



**PLANNING COMMISSION
REGULAR MEETING
WEDNESDAY, May 20, 2015
Council Chambers
6000 Main Street SW
Lakewood, WA 98499**

Call to Order

Mr. Don Daniels called the meeting to order at 6:30 p.m.

Roll Call

Planning Commission Members Present: Don Daniels, Robert Pourpasand, Connie Coleman-Lacadie, Robert Estrada, James Guerrero, Paul Wagemann and Christopher Webber

Planning Commission Members Excused: None

Planning Commission Members Absent: None

Staff Present: David Bugher, Planning Director; Dan Catron, Principal Planner and Karen Devereaux, Recording Secretary

Council Liaison: Councilmember Mary Moss

Acceptance of Agenda

Mr. Don Daniels requested to revisit voting for Chair and Vice-Chair under the Unfinished Business section on the agenda after Cottage Housing discussion.

Approval of Minutes

Minutes of the meeting held on May 6, 2015, were approved as written by a unanimous voice vote, M/S/C Wagemann/Pourpasand.

Public Comments

Mr. Robert Estrada queried if the commissioners would hear the results or action taken regarding public comments made during a commission meetings. At the last meeting Glen Spieth made a comment directly to the Transportation Division Manager, Ms. Desiree Winkler, because she was presenting the 6 Year TIP to the commission. Mr. Spieth asked the Public Works Department to look at the fog line on the roadway in front of his property on Steilacoom Blvd. The Public Works Department (which is separate from the Planning Department) is responsible to respond and had done so. Ms. Winkler was in attendance again providing a second presentation so she answered Mr. Estrada's question. It was also explained that public comments are allowed on any subject at any meeting but the commissioners may not hear the results if it has no direct correlation to the scope of the commission. In other words, if the request is not something the commission or board is responsible for, they may or may not hear the results of the request.

Mr. Glen Spieth, Lakewood resident, commented that he recently saw contractor trucks from Prime Contractors measuring near the stretch of roadway where he had requested additional striping.

Public Hearing

None

Unfinished Business

Six-Year Transportation Improvement Program (TIP) 2016-2021, 2nd Review

Ms. Desiree Winkler informed the group no real changes were required for the draft TIP. It was noted a few project construction dates were moved up. No projects were removed from, or added to, the list. Ms. Winkler offered to answer any questions and clarify background information. The next step is a 6-Year TIP presentation to City Council at study session on Tuesday, May 26th. A public hearing is tentatively scheduled for July 1, 2015. (The public hearing on the TIP has since been assigned to the City Council.)

Cottage Housing Draft Ordinance

Mr. Dan Catron noted this is the third review of the draft by the commissioners. In response to previous discussions, staff made further adjustments to the draft ordinance to show the program is consistent with the City's Comprehensive Plan and the Washington State Growth Management Act.

Mr. Dan Catron explained the following substantive changes were made to the draft resolution: Provided broad design review authority (and flexibility) at the discretion of the hearing examiner, while at the same time providing a prescriptive option for certain design elements; Deleted requirements for a minimum amount of private open space; Increased maximum cottage unit size to 1,200 sq. ft.; Clarified that cottage units shall not include basements; and Increased maximum size of shared garages to 1,200 sq. ft.

Staff further recommends the Commission schedule a public hearing on the proposed amendments for the June 17th meeting. Environmental official still has time to review any public comments made before the SEPA comment period ends and findings become final on June 18th. There is no appeal on SEPA determinations for legislative acts. The Planning Commission would make recommendation to City Council at some time after the close of the public hearing. Usually the board will take action at the next meeting if all concerns are resolved.

Mr. Dan Catron provided commissioners with a copy of both the SEPA Checklist and the draft SEPA Determination of Non-Significance.

Mr. Robert Estrada requested clarification on the inclusion of basements. Mr. Dan Catron noted he was looking at comparable codes of similar jurisdictions

and stated he added that in consideration of the definition for floor area exempting basements.

Mr. Robert Estrada asked about dates of the SEPA documents. Mr. Dan Catron explained the environmental checklist documents have already been completed. Staff is looking for the environmental official to sign the Determination of Non-Significance on June 4th with a 14-day comment period culminating in a hearing on June 17th. Mr. Dan Catron explained that the commissioner's recommendation to Council is not a final action. 60-day notice to CTED was initiated a few days ago; Council is not allowed to take action during this 60-day period.

Mr. James Guerrero thanked staff for work on revisions. Concerns were voiced over limiting design with requirements of 6/12 or steeper pitch roofs with a small percentage allowed at a lower pitch. Noting that a potential site for cottage housing is near the transit station, Mr. Guerrero also queried the requirement for 1.8 parking spaces per unit and wondered if as a community we want to discourage cars in general and have people move toward mass transit. Mr. Paul Wagemann commented that less parking near a transit station makes sense; however, not enough parking causes other consequences worth discussing.

