



# CITY OF BLACK DIAMOND PLANNING COMMISSION AGENDA

January 6, 2026

Council Chambers, 25510 Lawson St., Black Diamond

**THIS IS OFFERED AS A HYBRID MEETING AND MAY BE ATTENDED IN PERSON AT THE ABOVE NOTED ADDRESS OR BY JOINING VIRTUAL/TELEPHONICALLY. CALL IN AND JOINING INFORMATION FOLLOWS:**

**Zoom link to join meeting:**

<https://blackdiamondwa-gov.zoom.us/j/81586478615?pwd=zLWnd5AOijcjoK8jJQ5NQ3bYz6dbh.1>

Meeting ID: 815 8647 8615

Password: PC

**Telephone dial in options:**

+1 206 337 9723 US (Seattle)

+1 253 215 8782 US (Tacoma)

Meeting ID: 815 8647 8615

Password: 810826

**6:00 P.M. - CALL TO ORDER, FLAG SALUTE, AND ROLL CALL**

**APPROVAL OF MINUTES:**

1. Regular Meeting October 7, 2025 and Special Meeting of November 18, 2025

**PUBLIC COMMENTS:** Persons wishing to address the Planning Commission regarding items of *new business* are encouraged to do so at this time. Please use the "raise your hand" feature and once recognized by the Chair, you may unmute and state your name and city for the record. Please limit your comments to 3 minutes. For those dialing in, please press \*9 to raise your hand and \*6 to unmute yourself.

**PUBLIC HEARINGS:** None

**STUDY/WORK SESSION:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

2. Vote for Chair and Vice Chair
3. Review Policy and Procedures
4. Future Work Plan
5. Development Regulations

**COMMUNITY DEVELOPMENT DEPARTMENT REPORT:**

**PUBLIC COMMENTS:**

**ADJOURNMENT:**



CITY OF BLACK DIAMOND  
PLANNING COMMISSION MEETING MINUTES  
October 7, 2025, 6:00 PM

**CALL TO ORDER, FLAG SALUTE, ROLL CALL**

Chair Morgan called the meeting to order at 6:00 p.m.

- Present:** Commissioner Kelley Sauskojus  
Commissioner Jeff Todd  
Commissioner Pam McCain joined meeting at 6:05 pm  
Commissioner Tommy Paramo  
Commissioner Heather Asante
- Excused:** Commissioner Grifan Cayce  
Chair/Commissioner Carol Morgan
- Staff:** Interim Community Development Director, Andrew Williamson  
Senior Planner, Jill Kuzaro  
Public Works Director, Scott Hanis  
Deputy City Clerk, Carina Thornquist  
IT Staff, Jake Kapsandy

**APPROVAL OF MINUTES:**

- 1) Regular Planning Commission Meeting of September 9, 2025.

There were no changes to the September 9, 2025 minutes and they were approved as presented.

**PUBLIC COMMENT** – None

**PUBLIC HEARING** –

- 2) Proposed Prohibition on the Siting and Operation of Cannabis-Related Businesses

Interim Chair Sauskojus turned the meeting over to Director Interim Director Williamson who gave some background on bringing Cannabis related businesses to Black Diamond. Chair Sauskojus asked the Commissioners if they had any questions for Mr. Williamson. Extensive back and forth discussion took place between the Commissioners and Interim Community Development Director Williamson.

Interim Chair Sauskojus reviewed the rules and process of the Public Hearing. She then opened the Public Hearing at 6:14 p.m. and turned it over to Interim Director Williamson who stated that she would read off the names for those who put their name on the sign in sheet.

Olivia Sawyer from Black Diamond spoke to the Commissioners. Ms. Sawyer spoke against having cannabis shops in the city and shared her views of public safety, aesthetics of the city, and doesn't want the temptations for her or her friends.

Tabitha Baker from Black Diamond spoke to the Commissioners. Ms. Baker spoke to the importance of staying involved in their community. She stated that she wants businesses to come but not those of cannabis. She knows a city manager in a city within close proximity and he shared all of the negative items that come along with it.

Jim Baker from Black Diamond spoke to the Commissioners. Mr. Baker shared his thoughts on the effects that cannabis shops will actually cost us money. He's highly concerned with the illegal activity that surrounds it. It has a detrimental effect on everybody and is not good for the community.

