

Planning Commission Regular Meeting Minutes

Wednesday,
November 4, 2015
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 (7:00)** Chair Quisenberry called the meeting to order at 7:00 p.m.

2. **Roll Call (7:00)**

Planning Commission Members Present

Mr. Cliff Quisenberry – Chair
Mr. Steve Smith – Co Vice Chair
Mr. Chris Barrett
Mr. Tony Paulson
Mr. Morry Stafford

Planning Commission Members Excused

Mr. Frank Boykin – Co Vice Chair
Mr. Diogenes Xenos

Staff Present

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

3. **Approval of Minutes (7:00)**

MOTION: by Commissioner Stafford and seconded by Commissioner Paulson to approve the minutes of October 21, 2015 as submitted. Motion passed.

4. **Public Comment (7:01)**

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

5. **Discussion: Housekeeping Amendments (7:01)**

Principal Planner Boers provided background on and summary of this item. Commissioners proceeded to review the discussion draft code amendments as distributed in the agenda packet. Three additional documents were distributed, attached to these minutes. They included questions posed by Commissioner Paulson, and two sheets responding to the questions. (Attachments 1, 2 and 3).

Commissioner discussion covered the following topics:

- Make sure that the term “patio” is defined somewhere.
- The difference between covered and non-covered decks in setback requirements.
- Item 1 under “floor area” is not clear. Staff noted there was not enough time to revisit FAR regulations at this point. The intention was to copy adopted FAR text into the definition without making any additional changes as part of the housekeeping amendments.
- Commission consensus is to remove the word “interior” from the “Floor Area” definition.
- The definition of kitchen was discussed. A way around any definition can always be found. Adding the concept of “intention” is helpful.
- Private street definition will be clarified by breaking the long sentences into shorter, more readable sentences.
- Add the term “yard sale” to the various terms referring to such an event.
- Under “Use, Temporary” remove the word “personal” and add “temporary” wireless telecommunications facilities.
- Staff will come back to the Commission with options to define assisted living, considering all the nuances of independent living, nursing homes, etc.
- Add standards for collection boxes to keep them tidy such as are required for trash collection.
- Should personal library boxes be considered as well under the category of collection boxes? Perhaps base regulated boxes on their size.
- Add definition of small-scale composting facility in Chapter 19.10
- Revise the allowed length for yard sales from two to three days.
- Section 19.45.030 density standards was discussed in terms of improving readability of subsection A and elaborating on the explanation of how base densities compare with minimum lot sizes.
- Corner lots exception should read “mid-point of the curved line”.
- Options were discussed regarding proposed setbacks for mechanical equipment.
- Projections – page 12, item J. Proposed language would reflect current practice and allow for full living space modulation rather than only smaller features such as a bay window or fireplace. Item c. should say “Not more than two feet into a side or rear yard setback”.
- Page 13 item 3, is to provide the opportunity for more architectural interest and neighborhood interaction. For item 4, change porches to decks.

7. Commission and Liaison Comments (8:45)

This item was addressed out of Agenda order. Chris Platt will be attending Planning Commission meetings as the liaison from the Economic Development Commission. He reported that, at the last EDC meeting, there were comments made about signage. Director Swindale stated that a review of signage regulations will be part of the 2016 Planning Commission work plan.

6. Staff Comments (8:48)

Director Swindale reported that at its November 2nd meeting, the City Council adopted a resolution calling for the adoption of the subarea planning ad hoc committee. Two Economic Development commissioners have volunteered to serve on this committee. Commissioners Paulson and Quisenberry stated they are willing to work on this committee. Commissioner Stafford stated he is willing to serve on the committee as a design professional.

8. Adjourn

MOTION: by Commissioner Smith, seconded by Commissioner Paulson to adjourn the meeting. Motion to adjourn was approved unanimously. (8:52 p.m.)

Submitted by:

Becky Metcalf, Project Assistant
Community and Economic Development

Approved as submitted: November 18, 2015