

## City of Buckley

### Planning Commission Minutes

December 7, 2020

McPhail called meeting to order at 7:00 PM. The following members were present: Griffin, O'Neill, Viren and Yonan. Garland was absent and excused. Also in attendance were City Planner Leticia Wallgren and Associate Planner Evan Lewis.

**Griffin moved to approve the minutes of the November 16, 2020 Planning Commission meeting. O'Neill seconded the motion. After roll call vote the motion carried.**

#### **Design Review for 321 Highway #410 Sign**

Lewis gave an overview of the Sign application for The Blue Rooster at 321 Highway #410. City staff concludes that the proposal meets the SR410 design guidelines, sign code standards as well as the required criteria for the requested variance to allow an internally lit projected sign. Staff recommends conditional approval of both the proposed sign and requested sign variance, subject to the conditions listed in the staff report. **O'Neill moved to approve the design review and variance based on staff's recommendation of approval with conditions. Yonan seconded the motion and after roll call vote the motion carried.**

#### **Comprehensive Plan Update**

Lewis gave another update Comprehensive Plan work plan and public participation plan (PPP). He recapped the next steps for this. He would like to finalize the work plan and PPP by the first meeting in January so we can schedule a public hearing and take it to Council for approval. He has discussed the timeline with City staff and the City Engineer, and everyone feels these are doable timelines. A brief discussion ensued regarding the timeline and the public participation program. Lewis stated he would like the commission to take a look at our current 2015 comp plan and get a sense of the format, accessibility, how information is presented or not presented, thinking about the elements; land use, housing, economic development, park, utilities and capital facilities, the comp plan map. Lewis asked if there were any thoughts on strengths or weaknesses within the current comp plan. McPhail stated he has concerns about transportation for people who work out of town and live in town for public transportation.

#### **Code Anomaly Corrections for BMC Titles 19 and 20**

Lewis stated he and Leticia have been keeping track throughout the year of errors in the code that need to be corrected. Because they work very closely with the code, they have found things as small as punctuation and spelling but also codes that need to be revised to conform with other sections of the code and things that could be better clarified. This list is speaking to those issues. They have also put together a list of possible code changes based on discussion with the Planning Commission and Council. Another list is code interpretation and process that is more internal that Planning Commission doesn't necessarily need to be included in, such as the permit process. Lewis asked how the Planning Commission would go about adopting these code anomalies. It appears in years past it was an annual tradition at the end of each year the Planning Department would come up with the list of code anomalies and it would be adopted as a whole, it would go to Planning Commission for hearing and approval and then to Council for adoption. This is basically carrying on an annual tradition. Lewis asked McPhail how the Planning Commission updated the code anomalies in the past. McPhail stated it was a list of anomalies and we came together as a committee (entire Planning Commission) to review and possibly make changes. Griffin stated he doesn't feel we need to change the format we have now to a more formal format.

#### **New/Old Business – Updates, Calendar & Deadlines**

Lewis stated January 18, 2021 is a holiday so we will not be meeting that day. Does the Planning Commission want just one meeting in January or two and we can change the dates? The Commission agreed just one meeting in January.

For the 2024 Comp Plan Update/Work Plan if after the meeting on the January 4, 2021 the Commission is comfortable with scheduling a public hearing it will be scheduled for 2-1-21. Code Anomalies corrections will be discussed as well as the 2021 Annual Comp Plan update. Growth Management Act allows for one update per year for the current Comp Plan.

The things we will be looking at next year will be Design Guidelines and Updates, Cottage Housing Setbacks/Parking, Tiny Homes Design Guidelines and Food Truck Code Development.

The next meeting will be January 4, 2021 at 7:00 PM.

With nothing further, the meeting was adjourned at 8:08 PM.

*Mark McPhail, Chairperson*  
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*approved via remote meeting*