



BUCKLEY CITY COUNCIL STUDY SESSION AGENDA

Tuesday, January 7 2025, 6:00 P.M.

Multi-Purpose Center, 811 Main Street

Or Via Zoom:

<https://us02web.zoom.us/j/82990819660?pwd=WVdKY0U3UlkwS1JybWxtWnh5M3NQdz09>

Call-in Number: 253-215-8782

Meeting ID: 829 9081 9660

Webinar Passcode: 637567

****Please note this meeting will begin immediately following the Special City Council Meeting at 6:00 PM.****

A. CALL TO ORDER

B. DISCUSSION ITEMS

- a. Review of CLG Ordinance
- b. Review of Board & Commission Workplans
- c. Review of Council Committee and Liaison appointments
- d. Annual Review of 2022 Adopted Council Goals & Priority Projects
- e. Review of Park Impact Fees (*no packet items*)

C. CITY COUNCIL COMMENTS

D. ADJORNMENT



TO: Mayor and City Council
FROM: Courtney Brunell, City Administrator
DATE: December 3, 2024
SUBJECT: Certified Local Government Historic Preservation Considerations

Background: As part of the 2024 Citizens Advisory Work Plan, the Citizens Advisory Commission (CAC) was tasked with assisting in the establishment of Buckley's first Historic Preservation Ordinance.

Throughout 2024, the CAC reviewed ordinances from other jurisdictions and a model ordinance provided by the Department of Archaeology and Historic Preservation (DAHP). Using this research, the Commission customized the draft ordinance to reflect Buckley's priorities.

The CAC has forwarded its recommendation for adoption of the draft Historic Preservation Ordinance to the City Council via resolution. Attached are the draft ordinance and a DAHP handout titled *"Benefits of Becoming a Certified Local Government."*

Key Features of the Draft Ordinance

1. Expanded Definitions:

- Clear definitions for terms like "Community Landmark" and "Certificate of Appropriateness" ensure clarity for stakeholders and property owners.

2. Nomination and Designation Process:

- Detailed procedures for nominating properties to the Buckley Historic Register, including public notification and hearings.
- The ordinance retains a 50-year threshold for historic designation, tailored to align with Buckley's history.

3. Certificates of Appropriateness:

- A three-tiered review process for alterations to historic properties, ensuring administrative efficiency for minor changes and thorough oversight for significant modifications.

4. **Zoning Relief:**

- Zoning variances for setbacks, lot coverage, and building heights to support adaptive reuse of historic properties.

5. **Appeal and Removal Procedures:**

- Transparent processes for contesting decisions and removing properties from the historic register.

Benefits of Becoming a Certified Local Government (CLG)

The ordinance positions Buckley to achieve CLG designation, which has advantages including:

- **Grant Opportunities:** Access to exclusive preservation grants for planning, surveys, and restoration projects.
- **Technical Assistance:** Expert guidance from the State Historic Preservation Officer (SHPO).
- **Community Incentives:** Programs like tax benefits and special valuations to promote property rehabilitation.

Next Steps

The draft ordinance will be discussed during the December 3rd Study Session.

Attachments:

1. Draft Ordinance
2. Benefits of Becoming a CLG Handout
3. CAC Packet Materials dated 9/10/2024 and October 21, 2024

CITY OF BUCKLEY, WASHINGTON

ORDINANCE NO. XX

AN ORDINANCE OF THE CITY OF BUCKLEY, WASHINGTON, ESTABLISHING A HISTORIC PRESERVATION PROGRAM, PROCEDURES FOR NOMINATION AND DESIGNATION, AND CREATING A HISTORIC PRESERVATION COMMISSION

WHEREAS, the City of Buckley recognizes the importance of preserving and protecting its historic resources for future generations; and

WHEREAS, the City seeks to establish a formal historic preservation program to ensure these resources are identified, preserved, and protected in an orderly and systematic manner;

NOW, THEREFORE, the City Council of the City of Buckley does ordain as follows:

Section 1 – Purpose

Section 2 – Title

Section 3 – Definitions

Section 4 – Designation of the Historic Preservation Commission

Section 5 – Buckley Register of Historic Places

Section 6 – Review of Changes to Buckley Register Properties

Section 7 – Historic Property Designation Procedure

Section 8 – Certificate of Appropriateness Procedure

Section 9 – Termination of Historic Designation

Section 10 – Historic Preservation Incentives

Section 11 – Penalties for Violations

Section 12 – Severability

Section 13 – Effective Date

Section 1. Purpose

The purpose of this ordinance is to establish a historic preservation program for the City of Buckley, outline procedures for nominating and designating properties as historic landmarks or community landmarks, provide the framework for the review of Certificates of Appropriateness prior to alterations, and establish criteria for the termination or modification of designations.