Interim Chair Sauskojus asked if the Commissioners had any additional questions after hearing the public comments. Extensive back and forth conversations took place.

Ms. Sauskojus asked repeatedly if there were any others who wanted to speak during the Public Hearing and hearing none, she closed the Public Hearing at 6:25 p.m. She then asked Director Williamson what is needed from the Planning Commission. Director Williamson reported that he would like for this Commission to move this to City Council, or if they felt they needed more time to do research, then they should wait.

Commissioner Todd made a **Motion** to move the Cannabis related businesses to the City Council. Seconded by Commissioner Paramas . **Vote, Passed 5 – 0.**

**STUDY/WORK SESSION** - None

**UNFINISHED BUSINESS** -

### **3) Utility Undergrounding Requirements in the Gateway Corridor Packet**

Mr. Williamson gave a brief background on this topic and Public Works Director Scott Hanis is available for questions from the Planning Commissioners. Back and forth discussion took place between Planning Commissioners, Mr. Williamson, and Mr. Hanis.

Commissioner Asante made a **Motion** to move the Gateway Corridor to the City Council. Seconded by Commissioner McCain. **Vote, Passed 5 – 0.**

**NEW BUSINESS - None**

**COMMUNITY DEVELOPMENT DEPARTMENT REPORT -**

Interim Director Williamson reported on the following topics:

- The November meeting falls on November 11<sup>th</sup> which is Veteran’s Day. He recommended to change the date of the meeting to the following week on November 18<sup>th</sup>.

Commissioner Asante made a **Motion** to change the meeting date to November 18<sup>th</sup>, **Seconded** by Commissioner Paramo. **Vote. Passed** 5-0.

- Mr. Williamson will be bringing a work plan to the November meeting to go over.
- Three Planning Commissioners terms will be expiring at the end of the year and the Mayor has asked them to stay on.
- The city has hired a Building Official who has already started. The city has also hired a Building Inspector and a new Assistant Planner/Permit Tech who will begin October 20<sup>th</sup>.
- Currently, there are approximately 258 permits in the queue to be worked on and are 11 weeks out with issuing permits.
- Oakpointe has turned in all their paperwork for plats for all of their properties.
  - There are 4,170 new lots which the city is working on.
  - Hearing is on November 24<sup>th</sup>.
- Update of Commercial businesses (Safeway with Starbucks, Keybank, Chevron, Goddard School, potential medical facility, Edward Jones).

**PUBLIC COMMENTS - None**

**ADJOURNMENT -**

Commissioner Asante made a **Motion** to adjourn, **seconded** by Commissioner McCain. **Vote, Motion Passed** 5 – 0. Meeting adjourned at 6:48 p.m.

These minutes were respectively recorded by Carina Thornquist, Deputy City Clerk

ATTEST:

\_\_\_\_\_  
Carol Morgan, Chairperson

\_\_\_\_\_  
Carina Thornquist, Planning  
Commission Secretary



CITY OF BLACK DIAMOND  
PLANNING COMMISSION SPECIAL MEETING MINUTES  
November 18, 2025, 6:00 PM

**CALL TO ORDER, FLAG SALUTE, ROLL CALL**

Chair Morgan called the meeting to order at 6:00 p.m.

**Present:** Commissioner Kelley Sauskojus  
Commissioner Jeff Todd  
Commissioner Grifan Cayce via Zoom  
Commissioner Pam McCain via Zoom  
Commissioner Tommy Paramo  
Chair/Commissioner Carol Morgan  
Commissioner Heather Asante

**Staff:** Interim Community Development Director, Andrew Williamson  
Senior Planner, Jill Kuzaro  
Deputy City Clerk, Carina Thornquist  
IT Staff, Jake Kapsandy

**PUBLIC COMMENT** - None

**PUBLIC HEARING** - None

**STUDY/WORK SESSION** - None

**UNFINISHED BUSINESS** - None

**NEW BUSINESS** -

- 1) General Discussion of Middle Housing Requirements and Development Regulations

Interim Community Development Director Williamson gave a brief history and what will need to take place next. The highlights of his discussion were as follows:

- 10/16 Comprehensive Plan was adopted by City Council
- What was known as the “zoning map” is now the “Proposed Zoning Map”. This will be coming back to the Planning Commission to work on next year.
- The following items need to be accomplished:
  - Middle Housing (done by April)
  - Zoning Map and FLUME need to match up
  - Development Regulations
  - Sensitive Area Ordinances

- 2) Proposition to change the meeting schedule was made by Mr. Williamson.
  - a. Starting in January, he would like to meet twice a month.
    - i. First meeting of the month would be the regular meeting. In addition, this would be the meeting where Public Hearings would take place.
    - ii. Second meeting of the month would be two weeks later; day of the week may be flexible.

