



**CITY OF BLACK DIAMOND
PLANNING COMMISSION AGENDA
February 6, 2024
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://zoom.us/j/4254157187?pwd=RE9OV0VoU1RFc3psSHdjem9mMk9hdz09>

Meeting ID: 425 415 7187

Password: PC

Telephone dial in options:

+1 206 337 9723 US (Seattle)

+1 253 215 8782 US (Tacoma)

Meeting ID: 425 415 7187

Password: 941820

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

APPROVAL OF MINUTES:

- 1) Planning Commission Meeting of January 9, 2024

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:

UNFINISHED BUSINESS:

- 2) Sign Code Update
- 3) Comprehensive Plan Update

NEW BUSINESS:

COMMUNITY DEVELOPMENT DEPARTMENT REPORT:

PUBLIC COMMENTS:

ADJOURNMENT:



CITY OF BLACK DIAMOND
PLANNING COMMISSION MEETING MINUTES
JANUARY 9, 2024, 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 Knut Syversen via Zoom
Commissioner Darcey Peterson
Commissioner Carol Morgan via Zoom
Chair/Commissioner John Olson

Excused: Commissioner Steve Jensen
Commissioner Pam McCain

Staff: Community Development Director, Mona Davis
Deputy City Clerk, Carina Thornquist
IT Staff, Jake Kapsandy
Public Works Director, Scott Hanis
Economic Development Director, Andrew Williamson

APPROVAL OF MINUTES:

1) Regular Planning Commission Meeting of November 7, 2023

There were no changes to the November 7, 2023, minutes and they were approved as presented.

Chair Olson realized that elections for a new Chairperson and Vice had been erroneously left off of the agenda and asked if anyone would like to make a motion to either add it to this agenda or wait until the February meeting.

Commissioner Syversen made a motion to add the elections to this month's agenda. Seconded by Commissioner Peterson. **Vote, passed 5-0.**

PUBLIC COMMENT - None

PUBLIC HEARING –

2) Draft Sewer Comprehensive Plan

Chair Olson went over the rules and procedures of a Public Hearing. He then declared the public hearing open at 6:05 p.m. and turned the meeting over to the Community Development Director Davis. Ms. Davis turned the meeting over to Public Works Director, Scott Hanis who introduced Dan Ervin from Various Inc. Mr. Ervin gave a repeat of the presentation which was given at the last meeting for anyone who missed it and gave highlights on the following sections:

- Chapter 1 – System Description
- Chapter 2 – Adjacent Systems and Planning Policies
- Chapter 3 – Planning Data and Demand Forecasts
- Chapter 4 – System Analysis
- Chapter 5 – Construction Standards
- Chapter 6 – Maintenance and Operations
- Chapter 7 – Emergency Planning
- Chapter 8 – Personnel
- Chapter 9 – Information Technology
- Chapter 10 – Capital Improvement Program

Mr. Ervin introduced Andy Williamson, who is the Economic Development Director for the city and asked him to come up and answer some questions from the Commissioners.

At 6:44 p.m. Chair Olson opened the public hearing for people to speak. Mr. Olson asked three times if anyone wanted to speak but no one participated. Chair Olson closed the public hearing at 6:45 p.m.

a. Deliberation and possible action taken on “Draft Sewer Comprehensive Plan

Motion was made by Commissioner Saukojus to forward the Draft to the City Council for approval. **Seconded** by Commissioner Syversen. **Vote, passed 5 – 0.**

STUDY/WORK SESSION - None

UNFINISHED BUSINESS -

3) Comprehensive Plan Presentation

Director Davis’ presentation consisted of a recap of a memo from one of the City’s contractors, Nicole Stickney, who is from AHBL. Furthermore, she reported that Andrew Love, another contractor from AHBL, has been diligent in getting all updates to the Comprehensive Plan up on the City’s website for the public to see.

