

**CITY OF FIRCREST PLANNING COMMISSION
REGULAR MEETING MINUTES**

January 3, 2017
6:00 PM

Fircrest City Hall
115 Ramsdell Street

CALL TO ORDER

Chair Karen Patjens called the regular meeting of the Fircrest Planning Commission to order at 6:00 p.m.

ROLL CALL

Commissioners Kathy L. McVay, Jerry Foss, Karen Patjens, and Kenneth Halgren were present. Absent: Arne Michaelsen. Excused: None. Staff present: Planning and Building Administrator Angelie Stahlnecker and Principal Planner Jeff Boers.

ELECTION OF CHAIR AND VICE-CHAIR

Moved by McVay and seconded by Foss that Karen Patjens continue as chair for 2017. Ayes: Kathy L. McVay, Jerry Foss, Karen Patjens, and Kenneth Halgren. Noes: None. Absent: Arne Michaelsen. Excused: None. Motion Carried.

Moved by Patjens and seconded by Foss that Kathy McVay be selected as Vice-Chair for 2017. Ayes: Kathy L. McVay, Jerry Foss, Karen Patjens, and Kenneth Halgren. Noes: None. Absent: Arne Michaelsen. Excused: None. Motion Carried.

APPROVAL OF MINUTES

The minutes for the meeting of December 6, 2016 were presented for approval.

Moved by McVay and seconded by Foss to approve the minutes. Ayes: Kathy L. McVay, Jerry Foss, and Karen Patjens. Abstained: Halgren. Noes: None. Absent: Arne Michaelsen. Excused: None. Motion carried.

CITIZEN COMMENTS

None.

PUBLIC HEARING

Case 16-12 – Major Site Plan Amendment

Karen Patjens opened the public hearing for Case 16-12, an amendment to an existing site plan for 2101 Mildred St. LLC at 6:08 p.m.

Principal Planner Jeff Boers presented the staff report for the proposal to construct a 250 to 310-foot long, 8.8-foot to 11-foot high “lock and load” retaining wall to support the placement of fill that will allow the addition of 4,890 square feet of asphalt for 34 new off-street parking stalls. Staff entered into the record the 2008 Major Site Plan Amendment Plan approved by the Planning Commission and comments dated December 22, 2016 from the Department of Ecology.

Boers identified several code requirements staff recommended be addressed prior to the Planning Commission taking action. Recommendations included:

- Revision of landscaping plans, along with revised circulation/paving plans that are coordinated with the landscaping
- Revision of plans to show location and dimensions of compact stalls as required by code
- Requiring additional bicycle parking near Building C/D
- Revision of plans providing additional accessible parking space
- Request for additional information related to outdoor lighting

Daniel Smith, C.E.S. Northwest Inc., submitted into the record a written response to staff report. Smith stated they believed the landscaping provided at the base of the wall met the landscaping criteria and that the existing bicycle parking provided on the property was sufficient, but did not object to any of the other staff recommendations.

Patjens invited public comments.

No comments were made.

Moved by Foss and seconded by Halgren to continue the public hearing for Case 16-11 to Thursday, January 26, 2017 at 6:00 PM. Ayes: Kathy L. McVay, Jerry Foss, Karen Patjens, and Kenneth Halgren. Noes: None. Absent: Arne Michaelsen. Excused: None. Motion Carried.

NEW BUSINESS

Joint City Council Planning Commission meeting

Moved by Foss and seconded by Halgren to request the Fircrest City Council to cancel or reschedule the February Joint City Council Planning Commission Study Session due to time sensitive items requiring a regular February Planning Commission meeting. Ayes: Kathy L. McVay, Jerry Foss, Karen Patjens, and Kenneth Halgren. Noes: None. Absent: Arne Michaelsen. Excused: None. Motion Carried.

OLD BUSINESS

Case 16-11 Sign Code

Principal Planner Jeff Boers presented the staff memo which focused on seven code sections for discussion and direction.


Items included:

- Nonconforming Signs
- Illumination standards
- Digital signs
- Freestanding signs
- Portable signs (feather signs)
- Portable signs (sandwich board signs)
- Temporary signs
- Wall Signs

The Planning Commission had no objections to staff recommendation to set a public hearing in February.

ADJOURNMENT

Moved by Foss and seconded by McVay to adjourn the meeting at 7:50 p.m. Ayes: Kathy L. McVay, Jerry Foss, Karen Patjens, and Kenneth Halgren. Noes: None. Absent: Arne Michaelsen. Excused: None. Motion Carried.



Angelie Stahlnecker, Planning/Building



Karen Patjens, Planning Commission Chair