**COMMUNITY DEVELOPMENT DEPARTMENT REPORT –**

Mr. Williamson reported on the following items:

- A Calendar and To Do List is being sent out in January.
- New employees include a Building Official, Building Inspector, and Permit Tech/Assistant Planner. And he is adding another planner.
- Discussed different plats being worked on (Oakpointe, Rock creek Reserve, Diamond Square)
- The old Dinner House has been sold and an Edward Jones office is coming in.
- There has been further discussion of an indoor pickleball court.

**PUBLIC COMMENTS** - None

Chair Morgan announced that at the January 6, 2026 meeting, the Chair and Vice-Chair will be chosen. She also reported that she won't be continuing on with the Planning Commission due to conflicts with other commitments.

**ADJOURNMENT -**

Commissioner Asante moved to adjourn, **second** Commissioner Sauskojus. **Vote**, motion **passed 7 - 0**. Meeting adjourned at 6:42 p.m.

These minutes were respectively recorded by Carina Thornquist, Deputy City Clerk

ATTEST:

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Carol Morgan, Chairperson

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Carina Thornquist, Planning  
Commission Secretary

# Voting for New Planning Commission Chair & Vice-Chair

**EXAMPLE**

## NEW BUSINESS –

- 2) Vote for new Chair and Vice-Chair

Chair Olson read the duties of the Chair and Vice-Chair position and verified that at least 5 members were present for voting. He also went over the procedure of the voting process and then opened it up for the position of Vice-Chair.

Commissioner Syversen nominated Commissioner Morgan for Vice-Chair and she accepted the nomination. There were no other nominations. **Vote, motion passed 7-0.**

Commissioner McCain nominated Commissioner/Chair Olson for Chair and he accepted the nomination. There were no other nominations. **Vote, motion passed 7-0.**

# RULES AND PROCEDURES OF THE CITY OF BLACK DIAMOND PLANNING COMMISSION

The following Rules and Procedures are adopted by the City of Black Diamond Planning Commission to facilitate the performance of its duties and functions as empowered in Chapter 2.24, Black Diamond Municipal Code.

## Section 1. Meetings

- A. Regular meetings. The Planning Commission meets regularly on the first Tuesday evening following a regularly scheduled City Council meeting, commencing at 6:00p.m. in the City Council Chambers. Meetings are offered as a hybrid meeting; the public may attend in person, or by joining virtual/telephonically.
- B. Virtual Participation in Meetings – Members of the Commission may participate in meetings electronically, through the platform provided by the City. Electronic participation in meetings shall be used on a limited basis; it should be used to accommodate members whose physical presence at the meeting is prevented due to unforeseen circumstances. Members who wish to participate in such a meeting must notify staff before the scheduled start time for the meeting, allowing adequate time for staff to make necessary preparations. Participation in such a meeting shall constitute presence in person at such meeting, and that presence shall count toward a quorum of the Commission for all purposes.
- C. Special meetings. The Planning Commission shall meet for special meetings at the call of the Chair or by majority vote of the Commission. A minimum of 24 hours notice shall be provided to each Commission member and the public for special meetings.
- D. Cancellation. If no matters over which the Planning Commission has jurisdiction are pending upon its calendar, a meeting may be canceled at the notice of the Chair and Secretary/Community Development Director, or designee, provided at least 24 hours in advance. A majority vote of the Commission may also result in cancellation of a meeting.
- E. Open Meeting Requirements and Notification. The open meeting requirements of State law (RCW 42.30) shall apply to all Planning Commission meetings. All meetings must be open to the public and communications or discussions of official business in person, by email, phone, or text messages, amongst a quorum of governing body members can be considered a public meeting. Such an exchange that is not open to the public is a violation of the OPMA since public notice has not been given and attendance by the public is not possible. Notification procedures shall follow the requirements of applicable sections of Black Diamond Municipal Code or standard City practice as established by the City Clerk.