Section 2. Definitions

The following words and terms shall, when used in this chapter, be defined as follows unless a different meaning clearly appears from the context:

- a. 'Alteration' means any construction, demolition, removal, modification, excavation, restoration, or remodeling of a landmark.
- b. 'Building' means a structure created to shelter any form of human activity, such as a house, barn, church, hotel, or similar structure.
- c. 'Certificate of Appropriateness' means written authorization issued by the Citizens Advisory Commission or its designee permitting an alteration to a significant feature of a designated landmark.
- d. 'Community Landmark' means a historic resource designated by the City that holds historical or cultural value but may be altered or changed without requiring a Certificate of Appropriateness.
- e. 'District' means a geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united by past events or aesthetics.
- f. 'Historic Preservation Commission' refers to the body designated to oversee the City's historic preservation program and recommend the designation of properties and districts for historic preservation.
- g. 'Historic Resource' means a district, site, building, structure, or object significant in local, state, or national history, architecture, archaeology, and/or culture.
- h. 'Landmark' means a historic resource designated as a landmark pursuant to this ordinance.
- i. 'Nomination' means a proposal that a historic resource be designated a landmark.
- j. 'Site' means the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing or vanished, where the location itself maintains historical value.
- k. 'Structure' means any functional construction in addition to a building.

Section 3. Historic Preservation Program Established

The City of Buckley hereby establishes a historic preservation program to identify and protect historic properties, foster civic pride in Buckley's past, and promote the conservation of the city's historic resources for future generations.

Section 4. Designation of the Citizens Advisory Commission as the Historic Preservation Committee

Pursuant to Buckley Municipal Code Chapter 2.50, the City's Citizens Advisory Commission shall be designated as the Historic Preservation Committee. The Commission shall have the authority to act on matters related to the identification,

evaluation, and designation of historic properties and districts within the City of Buckley.

The Commission's responsibilities include:

1. Reviewing and recommending properties for designation as local historic landmarks.
2. Reviewing applications for alterations or modifications to historic properties.
3. Advising the City Council on matters of historic preservation and ensuring compliance with preservation laws.
4. Recommending Community Designations for properties of local significance, which are exempt from strict preservation requirements.

Section 5. Types of Designation

1. **Landmark Designation:** A landmark designation applies to historic resources that meet the criteria set forth in this ordinance. Properties designated as landmarks require a Certificate of Appropriateness prior to any significant alterations, additions, or demolitions.

2. **Community Landmark Designation:** A community landmark designation applies to historic resources that hold cultural or historical value but are not subject to the same strict preservation requirements as a landmark. Community landmarks do not require a Certificate of Appropriateness for modifications.

Section 6. Criteria for Historic Designation

A property or district may be designated as a landmark or community landmark if it meets the following criteria:

- a. **Historical Significance:** The property is associated with events that have made a significant contribution to the broad patterns of local, state, or national history.
- b. **Architectural or Artistic Value:** The property embodies the distinctive characteristics of a type, period, or method of construction, represents the work of a master, or possesses high artistic values.
- c. **Archaeological Significance:** The property has yielded or may be likely to yield information important in prehistory or history.
- d. **Integrity:** The property retains sufficient integrity in location, design, setting, materials, workmanship, and association to convey its historical, architectural, or cultural significance.

Section 7. Historic Property Designation Procedure

A. Any person, including any member of the Commission, may nominate an historic resource for designation as a landmark or community landmark. Nominations shall be made on official nomination forms provided by the Historic Preservation Officer, and filed with the Officer, including all required data.

B. Upon receipt of a nomination, the Historic Preservation Officer shall review the nomination, consult with the nominating party, and the owner, and prepare any necessary amendments or additional information. The Officer may refuse to accept any nomination with insufficient information.

C. Once the nomination is deemed complete, the Historic Preservation Officer shall notify all relevant parties of the hearing via certified mail. The notice shall include:

1. The date, time, and place of hearing;
2. The address and description of the historic resource and the boundaries of the nominated resource;
3. A statement that, upon designation, the Certificate of Appropriateness procedure will apply;
4. A statement that significant features may not be altered without obtaining a Certificate of Appropriateness;
5. Notice that the hearing and decision will be based on the record presented during the hearing process.