Mr. Don Daniels commented that builder/developer deals with staff then goes to the Hearing Examiner (HEX). Mr. Dan Catron explained that every cottage housing development will be required to get approval from hearing examiner. Staff works with developers to resolve as many issues as possible before going in front of HEX. Mr. Bugher added that the code is written that the HEX is to give great weight to the recommendation provided by the Community Development Department in the approval process.

Mr. Dave Bugher explained to commissioners this same discussion can happen after the public hearing to get a better understanding of citizen concerns and relevant issues could then be determined. Mr. Bugher queried if commissioners were comfortable with the proposed dates for the public hearing on the matter so staff could move forward. All agreed to hold public hearing on June 17th.

Re-visit of the Vote for Chair and Vice Chair of the Planning Commission

With all commissioners present to participate in a re-vote for Chair and Vice-Chair of the Planning Commission Mr. Don Daniels opened the floor for nominations.

Mr. Paul Wagemann made the motion to keep in place both Mr. Don Daniels as Chair and Mr. Robert Pourpasand as Vice-Chair. The motion was seconded by Mr. Christopher Webber. A voice vote was taken and the motion carried unanimously.

New Business

Community Vision Plan (Final Draft)

Mr. Dan Catron noted this process was started prior to the formation of the commission and members have not been heavily involved in the process thus far, but would play a role in implementation in the future.

Items within the visioning plan include an update of the Comprehensive Plan, update of a sub-area plan for the Central Business District, as well as a Rental Housing Inspection Program which is currently being developed. Mr. Dave Bugher commented that preliminary work of the rental housing inspection program will be revealed in August but no official ordinance or implementation until 2016. Mr. Dan Catron mentioned subsequent work of zoning codes and development amendments the commissioners would be involved with such as pedestrian facilities programs to enhance connectivity of the Lakewood Towne Center for building a better community in the future.

Mr. Dave Bugher asked the members to review the three sections of the visioning plan and be prepared to discuss with Council suggestions of what they view is important for Council to pursue most immediately. It was noted transportation and circulation is a high priority for the community as well as sustainability.

Mr. Robert Estrada pointed out the survey findings may be skewed by the fact 50% of respondents were female, of that 50% were over 55 years of age, and schools and education ranked 4th on the list of priorities. Mr. Paul Wagemann noted the community does feel education is a high priority due to the support received for the school district through votes.

Mr. James Guerrero and Mr. Paul Wagemann commented the photos should showcase local entities such as Harrison Preparatory School, Pierce College, Clover Park Technical College or McGavick Center within the City of Lakewood. Mr. Don Daniels explained that community citizens were on the committee but involved in reviewing content and wording, not the photographs. Mr. Dave Bugher suggested commissioners provide a list of the edits they would like taken under advisement but noted final approval is made by City Council.

Mr. Dave Bugher noted that many of the changes contained in this document would find their way into Chapter One of the Comprehensive Plan as far as overall policy and suggested the commissioners have familiarity with them by the time the commissioners receive the amendments in September or October.

May 26th Joint City Council Meeting – 2015 Work Plan

Commissioners were reminded of the joint meeting with Councilmembers to discuss their work plan and calendar schedule for the year. All commissioners stated they would be in attendance.

Reports from Commission Members and Staff

Staff shared the following project updates:

Mr. Dave Bugher noted Community Development Department staff continues to work on the cost recovery analysis and efforts are being made to re-structure fees to allow for 85% recovery of departmental costs of processing permits.

Mr. Dave Bugher informed the group staff is wrapping up the Community Visioning Plan to facilitate moving forward with the comp plan amendments.

Mr. Dave Bugher apprised the commissioners City Council did adopt changes to the business licensing provisions found in Title V noting there are many substantive changes being made to the business licensing processes of second hand sales.

It was noted that Mr. Dan Catron has spent an incredible amount of time completing the Puget Sound Regional Council Vision 2040 Checklist to obtain transportation funding dollars in the future.

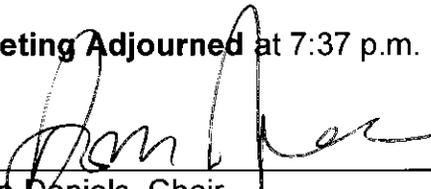
The department is working toward the goal of more permit automation to allow the 2nd floor permit counter customers to check the status of building permits, pay some fees and apply for permit applications online with fillable forms by July 2015.

Next Meeting: June 3, 2015, at 6:30 p.m. in Council Chambers

Agenda items include:

- 2015 Comprehensive Plan Update - Introduction (no recommendations)
 - Split designated zoning parcels amendments
- 2015 CPA Site Tour

Meeting Adjourned at 7:37 p.m.



 Don Daniels, Chair
 Planning Commission 6/03/2015



 Karen Devereaux, Recording Secretary
 Planning Commission 6/03/2015