Special meetings shall be noticed by: a) delivering written notice personally by mail, fax or by electronic mail at least 24 hours in advance to Planning Commission members; b) delivering written notice personally by mail, fax or electronic mail at least 24 hours in advance to the official City newspaper and also to each media publication and individual which has filed a written request with the City to be notified of Planning Commission meetings and c) posting the notice on the City's website.

- F. Record. All public hearing procedures shall be recorded. This record will normally be an audio recording by means of electronic equipment. Recording of work/study sessions is not required.
- G. Minutes. The Community Development Department staff will prepare written minutes of all meetings that includes pertinent information, motions, decisions made, and actions and votes taken.

## Section 2. Officers

- A. The Planning Commission shall have a Chair, Vice-Chair and any other such officer as the Commission may, by majority vote, approve. Officers shall be elected by majority vote of Commission members.
- B. Temporary Chair. If both the Chair and Vice Chair are absent from a meeting, the Planning Commission shall, by a majority vote of those members present, elect a temporary Chair for that meeting.
- C. Election. The election of officers shall occur annually at a regularly scheduled meeting in the month of January. The nominee receiving the majority vote of those present shall be declared elected and will assume their duties immediately. Elections shall only be held when a minimum of five members are in attendance. The term of office of each officer shall run until the subsequent election.
- D. Vacancies. A vacancy of the office of the Chair caused by his or her resignation shall be filled by the Vice-Chair. A vacancy of the office of Vice-Chair or any other office of the Planning Commission shall be replaced by majority vote of the Planning Commission at the next regular scheduled meeting after the vacancy occurs.
- E. Duties of Officers. The duties and powers of the Chair and Vice Chair shall be as follows; the duties and powers of any other officer shall be as defined by the Commission at the time the position is created.

### Chair:

- a. To preside at all meetings of the Planning Commission.
- b. To call special meetings of the Planning Commission.
- c. To sign documents on behalf of the Planning Commission.
- d. To appoint Planning Commission members to serve on other City committees, advisory groups and task forces when requested to do so by the City Council.
- e. To create temporary committees of one or more members.
- f. The Chair shall be considered as a member of the Commission and have full right to have his/her own vote recorded in all deliberations.

Vice-Chair: During the absence of the Chair or upon request of the Chair, the Vice-Chair shall exercise all the duties and be subject to all the responsibilities of the Chair.

City Council Liaison: The Chair shall act as a liaison between the Planning Commission and the City Council and other City entities. The Chair may appoint an alternate liaison as needed.

### **Section 3. Secretary**

The Community Development Director or his/her appointee, shall act as the Secretary of the Planning Commission and shall provide proper and legal notice for all public hearings; prepare and post the agendas of all regular and special meetings, and draft and sign routine correspondence of the Commission. The Secretary shall record and retain, by electronic means, each meeting of the Planning Commission and any of its committees. The Secretary shall prepare summary minutes, which must be approved by the Commission and maintain a file of all studies, plans, reports, and recommendations for the official record.

### **Section 4. Quorum**

A simple majority of the appointed members shall constitute a quorum for the transaction of business. A quorum must be in attendance in order to conduct a meeting, to transact any business or to render a recommendation. Every motion of the Planning Commission requires approval of a majority of the Planning Commission members present to pass.

### **Section 5. Absence of Members**

Members are expected to attend all regular and special meetings and to fully participate in and contribute to the work of the Commission. Any member who is absent from three consecutive meetings without being excused or six meetings in a calendar year, whether excused or unexcused, may be deemed to have forfeited the position and the Chair may recommend to the Mayor that a new member be appointed to fill the unexpired term. To be excused from a meeting, members must inform the Chair or Secretary in advance of a scheduled meeting

### **Section 6. Vacancies**

Should any vacancy occur among the membership of the Planning Commission by reason of death, resignation, disability, or otherwise, the Secretary shall immediately notify the City Clerk and request the Mayor to appoint a replacement at the earliest possible time.

### **Section 7. Disqualification**

No member of the Planning Commission should participate in any discussion or vote on any matter in which the member has a direct and substantial personal or financial interest potentially sufficient to create a conflict between the interest in serving the public good and the other interest. The other interest may be private gain, financial or personal, and it may benefit the member, a relative, a friend, or employer. The member should publicly indicate the potential conflict of interest and leave the meeting room until the matter is disposed. The minutes shall show that the member left the room and abstained on any vote.