D. The Historic Preservation Officer will refer the nomination and all supporting documentation to the Commission for review, and, if required by the Commission, a hearing will be held no more than 90 days after receipt of the complete application. The notice of hearing must be published in the local newsletter and mailed to the nominating body and property owner at least 14 days prior.

E. If the property owner does not agree with the nomination, the Historic Preservation Officer will not forward the nomination to the Commission.

F. All public hearings shall be conducted in front of the Citizens Advisory Commission or other designee as appointed by the Mayor and the City Council.

Section 8: Review and Designation:

A. Hearing: The Citizens Advisory Commission may hold a public hearing no more than 90 days after receipt of the complete application.

B. Preliminary Determination: The Citizens Advisory Commission may make a preliminary determination of significance at the hearing if they believe the property likely meets designation criteria. They will identify significant features and boundaries of the property.

- C. **Final Recommendation:** Following the hearing, the Commission shall issue a final recommendation to the City Council on whether the property meets designation criteria.

4: City Council Decision The City Council will review the recommendation and determine whether to formally designate the property as a local historic landmark or community landmark.

Section 9. Certificate of Appropriateness Procedure

1. Purpose: A Certificate of Appropriateness is required for any alteration, addition, or demolition to a property designated as a landmark before a building permit is issued.
2. Community Landmark Exemption. Community landmarks do not require a certificate of appropriateness for alterations.
3. Types of Certificates:
 - a. Type I: For restorations and major repairs that utilize in-kind materials.
 - b. Type II: For alterations in appearance, replacement of historic materials, and new construction.
 - c. Type III: For demolition, moving, and excavation of archaeological sites.
4. Administrative Approval: The Historic Preservation Officer may approve Type I Certificates of Appropriateness administratively without commission review or a public hearing. The officer may also refer the application to the Commission for review.
5. Review of Type II and III Certificates: Type II and III Certificates must be reviewed by the Citizens Advisory Commission.
 - a. The Commission may choose to hold a public hearing, public hearing notification and timing must follow the same provisions as outlined in section 7.
 - b. At the conclusion of the review and/or public hearing the commission may approve or deny the request for the certificate of appropriateness.
 - c. Notification of the commissions decision must be provided to the property owner within 3 business days.
 - d. No building and/or demolition permit can be issued until
6. Ordinary Repairs: Ordinary repairs and maintenance that do not alter a significant feature or utilize substitute materials do not require a Certificate of Appropriateness.
7. Appeals. Decisions of the Citizens Advisory Commission may be appealed to the City Council within 14 days of receiving the notification .

Section 10. Termination of Historic Designation

1. Procedure:
 - a. A historic resource may have its designation as a landmark or community landmark terminated if changes occur that affect the criteria for designation.
 - b. The Citizens Advisory Commission may recommend termination or modification of a designation through a public hearing process, with final approval resting with the City Council.
3. Public Notification:
 - a. Written notice of any termination proceedings must be sent to property owners and parties of record.

Section 11. Penalties for Violations

A. The performance of alterations, replacement, demolitions, repairs, moving or excavation of a landmark without a required Certificate of Appropriateness shall be designated as an infraction.

B. Any person cited for violation of this chapter shall be subject to a penalty not to exceed \$500.00 per day. Each day the violation occurs may constitute a separate offense, provided no penalty is imposed during the pendency of legal proceedings challenging the validity of this chapter.

D. All violations of this chapter are considered detrimental to public health, safety, and welfare and are public nuisances. All conditions found in violation of this chapter are subject to abatement.

Section 12. Historic Preservation Incentives

To encourage the preservation and restoration of historic properties, the City of Buckley may provide the following incentives:

- a. Tax Incentives: Property tax reductions or exemptions for owners who rehabilitate historic properties, as allowed by state law.
- b. Grants: Availability of local, state, and federal grants to assist in the preservation of historic properties.
- c. Zoning Relief: Variances or adjustments to zoning regulations to facilitate the preservation or adaptive reuse of historic properties.

Section 13. Severability

If any section, clause, or provision of this ordinance is declared unconstitutional or invalid by a court of competent jurisdiction, the remainder of the ordinance shall remain in effect.

Section 14. Effective Date

This ordinance shall take effect [INSERT DATE], following its passage by the City Council and publication as required by law.

Section 15. Amend BMC 19.40 to add

19.40.025 Zoning Relief for Historic Properties

This section provides specific zoning relief options for properties designated as community landmarks and listed on the City of Buckley's historic register. Properties eligible for these variances must meet the historic preservation standards set forth in this code.

