

**City of Buckley**  
**Planning Commission Minutes**  
**May 21, 2007**

Chairperson Cramer called the meeting to order at 7:03 PM.

The following members were present: Bill Dorn, James Montgomery, Bridget McNassar, Gordon Liebel and Cindy Maas. Also in attendance was Interim Planning Director Ed Davis.

Chairperson Cramer stated she would like to make a motion to change the order of the agenda. She would like to recommend that we start with the continuation of the Subdivision regulations and then continue on with other items. McNassar seconded the motion and the motion carried.

Montgomery moved to approve the minutes of the May 14, 2007 commission meeting. Liebel seconded the motion and the motion carried.

**Subdivision Regulations:**  
**Chapter 18.24**  
**Plat Acceptance**

**18.24.010 Data required for preliminary plat application.**

Data and supplementary materials required for the preliminary plat application shall be as follows:

- 1) A completed application form;
- 2) Eight copies of the plat map, showing the following information:
  - a) Proposed lot boundary lines, with appropriate dimensions and bearings,
  - b) Topographic contours at one foot intervals, unless steep slope topography is on the site, then five foot contour intervals may be approved by the Director of Planning or the City Engineer,
  - c) Existing and proposed easements,
  - d) Existing structures, with note to be removed on the preliminary plat, if the structures are to be removed prior to final plat recording,
  - e) Ownership and consent statement (declaration),
  - f) Vicinity map, zoning designation(s), and assessor's parcel number(s)
  - g) Certification of registered civil engineer or land surveyor,
  - h) Legal descriptions of the original parcel,
  - i) Map scale, not to exceed 1 inch = 50 feet unless approved by the Planning Director, and north arrow,
  - j) Recorded names of subdivision(s) adjacent to the site,

- k) Purpose for which sites or tracts, other than residential lots, are reserved or dedicated,
- 3) Minimum building setback lines, indicated by a dashed line, from all proposed lot boundaries;
- 4) Conceptual utilities plan on one or more sheets, showing the location and size of existing and proposed utilities, including stormwater facilities and easements. These drawings may be shown on a smaller size than the required sheet size for the plat map;
- 5) A completed and signed environmental checklist;
- 6) Title report or plat certificate, not older than 30 days;
- 7) Stamped envelopes with the names and addresses of registered owners of all property within 300 feet, plus any right-of-way of existing streets adjacent to the development, from the boundaries of property under the applicant's contiguous ownership, and a property listing from the Pierce County Assessor's office;
- 8) Drainage study, including calculations and down stream analysis;
- 9) Wetland or other sensitive area report, prepared by a qualified specialist as required by the city;
- 10) Profiles showing existing ground surface and proposed street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision and typical cross-sections of the proposed grading, roadway and sidewalk as per adopted city standards;
- 11) Addresses for each lot as assigned by the city and numbered to permit addressing of potential accessory dwelling unit per lot shall be shown on each lot with in the plat.

**18.24.020 Improvements required.**

Public works standards for public improvements, including streets, storm drainage, sanitary sewer, water, and gas, shall be met or exceeded by all developers, and shall be made available to all subdividers, or their surveyors and engineers, 10 days after receipt of the preliminary plat by the city engineer.

**18.24.050 Required data for approval of final plat.**

The final plat shall be produced on mylar 18 inches wide by 24 inches either vertical or horizontal and shall be at a scale of not less than 50 feet to one inch, unless approved by the city. Where necessary, the plat may be on several sheets accompanied by an index sheet showing the entire subdivision. For large subdivisions, the final plat may be submitted progressively in continuous sections satisfactory to the city engineer. The final plat shall show the following:

- 1) Stays the same
- 2) Stays the same
- 3) Stays the same
- 4) Stays the same
- 5) Number to identify each lot and each block;

- 6) Purpose for which sites, other than residential lots, are dedicated or reserved, and the site shall be labeled Tract A,B, etc. with their dedicated use, (storm, park, trail, etc.);
- 7) Minimum building setback lines from all proposed lot boundaries, including additional setbacks in front of the proposed garage area to permit vehicular turnaround on flag lots or other lots without street frontage to be indicated by a dashed line;
- 8) Stays the same
- 9) Delete
- 10) Stays the same
- 11) Stays the same
- 12) Stays the same
- 13) Stays the same
- 14) Stays the same

**18.24.060 Final plat profiles, covenants, drainage plan and title.**

Additional final plat data required shall be as follows:

- 1) Stays the same
- 2) Stays the same
- 3) Stays the same
- 4) A certificate of title from a title insurance company showing ownership of the land to be subdivided, no older than six (6) months.

**18.24.070 Final plat certification**

Entire section stays the same.

