

Planning Commission Regular Meeting Minutes

Wednesday, January 15, 2014
7:00 p.m. to 9:00 p.m.
Town Hall Meeting Room

Note: The Action Minutes represent a summary of presentations given and actions taken. For a more detailed record, the audio recording of the meeting can be accessed through the City Clerk's Office, City of University Place. Contact Emy Genetia at (253) 460-2511.

1. Call to Order (7:04)

Chair Quisenberry called the meeting to order at 7:04 p.m.

2. Roll Call (7:04)

Planning Commission Members Present

Mr. Cliff Quisenberry – Chair
Mr. Frank Boykin – Co Vice Chair
Mr. Tony Paulson – Co Vice Chair
Mr. Chris Barrett (arrived at 7:35)
Mr. Diogenes Xenos
Mr. Steve Smith

Planning Commission Members Excused

Staff Present

David Swindale, Planning and Development
Services Director
Jeff Boers, Principal Planner
Becky Metcalf, Project Assistant

Planning Commission Members Absent

3. Approval of Minutes (7:05)

Chair Quisenberry noted that on the December 18, 2013 minutes, page 1 item 3, it should be reported that Vice-Chair Boykin closed the public comment section of the meeting.

MOTION: by Commissioner Boykin, seconded by Commissioner Xenos to approve the minutes of December 18, 2013 as amended. The motion to approve the minutes for December 18, 2013 as amended passed unanimously.

4. Public Comment (7:06)

There being no public comment on any item not appearing on the agenda, Chair Quisenberry closed the Public Comment section of the meeting.

5. Consideration and Approval: 2014 Planning Commission Workplan (7:06)

Director Swindale reviewed the memo and proposed workplan for the Planning Commission for 2014 as included in the agenda packet.

Commissioner discussion and comment included:

- This is a preliminary schedule, allowing for some degree of flexibility should other projects come up during the year, such as code amendment requests.
- Sign Code discussion, public hearing and consideration needs to be added to the work plan.
- The second monthly meeting for both June and October is missing and needs to be added.

The work plan will be amended and then returned to Commission for consideration at the next meeting.

6. Discussion: View Protection (7:25)

Principal Planner Boers reviewed the view protection summary as included in the agenda packet.

Commissioner discussion and comment included:

- Given the issue of lack of enforcement, it may be best to not make any changes or recommendations at this time.
- Most cities shy away from taking some action like Palos Verdes, rather leaving it to homeowners associations.
- Palos Verdes has a significant public forest that provides a unique identity for them. This is different than the situation in University Place.
- The Commission may suggest some program similar to Palos Verdes, where the City can only trim if all neighbors are in agreement.
- Another option would be to say that the City has the right to do whatever it wants with trees in the right-of-way as they are City trees.
- Set up a process administered by staff, recommending that view protection be considered in the permitting process. Include consideration of privacy protection as well.
- Staff will draft up the Committee's suggestions to be reviewed at the next meeting, to be transmitted to Council with recommendations for considerations and process. View protection and privacy are both to be considered, as well as urban forestry.
- Recommendations should include:
 - Permit process that takes view protection, privacy and urban forestry into consideration
 - This process is to be handled by City staff with a permit fee attached
 - Actual cost of work permitted to be borne by the requestor
 - Fines for taking unpermitted actions need to be levied and set higher than the \$1,000 currently in place.
 - The City needs to improve monitoring and enforcement to make sure these processes are followed
 - Provide notification to public of any changes made as a result of this discussion and recommendation, perhaps an article in the community newsletter
 - The City ultimately cannot be forced to allow an action even if all contacted parties agree with that action.
 - Recommendations are for trees in the public right-of-way. Trees on private property are not within the City's purview

7. Staff Comments (8:17)

Director Swindale distributed an amended preliminary 2014 workplan (attached to minutes). The Sign Code work has been added, as well as the 2nd June and October meetings.

MOTION: by Commissioner Smith, seconded by Commissioner Xenos to approve the amended 2014 Planning Commission workplan as presented. The Motion to approve the amended 2014 Planning Commission workplan as presented passed unanimously.

Director Swindale reported that Albertsons will be closing by February 20.

8. Commissioner and Liaison Comments (8:21)

- Chair Quisenberry will speak with the City Clerk's office tomorrow about extending the deadline for Commissioner applications to fill the existing vacancy on the Planning Commission.
- Chair Quisenberry attended the 16th CAB event last Friday at the Atrium. He stated that it was well attended and interesting. He was very impressed by the caliber of the military personnel in attendance. He also thanked Commissioner Boykin for acting as Chair last month in his absence.
- Commissioner Paulson appreciated the selected color pages in the Better Cities and Towns distributed to Commissioners with their agenda packets.
- Chuck Foster, Economic Development Commissioner, commented that Applebee's is open, and the EDC will not meet this month.
- EDC Commissioner Foster has heard that the Fire Station building on 40th Street is going to be sold, and stated that since we have not real police station this is a sale that should be thought through. Director Swindale noted that the Fire District is a separate entity from the City.

9. Adjourn (8:31)

MOTION: by Commissioner Barrett seconded by Commissioner Smith to adjourn the meeting. Motion to adjourn was approved unanimously (8:31).

Submitted by:

Becky Metcalf, Project Assistant
Community and Economic Development

Approved as amended: February 5, 2014