The following zoning relief options are available for historic properties:

- a. Variances for setbacks, lot coverage, building height, and parking requirements to preserve the historic character of the building.
- b. Adjustments to modern design standards, including façade materials and window placements, to maintain architectural integrity.
- c. Non-conforming uses may be permitted if the historic property is used for adaptive reuse that benefits the community.
- d. Density bonuses may be granted to increase allowable building capacity while maintaining historical character.

BENEFITS OF BECOMING A CERTIFIED LOCAL GOVERNMENT

- Special grants from the State Historic Preservation Officer
- Local historic preservation expertise recognized by state and Federal agencies
- Technical assistance and training from the State Historic Preservation Office
- Participation in nominations to the National Register of Historic Places
- National historic preservation assistance network: publications, professional assistance
- Information exchange with the State Historic Preservation Office
- Participation in statewide preservation programs and planning

RESPONSIBILITIES OF A CERTIFIED LOCAL GOVERNMENT

- Maintain a historic preservation commission
- Survey local historic properties
- Enforce state or local preservation laws
- Provide for public participation
- Other functions delegated or required by the state

WHAT IS A CERTIFIED LOCAL GOVERNMENT?

The National Historic Preservation Act established a nationwide program of financial and technical assistance to preserve historic properties--buildings, structures, sites, neighborhoods, and other places of importance in the historical and cultural life of the nation. A local government can participate directly in this program when the State Historic Preservation Officer (SHPO) certifies that the local government has established its own historic preservation commission and a program meeting Federal and state standards. A local government that receives such certification is known as a "Certified Local Government" or "CLG".

WHAT ARE THE BENEFITS OF BECOMING A CERTIFIED LOCAL GOVERNMENT?

- Certified Local Governments are eligible to apply for specially earmarked grants from the SHPO. At least ten percent of the annual Historic Preservation Fund grant made to the State Historic Preservation Office--Washington's Office of Archaeology and Historic Preservation (OAHP) under the National Historic Preservation Act is distributed among CLGs.

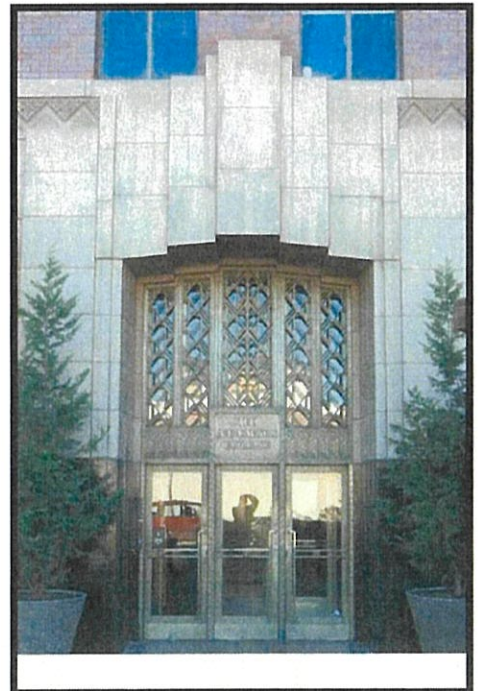
- Certified Local Governments are recognized by Federal and state agencies as having special expertise in historic preservation.

- Certified Local Governments receive technical assistance and training from OAHP. Such training and assistance can help a community pursue its preservation goals and its plans for development.

WHY SHOULD A LOCAL GOVERNMENT PARTICIPATE IN THE CLG PROGRAM?

Obtaining status as a CLG can help a local government encourage, develop, and maintain its local preservation efforts in coordination with its development plans.

No one benefits as much from the preservation of local historic sites and buildings nor suffers as much by their destruction as the citizens of a community. It is they who live and work in historic homes and neighborhoods, who see the effects of rehabilitation projects every day, and who enjoy



the economic and social benefits that rehabilitation of the community's historic properties bring. It is they who feel most personally the loss of a treasured local landmark.

Each historic building and structure represents a community investment that should not be discarded lightly; maintaining and rehabilitating older buildings and neighborhoods can mean savings in time, money, and raw materials. The preservation of a community's historical resources will enrich the lives of its inhabitants now and in the future.

WHAT IS A CERTIFIED LOCAL GOVERNMENT REQUIRED TO DO?

The National Historic Preservation Act requires that a Certified Local Government:

- Enforce state or local legislation for the designation and protection of historic properties,
- Establish and maintain a qualified historic preservation commission,
- Maintain a system for the survey and inventory of historic properties in coordination with the State Historic Preservation Office,
- Provide for public participation in its activities, and
- Satisfactorily perform the responsibilities delegated to it by the State Historic Preservation Office.

