



CITY OF BLACK DIAMOND
PLANNING COMMISSION MEETING MINUTES
April 6, 2021, 6:00 PM
Zoom Virtual Meeting

1) FLAG SALUTE, CALL TO ORDER, and ROLL CALL:

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

Present: Commissioner Richard La Conte
Commissioner Steve Jensen
Commissioner Crystal Perez
Commissioner Pam McCain
Commissioner Dave Ambur
Chair/Commissioner John Olson

Excused: Commissioner Felicia Wheatfall

Staff: Community Development Director, Mona Davis
Deputy City Clerk, Carina Thornquist

2) APPROVAL OF MINUTES

a) *Regular Meeting of March 9, 2021*

Commissioner Ambur **Motioned** to accept the March 9, 2021 Minutes of the Regular Meeting **Second** Commissioner Jensen. **Vote**, Motion **passed** 6-0.

b) *Joint Special Meeting March 9, 2021*

Commissioner McCain **Motioned** to accept the March 9, 2021 Minutes of the Joint Special Meeting **Second** Commissioner Ambur. **Vote**, Motion **passed** 6-0.

3) PUBLIC COMMENTS - None

4) PUBLIC HEARINGS - None

5) STUDY/WORK SESSION -

a. *Discussion of Edits to the Planning Commission Rules and Regulations*

*****Changes listed below are in Bold, Underlined and/or with a strikethrough*****

ii. Chair Olson suggested adding the following item to **Section 1. Meetings** and there was discussion amongst the Commissioners regarding the specific verbiage:

A) "Regular meetings. The Planning Commission meets regularly on the first Tuesday evening following a

regularly scheduled City Council meeting, commencing at 6:00 p.m. in the City Council Chambers. **Meetings may also be conducted via video conference when appropriate.** Regular City Council meetings are held on the first and third Thursday of each month.”

Commissioner Ambur **Motioned** to add the phrase “Meetings may also be conducted via video conference when appropriate.” to Section 1. Meetings, in 1. Regular Meetings, and inserted after “City Council Chambers” and before “Regular City Council meeting”. **Second** Commissioner McCain. **Vote**, Motion **passed** 6-0.

- iii. Chair Olson suggested changing verbiage and adding an item to the following **Section 1. Meetings:**
 - C. **“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 ~~or~~ **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.”

Commissioner Ambur made a **Motion** to change the word “or” to “and” between the words “Chair” and “Secretary”. In addition, after the word “Secretary” add “/Community Development Director or Designee”. **Second** Commissioner Jensen. **Vote**, Motion **passed** 6-0.

- iv. Chair Olson suggested adding the following items to **Section 9. Order of Business:**
 - “An agenda shall be prepared by the Secretary for each meeting and will generally consist of the following order of business:
 - 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. The Chair may limit comment to no more than 3 minutes per speaker and no more than three speakers on any one topic.
 - 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.”

Commissioner Ambur **Motioned** to add G. New Business in Section 9. Order of Business **Second** Commissioner Perez. **Vote**, Motion **passed** 6-0.

- v. There was discussion amongst the Commissioners and Director Davis regarding having either one or two Public Comments sections on the Agenda. After back and forth discussion, it was decided that they would leave both Public Comment sections on the Agenda to give the public ample opportunity to voice their opinions and concerns.
- vi. Commissioner McCain suggested removing the following item to **Section 9. Order of Business**:
 - C. “Public comment on any topic that is not the subject of a public hearing to be considered on the agenda. The Chair may limit comment to no more than 3 minutes per speaker ~~and no more than three speakers on any one topic.~~”

Commissioner Jensen **Motioned** to strike in the last sentence of C. of Section 9. Order of Business. “and no more than 3 speakers on any one topic.” **Second** Commissioner LaConte. **Vote**, Motion **passed** 6-0.

6) UNFINISHED BUSINESS –

- a. Director Davis gave an update on the Housing Action Plan. The Consultant is finalizing a Draft and the intention is to issue SEPA on the Non-Project Action of the Housing Action Plan in April. Then it would be presented to City Council on May 13th.
- b. Director Davis reported that the skateboard park will be part of the PRO’s Plan. The PRO’s Plan survey will go out with the utility bills at the end of April.
- c. She also reported that the results of the Housing Needs Survey will be in the final Draft of the Housing Action Plan (HAP) which will be presented to City Council on May 13th. Once she receives the HAP Survey results, she will forward it to the Planning Commissioners once she receives them.

7) **PUBLIC COMMENTS –**

- a. Kristen Bryant from Bellevue, WA

8) **COMMUNITY DEVELOPMENT DEPARTMENT REPORT –**

- a. Director Davis reported briefly on the docket and said she had received several docket items by the deadline. She's working to compile them into a report to present. There may potentially be a joint workshop with the City Council to review these items, along with Ms. Davis' report and recommendation of which items will be addressed this year. There needs to be a decision by the second City Council meeting in December to adopt the items scheduled on the 2021 docket.
- b. Other work to be done this year is a review of the zoning and Comp Plan maps; complete Housing Action Plan (HAP) and start work on the housing element of the Comp Plan; initiate the PROs Plan this year and get a new parks plan update.
- c. The Planning Commission will hold a Noticed Public Hearing on the suggested amendments of the preliminary docket. Municipal Code 16.10.160 outlines the entire process.
- d. Director Davis reported that hiring of staff in the office has been challenging but they are still working on it.
- e. There have been 279 permits issued as of today (mostly building permits) which is up 17% from this time last year.

9) **ADJOURNMENT –**

Commissioner Ambur **Motioned** to adjourn the meeting. **Second** Commissioner LaConte. **Vote, Motion passed 6-0.**

The meeting ended at 6:55 p.m.

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

ATTEST:



John Olson, Chairperson



Carina Thornquist
Planning Commission Secretary