



CITY OF BLACK DIAMOND
PLANNING COMMISSION MEETING MINUTES
March 7, 2023, 6:00 PM

CALL TO ORDER, FLAG SALUTE, ROLL CALL

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

Present: Commissioner Kelley Sauskojus
Commissioner Pam McCain
Commissioner Felicia Wheatfall (via Zoom)
Chair/Commissioner John Olson

Excused: Commissioner Steve Jensen
Commissioner Carol Morgan
Commissioner Knut Syversen

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

APPROVAL OF MINUTES -

1) Regular Meeting of February 7, 2023

The regular meeting minutes of February 7, 2023 were adopted under unanimous consent.

PUBLIC COMMENT – None

PUBLIC HEARING - None

STUDY/WORK SESSION - None

UNFINISHED BUSINESS –

2) Continuation of Sign Code (2nd Draft) under Black Diamond Municipal Code 18.82

Director Davis gave a recap of the first draft review from October through February, which included the following main points from each meeting:

A. October 11, 2022 Meeting

- a. First review and high-level discussion with City Attorney of newly drafted sign code.
- b. Made minor edits prior to holding a Public Hearing at November regular meeting

B. November 8, 2022 Meeting

- a. Revised first draft to include index, elimination of numbering on definitions, and minor technical edits.
- b. Public Hearing with 4 public comments (3 local business owners and 1 non-resident).
- c. Reviewed Pages 1-12. Chair Olson provided redlines to 18.82.010 Scope and Purpose.
- d. Chair Olson assigned pages 13-37 to review at January Meeting since December would be a joint meeting with Council.

C. December 8, 2022 Meeting

Joint Meeting with City Council and Planning Commission.

- a. Need handouts to assist business owners with sign regulations.
- b. Keep it easy to understand.
- c. Keep current businesses engaged with the process; utilize Business Coalition.
- d. Expand on Scope and Purpose.
- e. Need to scale back on sandwich boards.
- f. Be mindful of real estate signage.
- g. Character of Black Diamond is important and essential to integrate heritage, but don't get stuck on the mining history.

D. January 10, 2023 Meeting

- a. Debriefing of joint meeting.
- b. Reviewed pages 13-37.
- c. Need comprehensive list of changes between new and old code.
- d. Suggest moving definitions to the back to a Glossary, as well as photos/visuals.
- e. What signage is currently in the city, the sign regulations for the MPD, what WSDOT allows on SR 169 and what other cities allow for home business in residential zones? Mona researched and followed up with Commissioners later that month.
- f. Sandwich boards should be regulated to reduce visual impacts. Suggested to only allow A-boards to be up when businesses are open.
- g. Attention to historic district and Gateway Corridor Overlay.
- h. Provide consistent architectural design inside and outside the MPD and don't differentiate between the two locations.

E. February 7, 2023 Meeting

- a. Reviewed pages 38 to the end.
- b. How to address existing non-conforming signage, particularly banner signs serving as permanent.

- c. Timeline for businesses to come into conformance after this next sign code is adopted.
- d. Window signage and should they be allowed.
- e. How many non-conforming signs do we have in the City?
- f. Align sign code with MPD design regulations to every extent possible.
- g. Revisit definition of changeable and animated signs.
- h. Remove the tables from code or put in Glossary/Appendix.
- i. Comparison of old and new sign code.
- j. First draft is still too long and technical; make it user friendly.

F. March 8, 2023 Meeting

- a. Reviewed new 2nd Draft.
- b. Moved definitions to the back and created Technical Appendices section in the back.
- c. Included some diagrams back into code where it was helpful to interpret code i.e., how to measure signs.
- d. Condensed permit application requirements.
- e. Added Variance criteria under a new chapter.
- f. Combined sections: "Exemptions" and "Permits Not Required When".
- g. Incorporated comments received from the Planning Commission and Public Works.

Director Davis concluded with the following items which need to be done:

- It was implied at the joint meeting that the Planning Commission should look at further refining the Scope and Purpose.
- Need to take a deeper dive into these sections and cross references throughout the document.
- Suggested a second public hearing at the April or May meeting.

Extensive back and forth discussion took place between Director Davis and the Commissioners.

Any comments/suggestions on the document need to be sent to Mona by end of the day on Monday, March 20, 2023.

NEW BUSINESS – None

COMMUNITY DEVELOPMENT DEPARTMENT REPORT –

Director Davis reported on the following items:

- Facebook page is up and running again.
- The Smokehouse collected donations for the skatepark and received \$321. They matched what they collected for a total of \$642.00.

- Town Hall meeting this Thursday at 7 p.m.
- Comp Plan Kick Off Meeting is Thursday, 3/30 at 7 p.m.
- Received suggested Comp Plan Amendments for the 2023 docket.
- Continuing to work on grants.
- Announced that former Fire Chief Smith passed away.

PUBLIC COMMENTS –

Kristen Bryant from Bellevue spoke to the Commissioners.

ADJOURN

Commissioner McCain **moved** to adjourn, **second** Commissioner Sauskojus and Wheatfall **Vote**, motion **passed 4 - 0**.

Meeting adjourned at 8:23 p.m.

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

ATTEST:



John Olson, Chairperson



Planning Commission Secretary