**Chapter 18.28**

**Variances – to be relocated to Title 20, Land Use and Development.**

**Chapter 18.32**

**Short Subdivision/Short Plats**

**18.32.010 Applicability**

1) Every short plat and/or short subdivision shall comply with the provisions of this section and this chapter. The short subdivision area shall consist only of two to four lots with related tracts of land (stormwater, trails, etc.), which are divided from the original parcel, lot or tract and are proposed to be sold or leased;

2) Exemptions. The provisions of this section are not applicable to the following:

- a) Parcels, lots or tracts which are sold or leased prior to the effective date of this section, as evidenced by an earnest money contract, real estate contract, deed or other evidence acceptable to the city attorney;
- b) Cemeteries and other burial plats when used for that purpose;
- c) Divisions made by testamentary provisions, or the laws of descent;

d) Divisions of land into lots or tracts classified for industrial or commercial use.

e) Stays the same

f) Divisions of land into lots or tracts if:

i) Stays the same

ii) Stays the same

iii) Stays the same

g) Stays the same

3) Further Divisions. Land within a short subdivision shall not be further divided in any manner for a period of five years from the date such approved short plat is recorded with the Pierce County auditor without the filing of a final (long) subdivision plat on the land which is proposed to be further divided. This requirement shall be stated on the face of the short plat.

### **18.32.020 Filing procedure and fee.**

1) Eight prints of a proposed short plat shall be filed with the city. A short plat shall meet the following standards:

a) Drawn in ink to scale not smaller than one inch equals 50 feet on mylar, sheet size of 18 inches by 24 inches;

b) The plat shall show the boundary and dimensions of the “original parcel, lot or tract” including its bearing and length of all boundary lines, assessor’s parcel number, section, township and range, and all adjoining public or private roads/streets with identifying names and width of the existing right-of-way of adjacent roads/streets;

c) A vicinity map drawn to a scale of four inches equals one mile of sufficient detail to orient the location of the original tract, with names of streets and other landmarks with north directional arrow;

d) Stays the same

e) Stays the same

f) Stays the same

g) The location and use of all existing buildings on the original tract, with notation of the buildings to be removed before final plat approval;

h) Space or a second mylar sheet shall be reserved for comments/conditions/notes and appropriate required approval signatures;

i) A survey is required, and the form of the plat shall be as required by the Survey Recording Act. (Chapter 50, Washington Laws of 1973, as amended.)

2) The application fee with related anticipated costs in the form of a deposit as specified in an adopted City resolution shall be paid to the city at the same time the proposed short plat application is filed therewith.

3) Stays the same

a) Stays the same

b) Short plat certificate, from a title insurance company, not older than 30 calendar days, including legal description of property, all

parties with legal interest in property, and all easements or covenants of record affecting the property.

- 4) Within 28 working days after receiving an application for a preliminary short plat, the city Planning Director shall mail or provide in person a written determination to the applicant, stating either that the application is complete or that the application is incomplete and what is necessary to make the application complete. Within 14 working days after the determination of complete application has been issued, a notice of application shall be provided to the public and affected departments and agencies with jurisdiction. Public notice of the application shall be provided by posting the property and publication of at least one notice in a newspaper of general circulation within the City.

**18.32.030 Application of environmental analysis and impact statement.**

1) All actions by the city in approving a short plat shall be exempt from any environmental analysis or environmental impact statement, unless the Planning Director working in consultation with the City Engineer determines that the short plat is located wholly or partially within a “sensitive area” as defined by WAC 173-34-040 (2). “Sensitive area” is defined as any area which:

- a) Stays the same
- b) Contains any special natural values such as a marsh land, wetland or habitation place of substantial concentrations of flora or fauna or of a rare or endangered species of flora or fauna; or
- c) Stays the same
- d) Stays the same
- e) Stays the same

2) If the short plat is located wholly or partially within a sensitive area as determined by the planning director in consultation with the city engineer, the environmental procedures stated in this chapter shall be followed. If an environmental checklist is required, the short plat shall be reviewed by the planning commission as per the zoning code.

**Parking on one side of street – local access – yes or no:**

After a long discussion it was voted on by the Planning Commission to have parking on both sides of the street. Dorn suggested that this be brought up with the public hearing and also with the Council that this has been a problem child and let them decide which way it should be. Cramer then read the definition of local access street and it was decided by the commission to add “Parking shall be required on both sides of the local access streets.”

**Definition of cul-de-sacs:**

Davis stated he would like a further definition to the cul-de-sac. His proposed definition is “Cul-de-sacs are only allowed where the adjoining land is restrictive. When cul-de-sacs are permitted, the cul-de-sac shall have a pedestrian/pathway to provide pedestrian access to public parks, trails, open spaces and/or recreation

facilities when the topography permits and there are existing or proposed facilities to access. Cramer stated she would like everyone to review this and we will discuss this further at the next meeting.

Cramer stated Administrator Schmidt sent out an e-mail regarding conference in Bellevue called "Green tools for the built environment". It will be held June 19<sup>th</sup> from 11:00 AM to 4:45 PM at Bellevue City Hall.

Cramer stated we have a lot of information coming before the Planning commission. One is the final plat approval for Elk Heights or Neilson Meadows and also the joint workshop with the Council on June 18, 2007. Because of this we will be having meetings on June 4<sup>th</sup>, 11<sup>th</sup> and 18<sup>th</sup>.

With nothing further the meeting was adjourned at 9:07 PM.

The next meeting will be June 4, 2007 at 7:00 PM.

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Lisa Cramer, Chairperson