

City of Buckley

Planning Commission Minutes

September 20, 2021

Griffin called meeting to order at 7:00 PM. The following members were present: McCollum, McPhail, Mickelson, O'Neill and Viren. Garland was absent and excused. Also in attendance were Building and Planning Director Emily Terrell and Associate Planner Evan Lewis.

McPhail moved to approve the minutes of the August 16, 2021, Planning Commission meeting. O'Neill seconded the motion and the motion carried.

Building and Planning Director Emily Terrell introduced herself to the Planning Commission and the Commissioners introduced themselves as well.

Design Review for Ellison Townhomes

Lewis stated this is going through a separate site plan review process through the Hearing Examiner. That hearing was last week and the record was left open for one specific item that the Hearing Examiner requested. This design review is a separate process and for tonight's meeting we are discussing the design review only. Lewis then gave the Commission an overview of the Design Review. There were multi-family design guidelines that were adopted last year, this projects' complete application vested before the effective date of those multi-family design guidelines they are held to the code that existed at the time, also their application was deemed complete prior to the landscaping code. There is one deviation and this is for the sliding windows. The applicant provided that having sliding windows in a second story or any room acts as an egress if needed in a fire or other danger; air flow is crucial to prevent mold and sufficient air flow which is a quality-of-life issue, health and safety concern and also maintenance issue. Staff recommends approval of the applicant's request for sliding windows with no additional conditions. The one other thing to point out is regarding landscaping. There is no definition what the buffer requirement is. The preliminary landscaping plan has met the buffer requirement visual relief around the perimeter. Signage would need to come back for a minor design review. McCollum stated he had concerns about the driveway. Lewis stated that is a site plan review issue not the design review that we are discussing tonight. **O'Neill moved to approve the Ellison Townhouse Design Review with a recommendation to City Council based on the staff report with the deviation approval for sliding windows. Mickelson seconded the motion and the motion carried.** Lewis stated this will go to Council next week.

Sign Code Updates

Lewis stated he provided a matrix for comparisons across the zones. There are several categories that are similar or the same within all the zones. O'Neill stated he wasn't sure why we control the fonts for signs within the Historic District, one of the most important things for businesses is their branding and the ability to stand out from the business next door or across town. Mickelson stated she feels there needs to be consistency within the Historical district. Lewis showed the Commission the different fonts allowed in the Historic District. Lewis asked if there is a general sense on whether we have design standard type stuff like fonts and trim called out in the sign code as opposed to leaving it in the design standards. Terrell stated she would prefer to consolidate them wherever possible. Discussion ensued. The Commission agreed that the language in the historical commercial for the fonts should be changed from "shall" to "should" to match the design guidelines. There was a discussion about only allowing one sign per business in the GC, CC and LI zones. Should there be a sign allowed per building face? The Commission agreed to allow one sign per façade facing a right of way and/or facing an internal drive area up to a total of 60 square feet. This will be changed in the NMU as well. Lewis stated one other issue is on the monument signs in GC, CC and LI and that is clarifying that the 32 square feet is per side. At the next meeting we will discuss temporary signs.

Comprehensive Plan Update Status: Fall planning and 2022 look-ahead

Lewis stated there are a couple layers to this. Lewis presented and reviewed the timeline for the Comprehensive Plan update with the Commission. To date the Planning Commission has developed the Public Participation Plan. This timeline is broken down in five sections. Organization and Planning has the most detail. Grant writing, we will need outside financial support because there are grants available to support this. There is one right now that we are actively applying for which is \$75,000 to doing a housing survey for the housing element. There is a lot of budget stuff happening between now and the end of the year. We will be applying for grants throughout this process. Finalize growth targets and confirm buildable lands; we have proposed our growth targets to Pierce County and we have a draft buildable lands report. Comp Plan Core Team meetings; these are called out in our work plan for once per quarter through early 2022, we should have at least two more before the end of the year. The core team has met 3 times. The monthly meetings consist of one Planning Commission member (Mel Garland), one Council member (Ron Smith) and City Staff (Planning Director Terrell, Associate Planner Lewis, City Administrator and Public Works Director). Also as needed we will probably want to loop in the City Engineer. City Council Briefings or Planning Workshops; this is a mix of both memos included in the Council packets as well as meetings with the Council. Terrell stated being a Consultant for the City for the past two years, she would like to have a Planning Commission/City Council workshop to discuss what is the agenda for the Planning Commission or the next year or two and what are the Council's priorities. The Planning Commission works as the fact-finding arm for the Council for land use and long-range planning issues. Sometime around the beginning of the year we

want to plan this. This could be at either the Council regular workshop session or at one of the Planning Commission regularly scheduled meetings. Under Public Participation section is to make sure the Comprehensive Plan is a voice of what the residents and business owners want. We currently have the residential survey out and have 277 surveys completed. The Business Visioning Survey will be going out soon. There is a possibility of doing a few other survey's during this process that we may discuss later. We will be having public open houses/workshops in November and again in February 2022. More details will be added to the Land Use Element and Housing Element. Lewis then went over what elements our current Comprehensive Plan has versus what is required and other optional elements we may or may not want to add. Lewis then went over the results so far of the visioning survey. Lewis also went over the final draft of the business visioning survey. This would go to businesses other than home occupations in Buckley unless the Planning Commission wants it to go to home occupations. This will go to all businesses including home occupations.

New/Old Business – Updates, Calendar & Deadlines

Next meeting, we will have at least one possibly two design reviews.

Possibly have the November 15, 2021, a Comprehensive Plan open house and it will also be virtual. The Commission will decide about this at the next meeting.

Sign Code update – temporary signs will be discussed at the next meeting. Would like to schedule the public hearing for December 6, 2021.

Downtown Strategy was adopted formally at the last Council meeting. That downtown committee is morphing into the new Buckley Downtown Association. O'Neill and McCollum are both on the committee and will be on the board.

The Food Truck Ordinance was not voted on due to a lack of a second.

Code Anomalies – we will provide a memo to Council asking when they would like to see this come back to Council. The list is continually growing.

With nothing further, the meeting was adjourned at 8:35 PM.



David Griffin, Vice-Chairperson