

Planning Commission Regular Meeting Minutes

Wednesday,
August 3, 2016
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)

2. Roll Call (7:00)

Planning Commission Members Present

Mr. Steve Smith – Acting Chair
Mr. Chris Barrett
Mr. David Graybill
Mr. Ken Campbell
Mr. Tony Paulson

Planning Commission Members Excused

Mr. Cliff Quisenberry – Chair
Mr. Frank Boykin – Co Vice Chair

Staff Present

David Swindale, Director, Planning and
Development Services
Becky Metcalf, Project Assistant

3. Approval of Minutes (7:01)

MOTION: by Commissioner Graybill and seconded by Commissioner Barrett to approve the minutes of the June 15, 2016 Planning Commission meeting.

The following changes were noted:

- Ms. Metcalf noted that under the attendance section, Commissioner Smith is noted as the Acting Chair. However, Chair Quisenberry was in attendance at this meeting. Commissioner Smith will be noted as Co Vice Chair.
- Commissioner Paulson pointed out that on page 3 in the final bullet above item 7, the sentence is not complete. He suggested adding "zones into Comp Plan Land Use areas."

MOTION: by Commissioner Barrett and seconded by Commissioner Graybill to accept changes to minutes of June 15, 2016. Motion passed.

Original motion to approve minutes, now as amended, was passed.

4. Public Comment (7:04)

David Harrowe, 4616 79th Ave. Ct. W., commented that the reduction in big and tall signs is

appreciated. He hopes that the proposed Sign Code amendments will not allow a return of those signs. He feels the original item A in the "Purpose" section is a good statement and does not feel that any possible offense taken by business is a strong enough reason to strike it.

With no other public comments, the public comment section of the meeting was closed.

5. Public Hearing – Sign Code Amendments (7: 08)

Director Swindale reviewed the staff report and attachments for this item as found in the agenda packet.

Public Hearing on the Sign Code Amendments was opened by Acting Chair Smith. Mr. Harrowe's earlier comments will be noted as part of the public hearing on this topic. There being no further public comment, the public hearing on the Sign Code Amendments was closed. (7:21)

MOTION: by Commissioner Graybill and seconded by Commissioner Barrett to approve the staff report summarizing the Planning Commission's discussions and recommendations to date which will become a recommendation to the City Council. The motion was passed.

6. Discussion: Comprehensive Plan Designations and Zoning (7:23)

Director Swindale provided background on this issue. He referred back to the minutes of the June 15 meeting. He asked commissioners to confirm that they are comfortable with decisions made at the last meeting. Commission recommendations were as follows:

- Planning Commission does not feel it is advisable for them to take on a quasi-judicial role
- Continue the process in two stages – Comprehensive Plan amendments will remain as a legislative process, with Planning Commission providing a recommendation to City Council. Rezone requests would go to the Hearing Examiner. The Planning Commission recommends allowing these two processes to take place concurrently – this does not require a code change, just a process change. The Comp Plan amendment would be passed first, and then the rezone would follow. The Hearing Examiner approval would be conditioned on the Comp Plan being amended.
- Fee reduction – waive the second fee if both amendments were pursued concurrently. The Fee Schedule will need to be amended.

The Planning Commission is not in support of reducing the number of Comprehensive Plan designations.

- Commissioner Paulson believes that Director Swindale's explanation is consistent with last meeting's discussion.
- During discussions, it was pointed out that the amounts provided in the June 15, 2016 minutes as the costs for both the Comp Plan amendment and the Rezone request were incorrect. The proper amount for both actions (Comp Plan amendment and Rezone Request) should be \$4,126 and \$1,375 for SEPA.

MOTION: by Commissioner Paulson and seconded by Commissioner Graybill to amend the minutes of June 15, 2016 to reflect the correct current fee structure. The motion passed.

7. Public Participation Plan for Comprehensive Plan Amendment (7:30)

Director Swindale reviewed the information provided in the Agenda Packet for this item. This is an information item only and reflects information that was presented Monday night at the City Council meeting, where the Council received and filed a public participation plan program for the next round of comp plan amendments. This is a less significant process than what was recently undertaken, which only occurs once every 7 years.

The Comprehensive Plan is being amended this year is because there is a private proposal to amend the Comprehensive Plan, and because the PSRC has recommended some other amendments they wish to be considered. These recommendations can be reviewed at the same time as Subarea Plan recommendations are reviewed. A public participation program is required in order to attempt to get the community involved in planning their future. This public participation program is consistent with the Planning Commission's workplan.

Commission discussion followed, covering the following questions/topics:

- Commissioner Smith stated that most people do not read the legal notices in the newspaper anymore. Is there another way to get information out? Director Swindale responded that information regarding the amendment process will appear on the City website, and in UP Press.

8. Staff Comments (7:39)

Director Swindale stated that code enforcement, housekeeping amendments, and sign code amendments will all be coming before the City Council soon based on Planning Commission recommendations. The topic of tree preservation is coming up for City Council study. This is their third or fourth study session on this topic.

9. Commission and Liaison Comments (7:41)

Commissioner Paulson would like to discuss an item on the Sign Code. He noted that on page 17, acceptable and nonacceptable roof signs are presented in pictures only, and there should be some text. Staff is directed to clarify. Director Swindale stated that there is some text on page 15 in the table. Commissioner Paulson stated that there should perhaps be some reference to page 17 with a footnote, etc.

The Subarea Plan ad hoc committee's next meeting is Sept. 20. Otak (the consultants on this project) will return with their first report.

10. Adjourn (7:46)

MOTION: by Commissioner Barrett, seconded by Commissioner Graybill, to adjourn the meeting. Motion to adjourn was approved unanimously. (7:46)

Submitted by:

Becky Metcalf, Project Assistant
Community and Economic Development

Approved as submitted: September 7, 2016