WHAT IS THE NATIONAL REGISTER OF HISTORIC PLACES, AND WHAT IS THE INVOLVEMENT OF CLGS IN THE PROCESS OF NOMINATING AND REVIEWING NOMINATIONS?

The National Register is a working list of properties determined to be of national, state, or local significance and worthy of preservation and consideration in planning or development decisions. The National Register is maintained by the National Park Service in Washington D.C.

Properties are listed in the National Register primarily through nominations by State Historic Preservation Officers (SHPOs). The significance of potential entries in the National Register are reviewed against established criteria. These criteria, established by the National Park Service, are worded in a flexible manner to provide for the diversity of resources across the country. Sources of further information concerning the National Register are listed at the end of this booklet.

Certified Local Governments participate in the National Register nomination process by reviewing all nominations of properties in their jurisdictions. Before a property within the jurisdiction of a Certified Local Government may be nominated by the SHPO for inclusion on the National Register, the SHPO must notify the local historic preservation commission, the chief elected official, and the owner of the property. After providing opportunity for public comment, the historic preservation commission can prepare a report as to whether or not, in its opinion, the property meets the criteria of the National Register. Subject to appeal, if both the chief elected official and the local historic preservation commission recommend that the property not be nominated to the National Register, the SHPO can take no further action on its nomination. The property may, however, be formally determined eligible for the National Register, even though it may not be nominated, to ensure that Federal agencies will consider it if Federal assistance or a Federal license is involved in projects that will affect it.



HOW DOES LISTING ON THE NATIONAL REGISTER BENEFIT CLGS?

National Register listing can enrich local preservation efforts by publicly establishing that local properties are significant enough to merit national recognition.

Federal tax law provides incentives for the preservation of properties listed on the National Register or included within registered historic districts. Investment tax credits are provided for the substantial rehabilitation of certified historic structures, and tax deductions are permitted for the contribution of easements on historic properties to qualified entities. Current information of Federal tax incentives as well as state incentives can be obtained from the State Historic Preservation Office.

The National Register is central to a number of Federal programs that encourage protection and improvement of historic properties.

National Register status, or a determination that a property is eligible for the National Register, identifies a property as one whose historical value must be considered in planning by Federal agencies and by communities using Community Development Block Grants and other forms of Federal assistance. These agencies and communities are required by the National Historic Preservation Act to obtain the comments of the State Historic Preservation Officer and the Advisory Council on Historic Preservation on the effects of their projects.





TO: Citizens Advisory Committee
FROM: Courtney Brunell, City Administrator
DATE: October 21, 2022
SUBJECT: Certified Local Government Historic Preservation Considerations

Background: As part of the 2024 work plan, the Citizens Advisory Commission (CAC) was tasked with creating guidelines for Buckley's first Historic Preservation Program, including drafting the Historic Preservation Ordinance. Since our last communication on September 10, 2024, several updates have been made to the ordinance based on the Commission's feedback during that meeting. These changes reflect the input provided to help shape a preservation framework that balances historical conservation with practical considerations for property owners.

Summary of Key Updates

1. Expanded Definitions:

Following the Commission's feedback, we have expanded definitions for key terms, including "Community Landmark" and "Certificate of Appropriateness," to improve clarity around the distinctions between different types of designations and their associated requirements.

2. Revised Nomination Procedures:

Updates to the nomination process now provide more detailed guidance on public notifications and hearings, in response to the Commission's suggestions. This includes clearer timelines and steps for securing property owner consent.

3. Certificate of Appropriateness Process:

Based on suggestions, the ordinance now outlines three types of Certificates of Appropriateness. This ensures appropriate levels of review for different kinds of alterations, including minor repairs that can be approved administratively.

4. Appeal Process:

The appeal process has been formalized to ensure transparency and provide clear procedures for property owners or applicants contesting Commission decisions.

5. Zoning Relief Provisions:

Language has been drafted to include in our existing municipal code [BMC 19.40](#) Variances and Conditional Uses to allow for variances for setbacks, lot coverage, and building height

to support the adaptive reuse of historic properties. Variances would be reviewed by the City's hearing examiner.

