City of Buckley

Planning Commission Minutes

April 6, 2020

McPhail called meeting to order at 7:00 PM. The following members were present: Garland, Griffin, Harris and Yonan. Marshall was absent. Also in attendance were City Planner Leticia Wallgren, Associate Planner Evan Lewis and City Administrator Paul Weed.

McPhail stated we have a new Planning Commission member Alisha Yonan. Everyone introduced themselves and welcomed Alisha to the Commission.

Lewis went over how this will now work with the online meetings. This is our first meeting this way so there may be some issues to deal with but we will do the best we can.

Garland moved to approve the minutes of the March 9, 2020 Planning Commission meeting. Harris seconded the motion. Garland suggested that we do roll call votes on decisions. **After roll call vote the motion carried.**

Zoning Code Text Amendment Request & Multifamily Design Guidelines

Lewis gave an overview to the Commission as to how this started and what has been discussed in the past. In the last few months the interest in Multi-family developments has increased dramatically so it's important that we get some standards and guidelines in place. Some of the main concerns from the Planning Commission are; open space, recreation and parking. Over the past few meetings staff has looked at standards from other neighboring municipalities. This was sent to the City Attorney and he gave us his comments. One big concern that was raised was the City charges impact fees. Lewis then explained to the Commission how and why impact fees are charged. There were four different options that were presented and Lewis explained those options to the Commission. Wallgren suggested that we provide these four options to the Commission and they can study these along with the draft guidelines. The Commission agreed that would be great. Lewis then went through the draft document with the Commission.

Subdivision Code

Lewis stated there were several items that the City Attorney commented on. Lewis provided a table with all the comments. Wallgren suggested that the Commission look at the table over the next couple weeks before the next meeting and write down any comments or questions that they have and we will put this on the agenda for the next meeting. The Commission agreed that was a great idea.

Staff Report

Lewis stated he reached out to the Fire Department; they are the lead for our Emergency Management Plan. We fall under the Pierce County Comprehensive Emergency Management Plan. The Pierce County Hazard Mitigation Plan is also something that the City Fire Department is very involved in. If there are specific questions, we can take them to the Fire Department to get answers for everyone.

New/Old Business – Updates, Calendar & Deadlines
   a) Design review process code updates – 5/4 hearing
   b) Administrative variance code – 5/4 hearing
   c) Review Planning Commission calendar for other topics

Lewis went over the calendar with the Commission. Because we had to cancel the public hearing, it would probably be safer to push the Design review process code update and Administrative variance code to June 1, 2020.

Lewis is suggesting that the Multifamily design guidelines, subdivision code updates and landscaping code updates to a Council study session so questions can be asked and answered so they don't keep going back and forth from the Council to the Planning Commission. McPhail stated he doesn't want to make this a requirement yet unless one of these doesn't go through. Garland stated he thinks it will still be a good idea to do it for the Subdivision code updates because it is repeal and replace.

Next meeting agenda items (4/20/2020)
   a) Multifamily design guidelines
   b) Subdivision code updates
   c) Landscaping code updates

Lewis stated we will just have the subdivision code updates for the next meeting. .

The next meeting will be April 20, 2020 at 7:00 PM.

With nothing further the meeting was adjourned at 8:20 PM.

Mark McPhail
approved via remote meeting
Mark McPhail, Chairperson