NEW BUSINESS:

4) Capital Facilities and Utilities Element Draft Update

Director Davis introduced the City's contractor, Nicole Stickney, with AHBL. Ms. Stickney gave a PowerPoint presentation regarding the Draft Capital Facilities and Utilities Element for the 2024 Comprehensive Plan Update going over key elements.

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

Action: Commissioners should have any suggested edits on the draft to Director Davis by January 31st.

5) Vote for new Chair and Vice-Chair

Chair Olson read the duties of the Chair and Vice-Chair position and verified that at least five members were present to vote. 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 declined the nomination.

Commissioner Morgan nominated Commissioner Olson for Vice-Chair and he accepted the nomination. There were no other nominations. **Vote, motion passed 5-0.**

Commissioner Olson nominated Commissioner Morgan for Chair and she accepted the nomination. There were no other nominations. **Vote, motion passed 5-0.**

COMMUNITY DEVELOPMENT DEPARTMENT REPORT:

Director Davis reported on the following items:

- Commissioner Jensen has been re-appointed by Mayor Benson for Position 2, which will run through 12/31/27.
- The remaining draft elements of the Comprehensive Plan, as well as providing City Council with recommendations on the periodic update adoption, are being worked on.
- AHBL will coordinate an additional public workshop this Spring.
- Several commercial development projects along Hwy 169 are in review, as well as several shoreline permits for new development on Lake Sawyer.

- New commercial development out at Ten Trails with recent site plans under review. MDRT is also busy with construction of the new stormwater vault near the roundabout on Hwy 169 and Roberts Dr.
- Palmer Rezones are being heard at a special meeting before the City Council this Thursday.
- A significant code case has been closed.
- Some grant funding is being closed out.
- Construction on the new skatepark will take place this year.

PUBLIC COMMENTS – None

ADJOURNMENT:

Commissioner Syversen moved to adjourn, **second** Commissioner Peterson. **Vote**, motion **passed** 5 - 0. Meeting adjourned at 7:20 p.m.

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

ATTEST:

Carol Morgan, Chairperson

Carina Thornquist, Planning
Commission Secretary

BLACK DIAMOND SIGN CODE WORK PLAN & COMPREHENSIVE PLAN UPDATE

30 JANUARY 2024

SIGN CODE

The following table outlines the work plan and draft schedule for this second and final phase of the Sign Code update. Multiple drafts have been taken to Planning Commission meetings from fall 2022 through spring of 2023, including a joint meeting with City Council in December 2022. The draft code has seen a lull due to work on the Comprehensive Plan, but I am working alongside AHBL with the hope of moving toward adoption as early as June of this year.

There will be a larger push to get the Comprehensive Plan and development regulations adopted later this year, so now is the perfect time to address the sign code before updating other parts of the zoning code.

TASK	DATE
1. Take the BDMC Chapter 18.82 SIGNS – Working 2024 Draft (Word document) and add the substantive comments and edits from Mona Davis’ notes of previous meetings with Planning Commission and City Council.	2 Feb 2024
2. Meet with Mona Davis to confirm that her notes and proposed edits were accurately summarized. The outcome of this meeting will be a working draft to share with stakeholders.	6 Feb 2024
3. Brief the Planning Commission regarding the schedule for production of the revised draft of the Sign Code and when we anticipate returning for public meetings and hearings.	6 Feb 2024
4. Prepare a two- or three-page summary of the working draft that corresponds with the edits performed under item 1, above. This document will serve as the basis for discussions with the stakeholders who are not sign manufacturers.	12 Feb 2024
5. Contact stakeholders to assess their interest in participating in the update and schedule an in-person meeting. The contact will first occur by email and subsequently by phone.	5 Feb 2024 thru 9 Feb 2024
6. Based on Item 2, above, prepare a PowerPoint slideshow to share with stakeholders in the in-person meeting. The PowerPoint slideshow will also likely be the basis of future briefings and/or hearing presentations to the Planning Commission and City Council.	16 Feb 2024
7. Meet with stakeholders to review the draft Sign Code and solicit comments and suggestions for edits.	20 Feb 2024 thru 7 Mar 2024

