

**PLANNING COMMISSION**  
**MEETING**  
**JANUARY 10, 2023**  
**7:00 PM**  
**MINUTES**

**1. CALL TO ORDER (Via Zoom & In-Person)**

**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 Bruce Straughn – Present  
Commissioner Chris Marsh – Present

City Staff

Becky Aiken, Deputy City Clerk  
Eric Jensen, Community Dev. Director

**4. APPROVAL OF MINUTES**

**A. Approval of December 13, 2022 Minutes**

**Commissioner Marsh** moved to approve the Minutes of December 13, 2022. Commissioner Straughn seconded. Motion carried.

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

**(Public comments are encouraged both for items that are not action items in this Agenda and for actions items in this Agenda. Comments may be submitted in advance in writing or by e-mail to the City Clerk or may be made in person, or by telephone or computer connection at the time of the meeting.)**

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

## 6. NEW BUSINESS

### A. Comprehensive Plan Periodic Update Discussion:

*\*Vision Statement*

*\*Plan physical/structure content*

*\*History section*

**\*Community Development Director Jensen** discussed the vision statement.

- Just found out today the City Council has adopted a new vision statement and shared values.
- Shared the Council's "new" vision statement
- Should capitalize "c" in "city"

#### Planning Commission input:

- The old vision versus new one – phrase at the end "close to everything, far from ordinary" should not be used (replaced by Council at recent retreat)

**Community Development Director Jensen** discussed the Core values wheel.

- Shared the Clyde Hill example he prepared for the City

#### Planning Commission input:

- Like the concept of the "wheel"
  - Mining cars or railroad tracks
  - Front of old railroad engine (outline to look like an old locomotive)
  - Use play on words "next stop"
  - Like "Mt. Pilchuck" presentation
- **Community Development Director Jensen** Vision statement within the framework of the "mountain image", core values within "railroad image"
- **Community Development Director Jensen** Recommend placing a Mission statement in along with an image of "City Hall", "pergola" or something that represents the municipality itself.
- Planning Commission recommendation = "Vision" in "Pilchuck", "Values" under "Locomotive" and "Mission Statement" in front of the "City Hall"
- Planning Commission to provide images of Mt. Pilchuck – email in photographs

**\*Community Development Director Jensen** discussed the plan physical/structure content.

- Planning Commission input = Change of form of government
- **Community Development Director Jensen** recommend to have it be the foundation approved upon:
  - Bring it up to date

- Make it more readable
- Make it more visually interesting
  - Throughout the next few meetings, he will bring good examples of visually interesting plans and documents to share with the Commission.

**\*Community Development Director Jensen** discussed the current 2015 plan has no history section, and can benefit from one

- He provided three examples in the area of Comprehensive Plans that did include some historical information. Examples include:
  - Mukilteo
  - Bellingham
  - Auburn
- Commissioner Cruger will be leading the effort of this section

## 7. CURRENT BUSINESS

### B. Land Use Code Housekeeping – Discussion regarding scheduling and hearings

*\*Municipal Code matrix table of land uses*

*\*Sign code update*

*\*On street food trucks*

**\*Community Development Director Jensen** discussed the proposed matrix table.

- This will need to go before a Public Hearing at both the Planning Commission and Council levels
- Limited design standards – make not so burdensome on the developer but helps achieve aesthetic & structurally appropriate design
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**\*Community Development Director Jensen** discussed the sign-code update including:

- Sign code – propose a better approach in structure and readability
  - Modify the electronic signs
  - Larger tall freestanding pole signs – meant for high-speed traffic, in town there is no need to have a 25-foot high pole sign
  - Smaller jurisdictions – monument signs are very effective and very esthetically pleasing
  - Sign Code currently created in signs in zones than alternative signs (banners), etc. Then reverts to another area in the code. Wants to fix this to be stand alone and all together in one section of the Code.
- Reviewing land use fees – City fees are a lot lower than other City fees. He had bumped them up. Fee schedule itself is being updated and being presented as part of the housekeeping.

- Is the Planning Commission okay to schedule a Public Hearing on all four elements?
  - Planning Commission asked for the opportunity to review the material before the meeting

**\*Community Development Director Jensen** discussed the On-street food trucks including:

- Council received community input by a business member for food trucks
- City Manager felt it would be useful to utilize the Right-of-Way permit for food trucks (trial effort)
  - Each permit would be \$50.00 plus a \$100.00 processing fee (one day coverage)
  - Physical coverage of permit – justify what you need and why you need it – not a guarantee to approve the Right-of-Way permit
    - Not every permit would be approved
    - If it creates traffic blockage or public safety, it will not be approved
  - No fee for putting a food truck on private property (business license would be required), a sign permit would be required if a banner or street sign would be placed

Discussion was had regarding voicing opinions on saving the bridge that is scheduled for replacement on the Mountain Loop Highway. Further discussion included the contacting of both Representative Eslick and Representative Low regarding the matter.

## 8. REPORTS:

**Community Development** recent work included:

- Completion of 49-page report that was sent to the State to meet the state mandated Comprehensive Plan periodic update checklist
- Been in communication with both the University of Washington School of Public Policy and Government Affairs and Western Washington University School of Planning
  - To identify needful tasks where student interns can provide support to the City during the Comprehensive Plan update process
  - We anticipate this may lead to a UW classroom exercise and resulting report on improved public outreach techniques and an intern or two from Western to assist the City on planning activity either in the winter, spring and/or summer quarters
  - Meeting is planned with both school programs within the next few weeks to progress forward
  - Reach out to local school district and find out if any alumni that are pursuing a career in governmental affairs, public works, urban planning, environmental science and have interest in doing any in the field, on the ground, in the office internships would be a great thing to do
- Update on permitting software

**A. City Clerk Report**

There were no questions on the City Clerk's reports.

**B. Homework**

There were no homework items for the Agenda.

**9. CORRESPONDENCE:**

There were no correspondence items for the Agenda.

**10. ADJOURNMENT:**

**Commissioner Cruger** adjourned the meeting.