## **Section 8. Conduct of meetings**

A. General. The Chair has broad authority over all matters regarding the conduct of meetings. He/she shall exercise this authority to promote the fullest possible presentation of information and discussion of matters before the Commission, while permitting the orderly and timely completion of Planning Commission business.

As a general protocol, the Chair of the meeting should introduce the agenda topic, provide for a staff presentation and questions from the Commission, and call for discussion among the Commission members.

The Chair should generally provide for each Commission member to offer a comment prior to weighing in on an issue. The Chair should ensure that all members have an opportunity to speak.

The Chair should also expedite the discussion in a timely manner and summarize the recommendation or direction from the Commission as appropriate

- B. Use of Roberts Rules of Order. The Planning Commission may refer to the applicable provisions of Roberts Rules of Order for guidance for items not addressed by these Rules and Procedures.
- C. Executive sessions. Executive sessions can only be held in accordance with the State Open Public Meetings Act.
- D. Public comment. On specific agenda items, other than public hearings, the Chair may allow comments from the audience with the consent of the Commission. Audience members must be recognized by the Chair in order to speak.
- E. Training: Commission members shall attend any training required by the City .

## **Section 9. Order of Business**

The agenda shall be prepared by the Secretary in consultation with the Chair. Members of the Commission who wish to add any item to the agenda shall first notify the planning staff and Chair of their request at least fifteen (15) days prior to the meeting. The preferred order of the Planning Commission agenda shall be as follows:

- A. Call to order/roll call/establishment of quorum
- B. Approval of minutes of previous meetings
- C. Public comment on any topic that is not the subject of a public hearing to be considered on the agenda.
- D. Public hearings.
- E. Study/work sessions.
- F. Unfinished business.
- G. New Business
- H. Report of the Community Development Department.

- I. Public comments from the audience, limited to 3 minutes per speaker.
- J. Adjournment.

The order of business may be changed or amended during the meeting by the Chair with the consent of the majority of Commission members present.

### **Section 10. Rules of Procedures for Public Hearings**

Periodically, the Planning Commission conducts public hearings on various issues as required by ordinance. The following procedures shall be used for conducting all public hearings:

- A. The Chair shall declare the Public Hearing open and ask for a staff presentation.
- B. Staff shall provide a presentation of the matter under consideration.
- C. Individual Commission members may ask clarifying questions of staff.
- D. The Chair shall then call for public testimony, either for or against. Testimony must be called for three times. The Chair retains the right to establish a time limit on the length of individual testimony.
- E. Written comments may be submitted to the Community Development Department by noon of the day of the hearing or to the Chair during the hearing. These comments will become part of the official record and shall be considered by the Commission in its action.
- F. The purpose of public testimony is to provide comments to the Commission, not ask questions of staff. All members of the public shall address the Commission. Staff will only respond to inquiries if asked to do so by the Chair. Commission members may question a speaker on any matter related to his/her comments.
- G. At the discretion of the Chair, individuals may be allowed to speak more than once, time permitting.
- H. Based upon the testimony, the Commission may ask questions of staff.
- I. Chair closes the public hearing. The hearing may be reopened by motion to accept additional testimony.
- J. The Commission shall then consider all the information presented and deliberate on the matter. Clarifying and procedural questions may be asked of staff, but public comment is not allowed unless the hearing is reopened per (I) above.
- K. After continuation, the Commission may:
  - 1. Make a recommendation to the City Council by motion and approval of a majority of those member present; or
  - 2. Leave the written record open for a specified time period; or
  - 3. Continue the hearing to a time and date certain. At that time, the Commission may consider whether to allow additional public testimony.
- L. For any non-legislative matter, the Commission shall make Findings and Conclusions that support its recommendation.

### **Section 13. Communications as Planning Commission members.**

The Planning Commission serves in an advisory role to the City Council and makes decisions in the form of recommendations to the Council. All Commission recommendations are forwarded to the Council for its consideration, whether a recommendation to approve or deny.

In communicating with the City Council or members of the public, a member will not appear to speak for the Commission except as authorized by the Chair. In any public or private statements, members may indicate whether they are speaking for the Commission or for themselves as needed.