Attachments:

1. Draft Ordinance
2. Draft Resolution



TO: Citizens Advisory Committee
FROM: Courtney Brunell, City Administrator
DATE: September 10, 2024
SUBJECT: Certified Local Government Historic Preservation Considerations

Background: As part of the 2024 Citizens Advisory Work Plan, one of the key responsibilities is to assist in the establishment of Buckley's Historic Preservation Ordinance. The City of Buckley has identified the need to safeguard our historic resources and create incentives for their preservation. As the designated Historic Preservation Committee, your role will be essential in reviewing, shaping, and recommending this ordinance.

Attached to this memo is the draft Historic Preservation Ordinance. We would like your input on several key questions that will help guide the direction of the ordinance and align it with Buckley's preservation needs.

Benefits of Adopting the Ordinance and Becoming a Certified Local Government: The draft ordinance also positions Buckley to become a Certified Local Government (CLG), which offers several benefits, including:

- Eligibility for grants: CLGs can apply for exclusive preservation grants to help fund surveys, planning, and other historic preservation activities.
- Technical assistance: CLGs receive expert advice from the State Historic Preservation Officer (SHPO) on managing local historic resources.
- Increased credibility: CLG status provides recognition at the state and federal levels, increasing the city's credibility in preservation efforts.
- Incentives for property owners: CLGs can offer special tax valuations to encourage the rehabilitation of historic properties, helping to preserve the cultural heritage of the community.

Questions:

Criteria for Historic Designation:

1. What types of historic properties should be prioritized for inclusion on Buckley's Register of Historic Places?
 - o Should we focus on specific categories such as buildings, districts, objects, or sites that reflect Buckley's history?
2. Is the 50-year threshold for historic designation appropriate for Buckley, or should we consider a different standard?
 - o Would a younger/ older age requirement make sense?

Historic Preservation Incentives: Should special valuation (property tax reductions) be limited to properties on the Buckley Register, or should National Register properties also be eligible?

3. Should special valuation incentives apply to residential properties, commercial properties, or both?

Preservation Standards and Procedures:

6. Who should be allowed to nominate properties for inclusion on Buckley's Historic Register?
 - o Should property owners, community members, or only the committee have the authority to submit nominations? Should property owners be required to agree?
7. What public notice or participation should be required for designating historic properties?
 - o Should we mandate public hearings or specific notice requirements to property owners?
6. How should we handle the removal of properties from the historic register?
 - o Should property owner consent be necessary for removal, or could the committee act independently under certain conditions?
 - o Should we require a public hearing? Or just owner consent?
7. What level of review should be required for changes to designated properties:
 - o Should there be different levels of review for minor alterations versus major renovations or demolitions?

Attachments:

1. Draft Ordinance
2. Benefits of Becoming a CLG Handout



**Senior Citizen Advisory Commission
2025 ANNUAL WORK PLAN & MEETING DATES**

2025 Work Plan

1.	ADA issues in public buildings i.e. ramps, transitional areas
2.	Creating a Fee and Trip Policy, including scholarship fund.
3.	Quarterly Newsletter Review for Commissioners
4.	Increase Engagement with Youth
5.	Review Transportation Improvement Plan (TIP) i.e. sidewalk connections, etc.
6.	NISC Standards; working towards Building Excellence for Senior Centers
7.	Being involved in the hiring process and onboarding of new staff.
8.	Volunteer Development Training and Workshops
9.	Bring CPR/AED trainings to the Senior Center

Meeting Dates:

First Wednesday every other month @ 10am

January 8

March 5

May 7

July 2

September 3

November 5



Citizen Advisory Commission 2025 ANNUAL WORK PLAN AND MEETING SCHEDULE

Meeting Schedule:

Third Monday of the month at 5:30pm unless noted due to holidays.

Areas of focus for consideration:

- *Historic & Cultural Preservation*
- *Infrastructure Parks, and Facilities*
- *Policy Development & Implementation*
- *Public Art & Beautification*
- *Community Engagement & Communication*
- *Environmental Health*

2025 Work Plan:

1.	Wayfinding Planning
2.	Capital Facility Asset Management Review
3.	Review Art Proposals
4.	Review Historic Preservation/CLG Applications
5.	Review Park Enhancement Application
6.	Increase Community Outreach & Engagement
7.	Support Healthy Parks & Open Space Policies and Initiatives
8.	Reviewing implementation of Developed Policies
9.	Miller Park & Park Space Review and Planning

Meetings:

January 27 (Due to MLK Day)

February 24 (Due to Presidents Day)

March 17

April 21

May 19

June 16

August 18

September 15

October 20

November 17



Planning Commission
(Draft) 2025 ANNUAL WORK PLAN AND MEETING SCHEDULE

Members:

