

## Planning Commission Regular Meeting Minutes

Wednesday,  
December 16, 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. Diogenes Xenos  
Mr. Tony Paulson  
Mr. Morry Stafford

**Planning Commission Members Excused**

Mr. Frank Boykin – Co Vice Chair

**Staff Present**

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

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

**MOTION: by Commissioner Paulson and seconded by Commissioner Barrett to approve the minutes of November 18, 2015 as submitted. Motion passed.**

4. **Public Comment (7:00)**

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

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

Director Swindale reviewed information found in the agenda packet regarding Code Violations, Enforcement and Security Provisions amendments.

Discussion by the Commission covered the following topics:

- The definition and meaning of a misdemeanor was discussed.
- Tickets would be administered by the University Place Municipal Court.
- There is no traffic enforcement under the University Place Municipal Code (UPMC), it falls under the Washington Administrative Code (WAC).

- Compression brakes seems more a traffic issue than code violation. The Police Department will work with the Code Enforcement officer when needed.
- Disturbing the Peace, including noise disturbances, requires three complaints before being investigated. This is not the requirement for all types of complaints or violations.
- Administrative policy will be set to determine whether to use Chapter 1.20 or Chapter 1.30 to attempt enforcement.
- Should a "person" be identified consistently throughout as also a "corporation or entity"? City Attorney advice will be sought.
- Using the term "guilty" should be reviewed. City Attorney Advice will be sought.

Principal Planner Boers reviewed information provided in the agenda packet regarding housekeep amendments.

- Definition of kitchen. Perhaps trying to define the definition in such detail opens more questions. A gas range would not require a 220 outlet.
- Word the kitchen definition broadly enough to give City latitude. The City needs to be careful with this definition because it affects the definition of a "unit".
- Add the verbiage "that are serviced by" between "oven or cooktop" and "220/240v outlet" and add "or gas service". This change has the Commission's consensus.
- On definition of deck, suggest removing "most often constructed of wood".
- "Floor area" definition was discussed. How is this term tied into the code? Staff will review this item and bring back further information.
- Under "inoperable vehicle", what is the definition of the term "wrecked"?
- "Lot, substandard" seems to have much verbiage that doesn't need to be there. It is simply a lot that doesn't meet current standards.
- On tables, move away from "horizontal and vertical axis" and instead refer to columns and rows.
- Storage building square footage should be 600 on the matrix on page 6.
- Clean up the graphics resolution on Figure 11.
- Some commissioners would like to see a straight out minimum allowed square foot size for a home and 2,000 square feet was suggested. Large houses on small lots led to the current regulations. There is also a request to look at providing an exception for lot division sizes on large properties. These issues may be studied at a later date.
- There was discussion about the properties that would be affected by the transition landscaping language.
- On page 12, item 19.45.040, would it be helpful to add a definition of setback?
- Introductory information is presented in different ways in different sections. Clean up for consistency.
- Page 14, item 6, change the second line to read "shall be set back at least five feet from any side and rear property lines..."
- Concern was expressed that the transitional landscaping item was designed to affect one certain property that has had a long history of public discussion.
- If intention is to separate commercial uses from residential uses, multi-family zones should perhaps be included as well. Commission requests that staff review this issue again and bring back further information about other areas where this may apply.

**Motion by Commissioner Xenos, seconded by Commissioner Barrett to extend meeting by 15 minutes. Motion passed. (8:58)**

**6. Staff Comments (8:59)**

Director Swindale provided a proposed work plan for 2016 (attached to these minutes as Attachment A). Commissioners were asked to review and look at individual schedules as well. Selection of officers for the commission may be delayed until after January 31 when new commissioner terms begin.

**7. Commission and Liaison Comments (9:05)**

Christopher Platt, the Economic Development Commission liaison, reported that two new additions to Town Center have been announced, Top Pot and Mediterranean Grill. January 28 is the next EDC meeting.

**8. Adjourn**

**MOTION: by Commissioner Xenos seconded by Commissioner Barrett to adjourn the meeting. Motion to adjourn was approved unanimously. (9:19p.m.)**

Submitted by:

Becky Metcalf, Project Assistant  
Community and Economic Development

Approved as amended: January 6, 2016