

MILLWOOD PLANNING COMMISSION  
REGULAR MEETING  
NOVEMBER 24, 2008  
MEETING MINUTES

1. Call to Order: Richard Gardner moved to appoint Tammy McQuaig as acting chairperson. Motion seconded by Hal Mola. Motion passed. The Regular Meeting of the Millwood Planning Commission was called to order by Ms. McQuaig at 6:05 p.m. November 24, 2008 at the Millwood City Hall. Members present were: Tammy McQuaig, Richard Gardner and Hal Mola. John Newman was excused. Staff present: Tom Richardson, City Planner.

2. Approval of Minutes: Mr. Gardner moved to approve the minutes for the October meeting. Motion seconded by Mr. Mola. Motion passed unanimously.

3. Public Hearing: Variance 2008-01 David R. Black. The applicant applied for a variance from several of the zoning code requirements to allow him to create one additional lot from the parcel located at 3614 N. Sargent to allow construction of a new single family home. Tom Richardson explained that the applicant has requested that the hearing not be opened and that it be continued to the next regular meeting on December 29. He explained that the applicant's agent, Frank Ide from Taylor Engineering, said that he had not had time to review and prepare a response to the staff report which was faxed to their office on Friday. Mr. Richardson said he normally tries to get the staff report out to commission members and the applicant, and make it available to the public, at least one week before the hearing. Due to the short amount of time between the date of application and the hearing, and the complexity of the issues involved in the variance request, he did not complete the staff report until the Thursday before the hearing.

A member of the audience asked if information about the variance had been mailed out to neighbors. Mr. Richardson said that a notice was sent to property owners whose property abutted the subject property, and that the property was posted. Notice was also made in the newspaper and posted on the city's three notice boards.

Another member of the audience asked if one was not able to attend the meeting on the Dec 29<sup>th</sup> whether written comments would be accepted. Mr. Richardson said yes, they would. Another person asked if the variance could be approved in part or only as a whole. Mr. Richardson said that the application has about four parts to it and the commission could approve any or all of those parts. The commission could also modify the proposal to make it more palatable.

Frank Ide, Taylor Engineering, said that the lengthy staff report brings up many issues and the applicant will need some time to address some of the technical issues brought up in the report. He asked for a continuance of the hearing to the next meeting.

Todd Beese, 3610 N. Sargent, said that he had a petition containing 48 signatures from neighbors opposed to the variance, and said that the hearing should be opened so that the petition could be presented and those who came for the hearing could speak.

Mr. Mola suggested that information about the application should be mailed out to more people in the neighborhood than what is required.

Another person asked if more notice should be required when it affects a property which provides public access to the river. Mr. Richardson said that when a SEPA review is required then more notice is made but that there is nothing in the code to require additional notice.

Mr. Gardner moved to continue the public hearing to the next commission meeting on December 29. Motion seconded by Mr. Mola. Motion passed unanimously.

Bobbie Beese entered the room at this time at approximately 6:30 p.m.

4. Public Hearing (continuance): Sign Ordinance. Mr. Richardson reviewed the changes in the draft which were suggested at the previous meeting, along with a change proposed by the city attorney. He discussed two additional changes which he wanted to bring up since the last meeting: allowing portable signs which are more than 50 ft from the right of way, and allowing signs less than 4 ft in height within the 15-ft setback required in the code. After discussion, the commission decided to set aside these two additional proposals and approve the sign amendments as presented. Ms. Beese suggested that the term “and comprehensive plan” be added to the last paragraph in 17.32.070(4). With these changes, Mr. Gardner moved to approve the proposed sign code amendments. Motion seconded by Ms. Beese. Motion passed unanimously.

5. 2008 Zoning Text Amendments: Mr. Richardson said Mr. Werst, the city attorney, has asked that we take up the zoning amendments he presented last spring. Most of the changes involve the creation of the hearing examiner position. The hearing examiner would hear appeals from decisions made by the planner, building official, code enforcement officer, and the planning commission. He said that there is also a proposed subdivision ordinance. Ms. Beese said there are some major changes here and that this should be discussed more before we set a hearing date. The commission asked that the city attorney attend the next meeting to explain the proposal. Mr. Richardson said he would contact Mr. Werst.

6. Public Comments: Mike Ellis, 3101 N. Fowler, presented information on the amount of traffic and high speeds of traffic on Fowler and Empire, and suggested that the speed limit should be reduced and four-way stops should be installed. He said the traffic will get worse when the Millwood Estates plat is constructed. He said the city should not allow through-traffic off of Trent Ave. Jean and Rick Pearson also spoke to the matter, saying there is a serious problem with the amount and speed of traffic, as well as the number of large trucks using the route. Ms. Beese said that the commission did not have any authority to deal with traffic, and that they should address the city council.

7. Staff Report: Mr. Richardson handed out a preliminary list of proposed changes that will be dealt with in the 2009 annual amendment process of the comprehensive plan and development regulations. He said notice would be published in the newspaper and in the mayor’s newsletter letting people know that this is the opportunity to request amendments in the comprehensive plan and the development regulations.

8. Next Meeting: Ms. McQuaig noted that the next meeting will be December 29.

9. Adjournment: Mr. Mola moved for adjournment. Motion seconded by Mr. Gardner. Motion passed unanimously. The meeting was adjourned at approximately 7:30 p.m.

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Chairperson

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Secretary