

## City of Buckley

### Planning Commission Minutes

August 26, 2013

Vice-Chairperson Callis called meeting to order at 7:00 PM. The following members were present: Helmer, Harris and Wink. Also in attendance was City Planner Thompson.

Callis stated he received a promotion with his job so he will be doing a lot of traveling so he talked to the Mayor and has told her that he would continue until she finds someone to take his place. Because of his possibility of not being able to attend all the meetings, he feels it best that Helmer take over his duties. **Harris moved to appoint Helmer as the Chair and Callis of the Vice Chair. Wink seconded the motion and the motion carried.**

**Wink moved to approve the minutes of the July 22, 2013 commission meeting. Harris seconded the motion and the motion carried.**

#### **Discussion on Public Participation Plan for the Comprehensive Plan**

Thompson gave the Planning Commission a brief update of the Comprehensive Plan update and what it entails. Cities in our county are required to complete their updates by June 30, 2015. Each Comprehensive Plan amendment needs to follow a particular procedure that includes review of each element, update where needed, SEPA and a public hearing before the Planning Commission. In this update process we may conduct one hearing per element or item, or one hearing for all the elements all at once. A possible result in more public hearings is more possible public involvement. The first thing that will be worked on is the Park Plan and she and Ellen Boyle, Recreation Director will be working on that and she hopes to have an outline for the next meeting to look at and add to. The public hearing for this will be for the second meeting in November. We need adoption of this before the end of December because if we miss the National Agency for Parks and Recreation grant cycle then we won't get it for another two years. City Council is the deciding body. The Engineers will be taking care of Capital Facilities and Utilities. Land Use, Housing, Economic Development and Urban Design Elements will all be a part of the Comprehensive Plan. Transportation, Parks and Recreation, Capital Facilities and Utilities will all be separate documents.

There was a brief discussion about how to get the information out to the public for the open house meetings and public hearings. Ideas were the reader board, banners by the skate park, sandwich boards, website, notice in the utility bills, and flyers left at the library.

Helmer stated there are some of these elements that could have joint public hearings such as Capital Facilities and Utilities. It was decided to group Land Use and Housing together; Economic Development and Urban Design together; Transportation alone or possibly with the Capital Facilities and Utilities and then Parks and Recreation alone. Thompson stated she would like to have open houses for Economic Development, Urban Design, Park and Recreation and Land Use. The Transportation, Capital Facilities and Utilities might be one Public Hearing, but she doesn't feel they need an open house. Wink asked for clarification between an open house and public hearing.

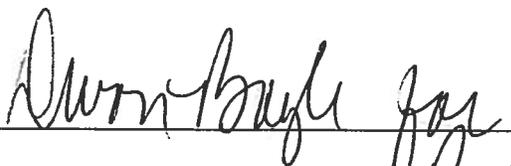
Thompson then went over the project schedule regarding the goals, actions and deliverables and the time table when all this needs to be completed. Thompson stated she will add the outreach materials, drafts, drawings and locations on the Planning Commission section of the website.

The other items that will be coming before the Planning Commission are the Park Plan and changes to the shoreline chapter in the zoning code.

The next meeting will be September 9, 2013 at 7:00 PM.

**Harris moved to adjourn the meeting. Helmer seconded the motion and the motion carried.**

With nothing further the meeting was adjourned at 7:52 PM.

  
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Ron Callis, Vice-Chairperson 