Chair: Mel Garland
Vice-Chair: Robert Wohlfeil
Ashley Fererro
Matt McCollum

Mark McPhail
Lorna Anderson
David Griffin

City Staff Support:

Chris Farnsworth, Senior Planner
Charity Rohner, Permit Technician, Planning Commission Clerk

Meeting Schedule:

First Monday of the month at 7 pm at the Buckley Multi-Purpose Center (City Hall)

2025 Work Plan:

1.	Update ADU code for compliance with state law.
2.	Review and update BMC 19.20-24 & BMC 20 regarding dimensional standards for lots.
3.	Draft language for BMC 19.22.120 Flag lots
4.	Update definitions of BMC 19.12 to clearly define mixed-use developments
5.	Draft language for updates to BMC 19.50 and 20.20-58 to clarify administrative design review.
6.	Draft language to update BMC 19.36 Non-Conforming Uses
7.	Draft language for updates to BMC 19.49-50 Design Review Standards
8.	Update to BMC 3.50 Traffic Impact Fees to include reductions for specific uses
9.	Street Vacation Amendment to remove the requirement for appraisal

Additional 2025 Work Plan Items (Timeline/Workload Dependent):

1.	Zoning Map and District Amendments
2.	Zoning Districts and Land Use Tables
3.	Planned Unit Developments and Cluster Housing
4.	Design Standards for Multi-Family and Commercial Development
5.	Construction Materials and Development Standards
6.	New Code Consideration – Commercial Vehicles in Residential Zones
7.	New Code Consideration – Form Based Code
8.	New Code Consideration – Tree Preservation



TO: Mayor and City Councilmembers
FROM: Courtney Brunell, City Administrator
DATE: January 7, 2025
SUBJECT: Council Committee and Liaison

Background: In 2024, the City Council updated its committee and liaison structure to ensure Council members are actively present at citizen committee meetings. This change has strengthened communication, improved transparency, and received o positive feedback from the community. These appointments are reviewed annually by the Mayor, providing an opportunity for Council to discuss the structure, offer input, and ensure alignment with current priorities. The Mayor will recommend appointments, and the Council will confirm them at the next City Council meeting. Below is a summary of current committee and liaison opportunities:

Council Committees:

- Admin/Finance/Public Safety
- Development Services & Transportation
- Parks and Community Services

Council Liaison Opportunities:

- Planning Commission
- Senior Advisory Commission
- Citizens Advisory Commission
- Economic Development (BDA & Chamber of Commerce)
- PSRC/PCRC (Regional Meetings)
- Lodging Tax Advisory Committee (LTAC)

Next Steps:

- Review opportunities and volunteer for committee appointments
- Appointments confirmed on January 14th Council meeting
- Committee and Commission meetings begin in February

Attachments:

1. Committee and Liaison expanded list and schedule

Review of Council Committees:

Admin/Finance/Public Safety:

- Periodic Budget & Financial Reports
- Policy matters related to personnel, including salary ranges and step schedules, position classifications, merit system development and other items in coordination with the Finance Department, City Administrator, and others as appropriate
- Building Code Enforcement
- Emergency Services including Fire & EMS
- Law Enforcement
- Municipal Court

Development Services & Transportation

- Updates on Development Services Projects including Planning, Building and Public Works Departments.
- Capital Improvement Projects
- Public Works Projects including: Streets & Sidewalks, Sewer & Stormwater Management, Street Lighting & Signalization, Utility Franchises, Utility Rates, River Basins & Levees, Water Supply, and Transit
- Street Local Improvement Districts in coordination with, but not limited to, the Public Safety, Community and Economic Development, Finance and Administration Departments
- Transit Options

Parks and Community Services:

- Planning and implementing parks and recreational facilities, programs and activities
- Parks & Recreation Facility Maintenance
- Senior Center Operation & Maintenance
- Youth Center Operation & Maintenance
- City Sponsored Events
- Special Event Permits

Council Liaison List- 1 or 2 council members appointed to each

- Planning Commission- Meets monthly, 1st Monday of the month @ 7 beginning February 3rd
- Senior Advisory Commission- Meets every other month, First Wednesday of the month at 10am starting on 2/5/2025
- Citizens Advisory Commission- Meets monthly, third Monday of the month at 5:30 beginning 1/20/2025
- Economic Development-
 - BDA– 4th Monday of the month at 6pm
 - Chamber (Quarterly)- 3rd Wednesday at 5:30 (January, April, July, October & December)
- PSRC/PCRC (regional meetings)
 - Third Thursday of the month at 6pm (virtual)
- Lodging Tax Advisory Meeting (LTAC)



TO: Mayor and City Councilmembers
FROM: Courtney Brunell, City Administrator
DATE: January 7, 2025
SUBJECT: Review of Priority Projects

Purpose: To review the progress of our long-term goals established during the 2023 City Council retreat, assess remaining priorities, and discuss potential revisions to reflect evolving community needs and priorities.