TASK	DATE
8. Reconvene with Mona Davis and legal after meeting with the stakeholders to discuss the comments and suggestions that were made and may merit inclusion in a revised draft of the Sign Code.	14 Mar 2024
9. Prepare public review/hearing draft Sign Code.	28 Mar 2024
10. Issue DNS for non-project SEPA Environmental Checklist. (Send to newspaper no later than 4pm on Wednesday).	29 Mar 2024 thru 12 Apr 2024
11. Transmit draft Sign Code to Department of Commerce for 60-day review.	29 Mar 2024 thru 28 May 2024
12. Planning Commission Meeting	9 Apr 2024
13. Planning Commission Public Hearing	7 May 2024
14. City Council work session. The purpose of this meeting will be to brief the City Council on the Planning Commission public hearing and identify when to expect a public hearing for the draft Sign Code.	9 May 2024
15. City Council Public Hearing (1st Reading)	6 Jun 2024
16. City Council Deliberation (2nd Reading)	20 Jun 2024

COMPREHENSIVE PLAN

Below are some timelines on the Comprehensive Plan Periodic Update, since the Commissioners have key parts on its review and its recommendations to the City Council later this year. The Comprehensive Plan is due by the end of the year, and we are aiming for adoption in September.

It is important to gather your feedback after each draft element is released to avoid last minute changes. As a reminder, we have provided the following draft elements: Parks, Recreation, and Open Space; Natural Environment; Land Use; and Capital Facilities and Utilities. So far, we have received comments on the Land Use Element from one Planning Commissioner. If you still need to review the older drafts, staff asks that you do so before the March Planning Commission meeting, as things are going to speed up between the Sign Code and Comprehensive Plan. If you need paper copies of these draft elements for ease of review and making comments, please let Mona Davis in Community Development know.

Housing, Economic Development, and Transportation are the remaining Elements, which will be coming this spring.

The following is an estimated timeline for the 2024 Comprehensive Plan Periodic Update. These dates are subject to change. Please be aware we may need to call extra meetings of the Planning Commission.

FEBRUARY 2024

- February 6: Planning Commission meeting – no Comprehensive Plan Elements – focus on timelines and work plans.

MARCH 2024

- March 12: Planning Commission meeting – **Economic Development Element** and **Housing Element** drafts (and accompanying memos) will be introduced with brief presentations

APRIL 2024

- April 9: Planning Commission meeting – TBD (Reserved for Parametrix's **Transportation Element** draft review)
- April 15: We will issue the draft document and SEPA DNS and provide a slightly extended SEPA DNS comment period, which would run through May 6 to allow comments to be received after the open house event
- April 15: We will transmit the updated draft of the Comprehensive Plan to Commerce and begin a 60-day notice period.
- April 30: Final Wrap-Up Open House Event

MAY 2024

- May 7: Planning Commission meeting – **Subject matter TBD**

JUNE 2024

- June 11: **Planning Commission meeting – final draft workshop/study session**
- June 14: The 60-day notice period for Commerce ends

JULY 2024

- July 9: **Planning Commission meeting – Public Hearing on Final Draft of the Plan**
- Tentative start of reviewing Design Guidelines, Development Regulations, Reviews, Procedures, and Processes

AUGUST 2024

- August 6: **Planning Commission meeting – Anticipated action: the PC has the opportunity to take action to recommend the Plan to the City Council**

SEPTEMBER 2024

- September 10: **Planning Commission meeting - review proposed development code amendments** (to implement the Comprehensive Plan)
- **Additional Planning Commission meeting potentially needed for a workshop (Missing Middle Housing)**

REMAINDER OF 2024 AND FIRST HALF OF 2025

- Continue work on Design Guidelines and Middle Housing Code Amendments