CITY OF BLACK DIAMOND
PLANNING COMMISSION MEETING MINUTES
January 11, 2022, 6:00 PM
Zoom Virtual Meeting

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 Knut Syversen
	Commissioner Pam McCain
	Commissioner Carol Morgan
	Chair/Commissioner John Olson
Excused:	Commissioner Felicia Wheatfall
Staff:	Community Development Director, Mona Davis
	Deputy City Clerk, Carina Thornquist

Chair Olson welcomed Carol Morgan to the Planning Commission.

APPROVAL OF MINUTES

1) ***Regular Meeting of December 7, 2021***

The regular meeting minutes of December 7, *2021* were adopted under unanimous consent.

PUBLIC COMMENTS - None

PUBLIC HEARINGS - None

STUDY/WORK SESSION -

2) ***Chair and Vice Chair Nominations***

Chair Olson briefly reviewed the role and responsibilities of Chair and Vice-Chair, as well as the voting process which will begin with the position of the Chair. Commissioners may nominate another Commissioner for a position, or they can nominate themselves. The person nominated will have the right to accept or decline the nomination. Once all nominations have been made, the vote will take place having Commissioners voting 'Yes' for only (1) one candidate. The person with the majority of votes will be elected.

a) Commissioner Jensen Nominated John Olson for Chair and he accepted the nomination. No other persons were nominated.

Commissioner Syversen **Motioned** for John Olson as Chair, **Second** Commissioner McCain.

Roll Call Vote:

Commissioner LaConte - yes
Commissioner Jensen – yes
Commissioner Syversen - yes
Commissioner McCain – yes
Commissioner Wheatfall – absent
Commissioner Morgan – yes
Commissioner Olson – yes

MOTION PASSED 6-0

b) Chair Olson Nominated Commissioner McCain for Vice-Chair and she accepted the nomination.

Commissioner Syversen Nominated Commissioner Jensen for Vice-Chair and he respectfully declined the nomination. No other persons were nominated.

Chair Olson made a **Motion** for Commissioner McCain as Vice-Chair, **Seconded** by Commissioner Jensen.

Roll Call Vote:

Commissioner LaConte - yes
Commissioner Jensen – yes
Commissioner Syversen - yes
Commissioner McCain – yes
Commissioner Wheatfall – absent
Commissioner Morgan – yes
Commissioner Olson – yes

MOTION PASSED 6-0

(clarification was made that both the votes were Passed 6-0 not 5-0 as Chair Olson had stated for both positions).

3) Draft Parks, Recreation & Open Space (PROS) Plan review

Director Davis congratulated John Olson and Pam McCain for serving another year as chair and vice-Chair. She also welcomed and congratulated Carol Morgan as the newest Commissioner on the Planning Commission. She reported that they are looking to further complete the draft and bring it back to the next meeting in February where there will also be a Public Hearing to take public testimony on this.

Ms. Davis then gave a brief status update on the Parks, Recreation & Open Space (PROS) Plan and turned the presentation over to the staff from Blueline. Caitlin Hepworth took over briefly and passed it over to Eric Jensen who was doing the introductions and what to expect. He introduced Caitlin Hepworth, Project Coordinator and Planner and Chris Petersen, Sr. Landscape Architect who will jointly be giving the presentation.

Ms. Hepworth shared her screen showing the Draft of the Parks, Recreation, and Open Space (PROS) Plan. The following sections were discussed:

- Caitlin gave an overview on Chapter 4, "Demographics". Key topics are below:
    - Population Characteristics
    - Household Characteristics
    - Age Groups
    - Income and Poverty
    - Race and Ethnicity
    - Persons with Disabilities
- Chris gave an overview on Chapter 5, "Community Outreach Efforts". Key topics are below:
    - Community Survey
        - Findings from the Adult survey
            - Preferences
            - Opportunities
            - Accessibility
            - Recreation
            - Quality
        - Findings from the Youth survey
    - Meetings
        - Stakeholder meeting
    - Public engagements
        - Open House
        - Online
- A System Assessment (chapter 7)

Caitlin described how the City and Blueline determined the new level of service standards, how well our parks are currently performing and what the future demand on our parks will be.

Back and forth discussion between the Commissioners and Blueline staff regarding several aspects of Level of Service took place.

- Park Accessibility
  - Service Area
  - Walkability
- Recreation Availability
  - Park Acreage
  - Recreation
- Quality Criteria
  - Agency Based Assessmemt

Caitlin described the City's current Level of Service including:

- Park Accessibility which includes Service Area and Walkability.
- Recreation Availability which includes Park Acreage and Recreational Value.
- Park Quality
- Extensive back and forth discussion between

Extensive back and forth discussion between Commissioners, Director Davis and staff from Blueline. Commissioners had several questions and concerns on the different components of the Level of Service, so they asked for more information regarding acreage size of the parks, ownership, value of parks, accessibility of the parks, and investment.

UNFINISHED BUSINESS –

NEW BUSINESS –

COMMUNITY DEVELOPMENT DEPARTMENT REPORT –

Director Davis asked the Commissioners if anyone else had input or questions on the draft of the PROs Plan. Further back and forth conversation took place amongst the Commissioners. Ms. Davis stated that she will be including the staff from Public Works to assist with refining the draft.

Director Davis thanked Blueline for all of their hard work on the draft. She continued by saying that further revisions will be made within the next month so it can be presented at the February meeting where there will be a Public Hearing to take public testimony.

Ms. Davis asked Eric to provide a timeline and what it looks like for the remainder of the process.

- 2/8 February Planning Commission Meeting and Public Hearing.
- March City Council Meeting – PROs Plan to be adopted.

- Which Comprehensive Plan Process the City desires
    - Is it adopted in time to roll into the next yearly amendment process?
    - Or package it into the large 2024 periodic 8 year update

Director Davis stated that she would like to have it completed so it will help guide the budget for the Capital Improvement Planning this spring. The PROs Plan will serve as the majority of the Parks element of the Comp Plan.

Further back and forth discussion took place regarding use of the parks at Ten Trails.

Director Davis reported that there is a Skatepark meeting on Tuesday, January 18th at 6:30 pm. Grindline will be bringing design concepts. It be a hybrid meeting so if you would like to attend in person, it will be held at the Council Chambers. There is a Zoom link for anyone wanting to attend online. Director Davis concluded by giving a brief overview of the Work Plan for 2022 which includes:

- getting through appeals
- landuse, zoning and flum maps
- development regulations
- sign code
- concurrency code
- updating definition section of title 18
- wireless capacity

PUBLIC COMMENTS –

Kristen Bryant from Bellevue

ADJOURNMENT –

Commissioner McCain made a **Motion** to adjourn the meeting. **Seconded**, Commissioner Syverson. **Vote, Passed** 6-0. **The meeting ended at 7:51 p.m.**

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

ATTEST:

John Olson, Chairperson

Planning Commission Secretary