**Section 12. Amending the Rules of Procedure**

The rules of procedure may be amended at any regular meeting of the Planning Commission by a majority vote of the appointed members.

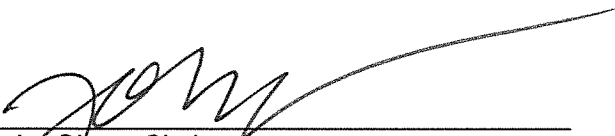
**Section 13. Suspension of Rules**

Any provision of these rules not governed by the City code may be temporarily suspended by an affirmative vote of a majority of the Commission members.

**Section 14. Validity**

If any portion of these rules and procedures are found to be invalid, that part or parts will not invalidate the remainder of the rules.

INITIALLY ADOPTED by the Planning Commission March 10, 2009.  
AMENDED FEBRUARY 21, 2012.  
AMENDED APRIL 6, 2021  
AMENDED JULY 12, 2022



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John Olson, Chair



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Pam McCain, Vice-Chair

Attest:



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Mona Davis, Community Development Director

- **Chapter 2.24 - PLANNING COMMISSION**

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**Sections:**

- **2.24.010 - Membership.**

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Pursuant to RCW Chapter 35A.63, there is created for the city a planning agency to be known as the city planning commission, consisting of seven members who shall be appointed by the mayor and confirmed by the city council.

A.

The positions of planning commissioners shall be designated numbers one through seven. The term of each member of the planning commission shall be four years. The terms of office shall be staggered based on the date of appointment. Terms expire on December 31, but members of the planning commission shall continue to serve until their successor is appointed and qualified

B.

Qualifications. Members of the planning commission shall be selected from individuals who have an interest in planning, land use, environmental affairs or residential and commercial development as evidenced by training, experience or actions. Consideration will also be given toward maintaining an equitable balance of geographic representation of the community. Members of the planning commission shall be limited to individuals who reside in the City at least one hundred eighty days each calendar year or owners of businesses with a physical presence within the city. A "physical presence" means that the individual or business owner does business in the City of Black Diamond and has obtained a Black Diamond business license.

C.

The planning commission shall adopt rules and procedures to address the conduct of its meetings, elections of officers and other administrative matters. Conflicts of interest shall be addressed as set forth in RCW 35A.63.020.

D.

Removal. A planning commissioner may be removed by the mayor, with the concurrence of the city council, for misfeasance in office or other just cause, or for unexcused absences from more than three consecutive meetings. Failure of a planning commission member to qualify as provided in subsection B, shall constitute forfeiture of office. The decision of the city council regarding membership on the planning commission shall be final.

E.

Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired terms. Members shall serve without compensation.

(Ord. No. 981, § 1, 10-4-2012; Ord. No. 1072, § 1, 1-21-16)

**Editor's note**— Ord. No. 981, § 1, adopted October 4, 2012, repealed the former § 2.24.010, and enacted a new § 2.24.010 as set out herein. The former § 2.24.010 pertained to similar subject matter and derived from Ord. No. 295, 1984 and Ord. No. 900, adopted April 16, 2009.

- **2.24.020 - Powers and duties.**

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A.

The planning commission shall perform the function of a planning agency as set forth in chapter 35A.63 RCW, provided, certain land use matters may be referred to the city's hearing examiner as elsewhere provided by the Black Diamond Municipal Code. The planning commission shall be an advisory body to the city council. The planning commission will hold public hearings and make recommendations to the city council on zoning code text and development regulation amendments, area-wide rezones, adoption of comprehensive plan and any other plan amendments. "Development regulations" are defined as "controls placed on development of land use activities by the city including, but not limited to, zoning ordinances, critical areas ordinances, shoreline master programs, official controls, PUD ordinances, subdivision ordinances, binding site plan ordinances, together with any amendments thereto."

B.

The planning commission shall review such other matters and take such further action as the city council may direct from time to time by motion, resolution or ordinance.

(Ord. 857 § 1, 2008; Ord. 295 § 2, 1984)

(Ord. No. 900, § 3, 4-16-2009; Ord. No. 1028, § 1, 5-15-2014)

- **2.24.030 - Secretary.**

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The mayor shall designate a city staff member to serve as secretary to the planning commission. The secretary shall be responsible for taking the minutes of each commission meeting and for assisting the commission with other administrative duties as assigned by the presiding member of the commission.

