



PLANNING COMMISSION MINUTES

Regular Meeting
Monday, November 4, 2019
4:00 p.m.

1. CALL TO ORDER AND FLAG SALUTE

Chair Whalen called the meeting to order at 4:00pm and Commissioner LaVergne led the flag salute.

2. ROLL CALL

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

Absent: Commissioner Sweat

Staff & Elected Present: Clerk Trisha Summers, Public Works Director Nick Afzali, Senior Contract Planner Brittany Port, Building Official Dana Herron and Police Chief Tony Hernandez. Council members present were Councilmembers Johnson, Whalen, Whitaker, Hutson and Tompkins.

Motion "to excuse Commissioner Sweat from today's meeting"
(Gillespie/LaVergne) **Passed 6/0**

3. WELCOME

4. ADDITIONS, DELETIONS TO AGENDA

Chair Whalen advised Commission that the agenda needed to be moved around to bring item 7E after 7A in order to respect staff work schedule.

5. CITIZEN PARTICIPATION

Raymond Herman

Spoke about the Bridge Point I-5 Seattle project and the impact that development would have on his family.

Christy Journey

Concerned that she did not receive notice of the Bridge Point I-5 Seattle project and is a resident living on 5th Avenue.

Councilmember Robert Whalen

Would like to excuse himself from the room when the Bridge Point I-5 project is discussed to avoid any conflict with his council member duties on this project.

6. APPROVAL OF MINUTES

A. September 11, 2019 minutes

Motion "to approve minutes for September 11, 2019." (Gillespie/Balsley)
Passed 6/0

7. REGULAR AGENDA

A. Accessory Dwelling Units – Beginning Phase

Chair Whalen asked for feedback from staff regarding ADU's. She would like to know what information Commissioners need to have in mind when beginning work on Accessory Dwelling Unit code. Senior Planner Brittany Port spoke about zoning regulations and the need for a clear code and Building Official Dana Herron spoke about building regulations and potential problems to look out for pertaining to ADU's.

Councilmembers weighed in with concerns regarding rental of ADU's, a strong purpose for an ADU and the development of a clear and concise code pertaining to Accessory Dwelling Units.

Chair Whalen concluded this topic with instructions to Commissioners to send any legal questions or concerns to City Clerk Summers before the next meeting.

B. Bridge Point I-5 Project

Public Works Director Nick Afzali and Senior Planner Brittany Port presented a PowerPoint presentation explaining the proposed project to the Planning Commission. Staff also outlined the timeline of the project and next steps.

Planning Commissioners asked clarifying questions to gain a clearer understanding of the project.

All council members in attendance at today's meeting left the room for this presentation in order to protect their council member duties pertaining to this project.

C. Vacant Building Regulations

Police Chief Hernandez spoke about vacant buildings and the need for a registry to allow police to have the information regarding who to contact in the event of trespassing, alarms or suspicious activity at property. The Chief suggested a public education campaign to reach out to business owners. The registry would incentivize them by helping police keep squatters or those entering illegally out. This would also be appreciated and used by East Pierce Fire and Rescue.

Staff spoke about the lack of resources being a key issue in helping to monitor vacant buildings. Council members would like to see vacant parking lot care included in regulation.

Council members agree that they would like the Planning Commission to continue their work on this topic.

D. Planning Commission Protocols

Chair Whalen spoke about the methodology, resources, and communication necessary to complete the tasks that Council assigns. She spoke about how the Commission came to the point where they felt that these issues were important to clearly define in writing and the wish to have more Staff and Council support as work progresses.

She noted the change in the Commission's way of accomplishing work and their work-product, stating that when needed resources are unavailable, the Commission's results will be a listing of the primary content and intent of the proposed regulations and policy changes.

Council commented that they are happy to be included in the meeting today and expressed interest in a report at council meetings giving status updates on Planning Commission work.

E. Planning Commission Work Plan 2020

Chair Whalen asked the Commissioners to review the work plan but in the interest of time, there was no discussion on this topic.

8. COMMISSIONER REPORTS

Chair Whalen

- Thanked council members for attending. The absence of staff attendance at meetings has been hard to keep things moving forward. Will keep communicating with council and move forward with work plan.

Vice Chair LaVergne

- Nothing to add

Commissioner Gillespie

- Would like to sit with council and set goals for the 2020 work plan together.

Commissioner Balsley

- Nothing to add

Commissioner Boyle

- Thank you to Staff, Council and Commissioners for attending today and not giving up! This has been a very productive meeting.

Commissioner White

- Nothing to add

9. ADJOURNMENT

The meeting was adjourned at 6:03 PM.



Chair Jacquelyn Whalen