning for our community’s future.
- ✦ Planning and Policy documents that may be due for an update or full revision
  - At the moment: No known documents needing an update for 2021
- ✦ Begin discussions on creating design standards for the “West Milton Commercial District” (policy document: Vision 2012)

**REQUEST TO MAYOR, COUNCIL AND STAFF**

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

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**TO:** Milton Planning Commission

**FROM:** Jacquelyn Whalen, Chairman

**MEETING DATE:** March 02, 2020; Planning Commission, Regular Meeting

**TOPIC:** Accessory Dwelling Units [ADU]

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**WORK-PLAN ITEM & DESCRIPTION:**

Accessory Dwelling Units [ADUs] – Updating Standards

Consider if the City’s existing ADU standards are sufficient for Milton’s current needs.

**ATTACHMENTS:** Please refer to your ADU Workbook provided as a standalone document

**Prior Supporting Documents:**

Please refer to November and December 2019 and January 2020 Agenda packets;

Please bring Accessory Dwelling Units; Issues and Options.(Jan. packet) to the meeting

Please bring the Zoning Map and Title 17 Zoning MMC from your Orientation Binder to the meeting

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

1. Continue beginning phase of discussions:
  - Continue review of Chapter 1 of the Workbook and begin discussions of Chapters 2, 3, &4.
  - Have Commissioners present information summarizing the results of their research to date.
2. Agree upon the next-steps towards completing this topic

**DISCUSSION:**

Earlier discussions have noted the value of having clear and organized policy and regulatory information regarding ADUs. The main focus, beyond the above mentioned outcomes, is to begin utilizing the Workbook as a means to organize our discussions and decisions as we progress towards making our first update meeting to Staff, Attorney, Mayor, and Council.

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