Background: The 2023 retreat resulted in a revised mission and vision statement, alongside a list of priority projects to guide the City's strategic direction. Below is a summary of the current status of these projects based on the most recent review:

Completed Projects:

- Communicate with Downtown Business
- Review and Revise Development Regulations to Incentivize Downtown Business
- Establish an Arts Commission and Senior Advisory Board
- Complete a Parks, Recreation, and Open Space Plan
- Budget for Paperless/Electronic Permit Submittal and Online Permitting
- Backfill Police Positions by Securing a Spot at the State LEO Academy
- Establish and Maintain a Newsletter or Magazine
- Assess Operational Efficiency and Facility Needs for Staff, including Assessment of Levels of Services

Ongoing / In-Progress Projects:

- Identify and Apply for Available Grants
- Partner with Neighboring Jurisdictions
- Improve Relationships with WSDOT, Puget Sound Regional Council, and the TIB
- Fund and Complete Miller Park by end of 2025
- Implement the Completed Sewer Rate Study

Not Started:

- Procure and Install Reader Board Sign (electronic) at City Hall or other Prominent Location in Buckley
- Encourage the Growth of Performing Arts
- Conduct a City Property Assessment Study
- Host Open Forums on Specific Topics

Next Steps: During the January 7th study session:

1. Review the remaining projects from the 2023 retreat.
2. Evaluate the relevance of these projects in light of current needs and priorities.
3. Discuss whether there are any key priority projects missing from the list that should be added.



Vision & Mission

Developed February 4, 2023 & Approved June 13, 2023

Buckley City Council

Mayor, Beau Burkett

Councilmembers: Ron Smith, Mackenzie Anderson, Kenny Arsanto, Amanda Burbank, Lyn Rose, Marvin Sundstrom and Brandon Green.

VISION

The City of Buckley is a natural heritage community committed to meeting the needs of its citizens through preserving and enhancing the quality of life.

MISSION

The City of Buckley will provide quality services in an efficient, accountable manner that strives to balance vitality and preservation of our rural character and natural surroundings.

GUIDING PRINCIPLES

- Livable and Healthy Community
- Safe Community
- Vibrant Economy
- Sustainable Governmental Excellence



TOP GOALS

Be Financially Sustainable
Improve Traffic on 410
Revitalize Main Street
Public Safety
Preserve Buckley's Identity

PRIORITY PROJECTS

- IDENTIFY AND APPLY FOR AVAILABLE GRANTS
- PARTNER WITH NEIGHBORING JURISDICTIONS
- IMPROVE RELATIONSHIPS WITH WSDOT, PUGET SOUND REGIONAL COUNCIL, AND THE TIB
- COMMUNICATE WITH DOWNTOWN BUSINESS
- REVIEW AND REVISE DEVELOPMENT REGULATIONS TO INCENTIVIZE DOWNTOWN BUSINESS
- PROCURE AND INSTALL READER BOARD SIGN (ELECTRONIC) AT CITY HALL OR OTHER PROMINENT LOCATION IN BUCKLEY
- FUND AND COMPLETE MILLER PARK BY END OF 2025
- ESTABLISH AN ARTS COMMISSION AND SENIOR ADVISORY BOARD
- COMPLETE A PARKS, RECREATION, AND OPEN SPACE PLAN
- ENCOURAGE THE GROWTH OF PERFORMING ARTS
- BUDGET FOR PAPERLESS/ELECTRONIC PERMIT SUBMITTAL AND ONLINE PERMITTING
- BACKFILL POLICE POSITIONS BY SECURING A SPOT AT THE STATE LEO ACADEMY
- PREPARE FOR THE DOWNSIZING OF RAINIER SCHOOL
- CONDUCT A CITY PROPERTY ASSESSMENT STUDY
- IMPLEMENT THE COMPLETED SEWER RATE STUDY
- ESTABLISH AND MAINTAIN A NEWSLETTER OR MAGAZINE
- HOST OPEN FORUMS ON SPECIFIC TOPICS
- ASSESS OPERATIONAL EFFICIENCY AND FACILITY NEEDS FOR STAFF, INCLUDING ASSESSMENT OF LEVELS OF SERVICES