



CITY OF BLACK DIAMOND  
PLANNING COMMISSION MEETING MINUTES  
January 12, 2021, 6:00 PM  
Zoom Virtual Meeting

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

Chair McCain called the meeting to order at 6:03 p.m.

**Present:** Commissioner Richard La Conte  
Commissioner Steve Jensen  
Chair/Commissioner Pam McCain  
Commissioner Dave Ambur  
Commissioner John Olson  
Position #3 and #5 are currently vacant

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

Chair McCain reminded everyone what the role and responsibilities are of the Planning Commission.

**2) APPROVAL OF MINUTES**

*a) Special Meeting of December 1, 2020*

Commissioner Ambur **Motioned** to approve the December 1, 2020 minutes. **Second** Commissioner Olson. **Vote**, Motion passed 5-0.

*b) Regular Meeting of December 8, 2020*

Commissioner Ambur felt that there needs to be a couple of amendments to the December 8, 2020 Minutes to be more specific.

- First recommendation: location is on page 2; under the 2<sup>nd</sup> paragraph; 2<sup>nd</sup> bullet point. Commissioner Ambur feels that the following statement, "Wording for Community Commercial to be changed to 'shall not be allowed'." is not clear to what it's in reference to.

Commissioner Ambur **Motioned** to amend the Minutes from December 8, 2020 and change page 2, 2<sup>nd</sup> bullet point under the 2<sup>nd</sup> paragraph to reference the Community Commercial section of the

Comprehensive Plan and should be changed to say, "Residential Units shall not be allowed in Community Commercial." **Second** Commissioner Olson.

- Second recommendation: location is on page 2; under the 2<sup>nd</sup> paragraph; under the 3<sup>rd</sup> bullet point; 1<sup>st</sup> sub bullet point.

This is in regards to the Level of Service Standards in the Comprehensive Plan; Appendix 7 TRANSPORTATION APPENDIX.

- *Comprehensive Plan - Recently added language in the Transportation section:*
  - "Should the City encounter challenges associated with funding transportation improvements, adoption of lower LOS standards for non-HSS facilities is a permissible option for remaining in compliance with concurrency requirements."

Commissioner Ambur suggested that the current statement in the December 8, 2020 Minutes should be changed (see below).

- *Suggested statement:*
  - "Lowering the level of service was no longer an option as a contingency plan in case there are not enough funds."

Commissioner Ambur amended his **Motion** to include to amend the December 8, 2020 Minutes to change page 2; under the 2<sup>nd</sup> paragraph; under the 3<sup>rd</sup> bullet point; 1<sup>st</sup> sub bullet point to state, "Lowering the Level of Service was no longer an option on the contingency plan in case there are not enough funds." **Second** Commissioner LaConte. **Vote**, Motion 2 yes and 3 no (Commissioner Olson, Commissioner Jensen and Chair McCain). Rejected 3-2.

Commissioner Olson **Motioned** to approve the December 8, 2020 Minutes. **Second** Commissioner Jensen. **Vote**, Motion passed 4-1 (Commissioner Ambur).

3) PUBLIC COMMENTS - None

4) PUBLIC HEARINGS - None

5) STUDY/WORK SESSION –

a. *Introduction of Staff and Consultants:*

i. New Community Development Director with the City of Black Diamond

1. Mona Davis introduced herself and gave a brief summary of her past work experience with over 30 years in Planning and as a Code Compliance Officer. She expressed her enthusiasm for her new position with the City of Black Diamond.

ii. Introduction of Blueline Consultants:

1. Eric Jensen is the Director of Planning for Blueline and they have been contracted by the City of Black Diamond for long range planning, specifically for the HAP and PRPs plan.
2. Lee Ann Ryan is assisting with the plan review and the Housing Action Plan as needed.

b. *Planning Commission Work Plan for 2021*

Director Davis began by reporting that the Open Docket Process gives the public the opportunity to request legislative amendments and development regulations of the Comprehensive Plan. It is outlined in Municipal Code 16.10 and has been published in the newspaper. **DUE DATE is March 1, 2021.**

i. Director Davis prepared a Draft Work Plan for 2021 and reviewed that handout which was included in the packet. Those items included:

1. Comprehensive Plan amendment

- a. Ms. Davis advised that the Comp Plan and the Zoning Map should be consistent and should be made a high priority for this year

2. Housing Action Plan (HAP)

- a. Ms. Ryan from Blueline reported that she assisted Black Diamond with a grant which now has provided a profile on Black Diamond's demographics, etc. so changes can be tracked in the future. She advised the need to engage the public which is usually done on FaceBook which Black Diamond does not currently have. The next option she spoke of was a survey which she "shared screen" of what the draft looks like. Ms. Davis will email the Draft of the Housing Assessment Survey to the Commissioners for their input. The Commissioners will make their

recommended changes and email back to Ms. Davis by Friday, January 15<sup>th</sup> so it can be included in the water bills being mailed out at the end of the month with approval from the Mayor.

3. Parks, Recreation and Open Space Plan (PROs)
  - a. Mr. Jensen from Blueline reported that the first step is to take a look at current inventory and do an assessment of the City Parks. Process would take approximately 5 – 6 months. He advised that there needs to be good public outreach and done in a certain matter to prevent fatigue from the public, and Commissioners as well. Survey for the PROs Plan would be mailed out after the survey for the Housing Action Plan (HAP).
4. Code updates
  - a. Code Compliance Regulations need to have the process and procedures reviewed and updated. Sign Codes and Wireless Codes are out of date. Tree regulations, zoning, design guidelines and setbacks need to be reviewed and updated accordingly.

#### **6) UNFINISHED BUSINESS -**

- a. *Status of Existing 2020 Comprehensive Plan Amendment Proposal*
  - i. Ms. Davis advised that Barbara Kincaid is contracted by the City of Black Diamond to assist with wrapping up the 2020 Comp Plan Amendment. The City intends to issue SEPA with a comment/appeal period running concurrently with the Dept. of Commerce review. Ideally it would be taken to City Council in March and then forwarded to PSRC for final Certification.
- b. *Two Planning Commissioner Vacancies*
  - i. The Clerks office has been advertising since October 2020 to fill the 2 Planning Commissioner positions which expired December 31, 2020 but received no applications. The latest deadline is coming up on January 20, 2021.

#### **7) COMMUNITY DEVELOPMENT DEPARTMENT REPORT -**

- a. Ms. Davis reported that there are numerous building permits being submitted. There are building code changes coming up in February but may be extended until July by the Governor. Ms. Davis, the City Attorney and the Building Official have been working together to clean things up so

they make sense and refer to the codes that we have to follow. No substantial changes are foreseen.

- b. Ms. Davis is participating in a meeting with King County regarding growth targets.
- c. The city's website will be launched in the near future and hoping a FaceBook page will be added as well to give the citizens more information that they may find of interest.
- d. Advertising for 2 positions in the department; an additional Permit Tech and a Senior Planner.

**8) PUBLIC COMMENTS –**

- a. Kristen Bryant from Bellevue

Following a question from Commissioner Ambur regarding Special Projects, Mr. Jensen from Blueline gave clarification on the different types of projects and/or planning they are providing to the City of Black Diamond.

- Special Projects
  - Housing Action (HAP)
  - Parks, Recreation, and Open Space Plan (PROs)
  - Updating Design Code Standards
- Long Range Planning
  - Comprehensive Plan
- Current Planning
  - On-Call as needed

**9) ADJOURNMENT –**

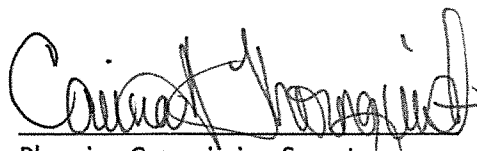
**Motion** was made by Commissioner Jensen to adjourn the meeting. **Motion** seconded by Commissioner Olson. **Vote:** Motion passed 5-0.

**The meeting ended at 7:11 p.m.**

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

ATTEST:

  
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Pam McCain, Chairperson

  
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Planning Commission Secretary