(Ord. 570 § 1, 1995; Ord. 295 § 3, 1984)

(Ord. No. 900, § 4, 4-16-2009)

- **2.24.040 - Quorum.**

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A majority of the membership of the planning commission shall constitute a quorum for the transaction of business. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the planning commission shall be deemed taken as the action of the commission. The commission may adopt such other rules governing its procedures and conduct of business as it deems appropriate.

(Ord. 295 § 4, 1984)

- **2.24.050 - Referral by council.**

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The city council may refer to the planning commission, for its recommendation and report, any ordinance, resolution, or other proposal relating to any of the matters and subjects referred to in RCW Chapter 35A.63, and the commission shall promptly report to the city council thereon, making such recommendations and giving such counsel as it may deem proper.

(Ord. 295 § 5, 1984)

# CITY OF BLACK DIAMOND

## DEVELOPMENT REGULATIONS UPDATE TENTATIVE SCHEDULE

(PREPARED DEC. 30 2025 - SUBJECT TO CHANGE/  
ADJUSTMENTS AS NEEDED)



**JAN 2026**

MON	TUE	WED	THU	FRI
29	30	31	1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

<b>TUES 6</b>	Present the PC the schedule and work plan
<b>TUES 20</b>	<b>Workshop #1</b> Proposed Zoning Map, New Districts, Zoning Use Matrix; <u>Review</u> proposed edits to §18.04.060, Ch. 18.20, Ch. 18.30 - 18.46 and Ch. 18.98

**FEB 2026**

MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

<b>TUES 10</b>	<b>Workshop #2</b> ADUs (HB 1337), Parking (HB 6015), Middle Housing (HB 1110) and Emerg. Housing (HB 1220): <u>Review proposed new Ch. 18.92, Ch. 18.88 repeal, Ch. 18.86 edits, and related definitions in Ch. 18.100</u>
<b>TUES 24</b>	<b>Workshop #3</b> Permitting (SB 5290), remaining definitions and minor code changes, Unit Lot subdivisions (SB 5258 of 2023 and SB 5559 of 2025); <u>Review proposed edits to Ch. 18.08, Ch. 18.14, Ch. 18.16 and Subdivision Title</u>

**MAR 2026**

MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

<b>MON 2</b>	Submit to Commerce for 60-day review
<b>TUES 10</b>	Reserved for any additional topics or further discussion (if needed)
<b>WED 18</b>	City to Issue SEPA DNS
<b>TUES 24</b>	Reserved for any additional topics or further discussion (if needed)

**APRIL 2026**

MON	TUE	WED	THU	FRI
30	31	1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	1

<b>THUR 2</b>	Last Day for SEPA comments
<b>TUES 7</b>	PUBLIC COMMENT PERIOD BEGINS
<b>TUES 28</b>	<b>Planning Commission Public Hearing @ 6pm</b> <small>Note: Spring Break for Kent &amp; Tahoma Dists. is April 6-April 10; for Enumclaw School Dist is April 13-April 17</small>

**MAY 2026**

MON	TUE	WED	THU	FRI
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
2	3	4	5	6

<b>MON 4</b>	60-Day Notice Period Ends
<b>MON 4</b>	"Official" public comment period ends (if not extended at last PC mtg to 5/12)
<b>THUR 7</b>	<b>City Council Workshop</b> (OR During 5/14 Zoom Work Session Meeting)
<b>TUES 12</b>	PC public hearing continued to this mtg ( <i>if needed</i> ); <b>PC makes recommendation</b>
<b>THUR 21</b>	Reserved: CC Public Hearing (if desired - the PH record at the PC can suffice)
<b>JUNE '26</b>	
<b>THUR 5</b>	◆◆◆ CITY COUNCIL ORDINANCE ADOPTION ◆◆◆

PC= Planning Commission  
Meeting  
Action Begin  
Action End  
60-DAY NOTICE PERIOD  
UNDELINE  
SEPA COMMENT PERIOD BOLD ITALICS

City Council Meetings 1st and 3rd Thursdays

City Council work sessions 2nd Thursday (zoom only)

PC meetings on the first Tuesday following the first Council meeting (plus extra for this effort as needed)