

## Planning Commission Regular Meeting Minutes

Wednesday,  
February 21, 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 (7:00)**

Chair Quisenberry called the meeting to order.

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

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

Mr. Cliff Quisenberry – Chair  
Mr. David Graybill  
Mr. Ken Campbell  
Mr. Tony Paulson  
Ms. Tonya Mushallo

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

Mr. Frank Boykin – Acting Chair  
Mr. Steve Smith – Co Vice Chair

#### **Staff Present**

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

### **3. Approval of Minutes (7:001)**

**MOTION by Commissioner Mushallo and seconded by Commissioner Campbell to approve the minutes of the February 7, 2018 Planning Commission meeting.**

Chair Quisenberry requested that the following verbiage be added to page 2, second to last bullet: "Also, properties above street level could be a safety issue." **Approval of the amendment was moved, seconded and passed. The motion was approved as amended.**

### **4. Public Comment (7:02)**

There was no public comment.

### **5. Discussion and Consideration: Amendment of Drive-Through and Drive-Up Standards and Community Commercial Zone Design Standards (7:02)**

Director Swindale went through suggested amendments and commission members discussed these amendments.

Commission discussion included the following:

- Change verbiage on page 3, UPMC 19.70.130. D. Standards. to clarify. Suggested wording: "Where permitted, new drive-through and drive-up facilities shall comply with the following standards. All major improvements or major redevelopments of existing nonconforming drive-through uses shall comply with these standards as well."
- Define "slope".

A public hearing will be scheduled on this matter for the next Planning Commission meeting.

#### **6. Study Session: Shoreline Master Program Periodic Review (7:28)**

Principal Planner Boers reviewed checklist items where it is suggested that changes be made.

Commission discussion:

- Would the removal or dismantling of structures includes docks? Most likely. Staff will follow up on this question with the Department of Ecology.
- Allowing a non-conforming use to switch to another non-conforming use prolongs the desired result of changing the use to conforming.
- During the review process, the Department of Ecology will be kept informed, and there will be communication with them as work is done to ensure no surprises at the end of the project.

The next step in the process is a public forum. Staff are working with City communication staff on how to reach out the public regarding this event. The public forum will come before drafting of actual changes and amendments. This event may be the second March meeting for the Planning Commission.

#### **7. Staff Comments (7:58)**

Director Swindale stated that the next building in the town center development, Lot 3, is being reviewed. Staff is working on subarea plan implementation steps.

Ms. Metcalf reported on upcoming ribbon cuttings at both Hear USA (March 8) and Home Goods (March 4).

#### **8. Commission and Liaison Comments (8:05)**

Commissioner Paulson went to an Urban Studies forum, which focused on children and youth. Director Swindale has a recording if any commissioners are interested in listening to it.

#### **9. Adjourn (8:06)**

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

Submitted by:

Becky Metcalf, Project Assistant  
Community and Economic Development

Approved as submitted: March 7, 2018