

**CITY OF MILL CREEK
PLANNING COMMISSION MEETING MINUTES
March 21, 2019**

Draft

I. CALL TO ORDER:

Chair Eisner called the meeting to order at 7:00 p.m.

II. ROLL CALL:

Chair Stan Eisner	Staff:
Vice Chair Matthew Nolan	Tom Rogers, Development Services Manager
Commissioner Steven Maloney (absent)	Sherrie Ringstad, Associate Planner
Commissioner Brian Hyatt	
Commissioner Daniel Mills	
Commissioner Jennifer Parker (absent)	
Commissioner Dennis Teschlog	

III. APPROVAL OF MINUTES

Planning Commission Meeting of February 21, 2019

MOTION: Vice Chair Nolan moved, seconded by Commissioner Hyatt, to approve the February 21, 2019 minutes as presented. The motion was approved unanimously.

IV. WORK SESSION

Small Cell Wireless Facilities – Potential Code Amendments

Associate Planner Sherrie Ringstad noted that the agenda item before the Commission is a continuation of the discussion on wireless communication facilities. She explained that the revisions suggested by the Commission at their February Study Session have been included in the revised version of the Code. In addition, following the Planning Commission meeting, staff and the City Attorney meet with representatives from Crown Castle, Verizon, and PUD to get their input on the proposed Code as well as to discuss light pole standards that would be acceptable for the individual carriers. The meeting was positive with minimal issues with the Code being identified by the carriers. Some amendments have been incorporated into the revised Code to address the carrier's issues. Ms. Ringstad said that staff specifically asked the carriers about the potential for trees to interfere with the signal site lines. The carriers said they don't expect trees to be a problem or anticipate the need to remove trees.

In addition the City Attorney Elana Zana and staff have proposed additional minor changes, which have also been incorporated into the Code. Ms. Ringstad noted that the presentation will not include the minor housekeeping amendments; it would be a review of the substantive amendments as follows:

Pg 8	17.29.030.F,H,R	The term "cellular telephone network" was replace with the more current term "personal wireless
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		service” and a definition of personal wireless services was added.
Pg 10	17.29.040.E	A section identifying exempt wireless communication facilities was added – initially to exempt small satellite dish antenna but expanded to include emergency communications equipment, routine maintenance or repair, vested equipment, and public safety radio systems.
Pg 10	17.29.050.A	Pre-application meeting is encouraged.
Pg 11	17.29.050.B.7	Struck documentation showing that the facility will not cause interference with other WCF because it is outdated.
Pg 11	17.29.050.B.8	Reword regarding documentation that the applicant has made a reasonable attempt to find a co-location site.
Pg 12	17.29.070.A	Struck “The proposed use is harmonious and appropriate in design, character ...” covered by G.2, which requires the WCF to comply with design standards.
Pg 13	17.29.080.D,E	Reword to clarify intent. New monopole structure <u>proposed in a commercial or business zone district</u> , where the sole purpose is for wireless communication facilities; i.e., monopole or other type of tower located in a commercial or business zone
Pg 19	17.29.190	Modified to remove C. Overview because not appropriate for the Code, more of an explanation. Moved applicable section “permits issued by the Director” to A. Reworded B. to clarify franchise language.
Pg 20	17.29.190.E.1.b	Modify to make it clear that removing tree is discouraged and referring to MCMC 12.16.1500 if trees do have to be removed.
Pg 21	17.29.190.E.4.b	Reword to strengthen <u>“That applicant must demonstrate that no technically feasible alternative location exists, which is not directly in front of a window or views.”</u>
Pg 24	17.29.210.B	Added upon request.
Pg 24	17.29.210.C&E	Modified time limit for extension from 12 months to 6 months and operational activity from 12 months to 6 months with a 6 month extension for if delay is due to inability to connect to electrical or backhaul facilities.
Pg 26	17.29.260.A.2	Reorganized for clarity – minor text additions. Looks like more than it is.
Pg 28	17.29.260.A.3	Encourage equipment enclosure as close to antenna as possible – staff found it to be less intrusive when the

		equipment enclosure is placed higher. It also works better when close.
Pg 29	17.29.260.B.3	Option to replace wooden pole with non-wooden pole.
Pg 31	17.29.260.D.8	Allow strand mounted facilities if pole has pre-existing communication wire lines.
Pg 35-42	Sections 5 – 25	Modifying zone districts to move WCF from Conditional Use to Principal Use.

Ms. Ringstad shared several photos of potential light standards that came from the carriers at the meeting with staff and PUD. The photos show the equipment enclosure located closer to the top of the light pole. She noted that Verizon and Crown Castle had agreed to work with PUD to come up with a light standard that might work for a majority of the carriers.

Ms. Ringstad stated that a Public Hearing will be scheduled in April to take public testimony prior to the Planning Commission making a recommendation to the City Council.

VI. FOR THE GOOD OF THE ORDER

Development Services Manager Tom Rogers reported that the City issued a Request for Qualifications (RFQ) for a consultant to assist with the Land Use and Infrastructure Subarea Plan for the Mill Creek Boulevard Corridor. Staff was pleased with the quality of the submittals and has selected the team assembled by Otak Engineering. He noted that the Planning Commission will be involved in the process and once staff has had a chance to meet with Otak, we'll have a better idea of what that involvement might include.

Mr. Rogers stated that the Public Works and Development Services Department has just completed their Work Program for the 2019-2020 biennium. It was suggested that staff share the Work Program with the Commission and Mr. Rogers agreed to include a review of the Work Program on the April agenda.

VII. ADJOURNMENT

Chair Eisner adjourned the meeting with the consensus of the Commission at 7:45 p.m.

Submitted by:

Sherrie Ringstad, Associate Planner