

## MINUTES

Lacey Planning Commission Meeting  
Tuesday, September 20, 2016 – 7:00 p.m.  
Lacey City Hall Council Chambers, 420 College Street SE

Meeting was called to order at 7:00 p.m. by Mike Beehler.

Planning Commission members present: Mike Beehler, Carolyn Cox, Sharon Kophs, Carolyn St. Claire, Mark Morgan, Paul Enns, and Cathy Murcia. Michael Goff arrived after approval of agenda and minutes. Staff present: Ryan Andrews, Tom Stiles, and Leah Bender.

Mike Beehler noted a quorum present.

**Paul Enns made a motion, seconded by Carolyn St. Claire, to approve the agenda for tonight's meeting. All were in favor, the motion carried. Carolyn Cox made a motion, seconded by Sharon Kophs, to approve the August 16 meeting minutes. All were in favor, the motion carried.**

1. **Public Comments:** None.

2. **Commission Member's Report:**

- Cathy Murcia noted that she will not be at the next meeting.
- Sharon Kophs reported on her attendance at the Habitat for Humanity Open House.
- Paul Enns reported on his attendance at the Joint City Council/Planning Commission meeting.
- Carolyn Cox reported on her attendance at the September 8 Council meeting.
- Mark Morgan reported on his and Michael Goff's attendance at the Beers Brats and Bands event in support of Michael Steadman.
- Mike Beehler reported on his attendance at the last Council worksession.

3. **Director's Report:**

- Ryan Andrews noted that a future pedestrian/bike plan has been identified in the Comp Plan update and the work plan and is a high priority for Council. The City will apply for a grant through TRPC to finance the plan.
- Ryan reminded Planning Commission about the Planning Short Course at 6:15 p.m., September 29, at the Lacey Community Center. Commissioners should register with the Department of Commerce. Ryan will send the announcement email again.

4. **Public Hearing:**

**Woodland District Design Guide:**

- Mike Beehler opened the public hearing.
- Ryan gave some background information and noted that the consultant for the Form-Based Code created the style guidelines as a promotional brochure and guideline for future development.
- A minor code change was made to LMC 16.24 which requires all projects in Woodland District to comply with the Design Style Guidelines.
- Ryan went over a comment he received from a local business owner.
- **Carolyn Cox made a motion, seconded by Mark Morgan to recommend the guidelines to Council for adoption. All were in favor. The motion carried.**

5. **New Business:**

**Development Guidelines and Public Works Standards Update:**

- Tom Stiles noted that this update was mainly driven by necessary changes that were made to the sewer chapter as a result of technological updates. The changes are mostly language related and will not pass additional costs on to developers.

- The main changes to Chapter 3 concern submittal requirements and reduce the number of copies of plans required for project submittals. The checklist was also clarified and some unnecessary items were removed.
  - Chapter 4 amendments were in regards to street tree sizes at maturity in sight distance triangles.
  - Chapter 5 is not being revised at this time; it will be revised along with the 2017 Storm Drainage manual/Low Impact Development revisions.
  - Changes to Chapter 6 included the removal of cut in tee restrictions and clarification of the sterilization and flushing requirements. Backflow prevention language was revised and relocated to Appendix V.
  - Chapter 7 changes relate to sewer connection requirements, cleanouts, lift station standards, grinder tank requirements, and regulations regarding trees within 10 feet of step/grinder tank lids.
  - Standards for testing equipment for reclaimed water was added to Chapter 8.
  - Tom noted that the public hearing for the guidelines and standards will not be held on October 4.
6. **Communications and Announcements:** Ryan informed Planning Commission that the October 4 meeting may be cancelled and will let everyone know if it is.
7. **Next meeting:** October 4, 2016 (tentative).
8. **Adjournment:** 8:20 p.m.