

**PLANNING COMMISSION**

**MEETING**

**APRIL 13, 2021**

**7:00 PM**

**MINUTES**

**1. CALL TO ORDER (Via Go-To-Meeting)**

**Commissioner Cruger** called the Planning Commission meeting to order at 7:00 p.m.

**2. FLAG SALUTE:**

**Commissioner Cruger** led the Planning Commission, Staff and Audience in the Pledge of Allegiance to the Flag.

**3. ROLL CALL:**

Planning Commission  
Commissioner Frederick Cruger – Present  
Commissioner Ron Stephenson – Present  
Commissioner Scott Morrison – Present  
Commissioner Julie Cory-Wyman – Present  
Commissioner Monica Hoersting – Present

City Staff  
Darla Reese, City Clerk

Consultants  
Ryan C. Larsen, Consultant Planner

**4. APPROVAL OF MINUTES**

**A. Approval of March 9, 2021 Minutes**

**Commissioner Stephenson** moved to accept the Minutes of March 9, 2021 Planning Commission meeting. Commissioner Morrison seconded. Motion carried.

**5. PUBLIC COMMENTS/RECOGNITION OF VISITORS – NON-ACTION ITEMS**

No one was present online to speak during this portion of the meeting, and no written correspondence had been received.

**6. NEW BUSINESS**

**A. Review Draft Chapter 19.05 – Subdivisions, Binding Site Plans, and Boundary Line Adjustments**

**Consultant Planner Larsen** discussed the following items briefly:

- Eliminating the original Chapter 19.05 and replacing with a new Chapter 19.05

- All information came out of Title 20 (Subdivision Ordinance)
  - Will be moving all of Title 20 into Chapter 19
  - Will be eliminating Title 20 completely
  - “Unified Development Code” will all be in Chapter 19
- Will start the process of the Comprehensive Plan update soon
- Chapter 19.05 = old has been eliminated, and new has been re-written
  - Chapter is now broken up into four parts:
    - **Part I = Subdivisions**
      - 19.05.005 – Introduction and Purpose
      - 19.05.010 – Subdivisions
        - Short Plats = changed from 4 to 9 lots (meets state law)
        - Subdivisions = changed from 5 to 10 or more lots (meets state law)
      - 19.05.015 – Review of Subdivisions
        - explained the three-step review process
      - 19.05.020 – Limitations on Re-Subdividing Short Plats
        - Explained process
      - 19.05.025 – Criteria for Preliminary Plat Approval
        - Explained process
      - 19.05.030 – Application for Final Plat Approval
        - Explained process
        - Proposing process to eliminate the Council out of the process, there is nothing for them to really look at
      - 19.05.040 – Content of the Final Plat
        - Tells what needs to be done in order to get the Final Plat/Short Plat ready for recording
      - 19.05.045 – Endorsements on Short and Long Subdivision Plats
        - Explained what this means
        - Currently says “Planning and Public Works Directors” = should change to say Designated Official who would probably be the “City Administrator”
        - Currently says “Certificate of City Treasurer” = should remove as this is not necessary
      - 19.05.050 – Plat Approval Not Acceptance of Dedication Offers
        - Explained what this means
      - 19.05.055 – Subdivision Recording Requirements
        - Explained the process
      - 19.05.060 – Alterations and Subdivisions
        - Explained meaning and process

- 19.05.065 – Vacations of Subdivisions
  - Explained meaning and process
  - Remove wording “The Department of Planning and Community Services” throughout the section
- **Part II = Binding Site Plans**
  - 19.05.100 – Divisions of requiring Binding Site Plans
    - Explained meaning of a Binding Site Plan
    - Explained process
    - Will insert RCW 58.17 reference into section
    - Added clarity to the existing Binding Site Plan chapter
- **Part III = Boundary Line Adjustments**
  - 19.05.200 – Boundary Line Adjustments
    - Explained what a Boundary Line Adjustment is and how the process works
    - Restrictions
- **Part IV = Alternative Subdivisions**
  - 19.05.300 – Planned Residential Development (PRD)
    - Explained what an alternative subdivision is and how the process works
    - Exchanges given up in order to achieve higher densities
    - City may want to consider more residential zones to allow for PRD’s
    - Comprehensive Plan Update: will need to work on areas the City can use to increase its population
  - 19.05.310 – Unit Lot Subdivisions
    - Explained how the process works
    - How it varies from the standard subdivision process

Planning Commission Questions consisted of:

- “Declaration of Condominium” will be re-looked at and cleaned up by Consultant Planner Larsen

## 7. CURRENT BUSINESS

There were no Current Business items for the Agenda.

## 8. REPORTS:

**Consultant Planner Larsen** gave an update on the sewer moratorium. He also will ask City Manager Kirk to come to the next meeting to discuss this issue and answer questions. He also added David Toyer is expected to come to the June meeting to discuss the Comprehensive Plan Update process.

### A. City Clerk Reports

Discussion on joining one of the Short Course on Local Planning Courses online.

### B. Homework

**Consultant Planner Larsen** will have City Manager Kirk come to the next meeting to discuss new Accessory Dwelling Unit (ADU) changes under state law. New law – cities have one year to decide how to address the issue. After one year, allow both primary residence and ADU to both be rented out. Do not have to have one be owner/occupied (as our code currently states).

## 9. CORRESPONDENCE:

There were no correspondence items to discuss.

## 10. ADJOURNMENT:

**Commissioner Cruger** adjourned the meeting.