

## Planning Commission Regular Meeting Minutes

Wednesday,  
January 3, 2018  
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 (7:01)**

Acting Chair Boykin called the meeting to order.

### **2. Roll Call (7:01)**

#### **Planning Commission Members Present**

Mr. Frank Boykin – Acting Chair  
Mr. Steve Smith – Co Vice Chair  
Mr. David Graybill  
Mr. Ken Campbell  
Mr. Tony Paulson  
Ms. Tonya Mushallo

#### **Planning Commission Members Excused**

Mr. Cliff Quisenberry – Chair

#### **Staff Present**

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

### **3. Approval of Minutes (7:02)**

**MOTION by Commissioner Campbell and seconded by Commissioner Smith to approve the minutes of the November 15, 2017 Planning Commission meeting as submitted. The motion was approved.**

### **4. Public Comment (7:03)**

There was no public comment.

### **5. Study Session: Amendment of Drive-Through and Drive-Up Standards and Community Commercial Zone Design Standards (7:03)**

Director Swindale reviewed the staff report and materials in the agenda packet.

Commission discussion included the following:

- The elevation difference is what will determine the interaction between a sidewalk and the drive-through, and the slope will affect the pedestrian access.
- Is the purpose of this amendment to provide for pedestrian access or to facilitate construction?
- In terms of allowing an exemption from the current policies, it seems the number of feet of the grade is more important than the slope. However, in terms of pedestrian

- access, the slope is more important.
- ADA accessibility might be a good test as to whether a certain site should be exempted.
- These rules apply if a present owner wants to rebuild.
- Is the intent to separate the drive through from the sidewalk? Is there to be pedestrian access across the drive through?
- Take into consideration the nature of business, alternatives to access to define financially infeasible? If we want a pedestrian friendly city, wouldn't it be better for the pedestrian to have to walk farther?
- Allow on an exception-basis, and be assured of reasonable pedestrian access.
- How many properties are we talking about that have significant grades that would be impacted by changes?
- What are the measurements of grade and slope for the sidewalk between the Starbucks and the Jack in the Box? It seems to be an acceptable grade for pedestrian access.
- Are there pictures in UP or other communities that have dealt with this issue so that the commission can see how this looks in existing development?

Director Swindale encouraged commissioners to drive around the city and look at the examples represented by the maps in attachments G1 through G10. Commissioners are requesting more visuals to help facilitate continuing discussion.

#### **6. Staff Comments (8:09)**

Director Swindale announced that Kent Keel is the new Mayor and Caroline Bellici is the new Mayor Pro Tem, and the City Council adopted the sign code.

#### **7. Commission and Liaison Comments (8:10)**

Acting Chair Boykin stated that Chair Quisenberry had some emergency issues with family this evening, and stated that things are good now.

#### **8. Adjourn (8:13)**

**MOTION: by Commissioner Graybill and seconded by Commissioner Mushallo to adjourn the meeting. The motion was approved unanimously.**

Submitted by:

Becky Metcalf, Project Assistant  
Community and Economic Development

Approved as submitted: February 7, 2018