

**PLANNING COMMISSION
MEETING**

**December 5, 2018
6:30 p.m.**

AGENDA



"Where Dreams Can Soar"

The City of Bonney Lake's Mission is to protect the community's livable identity and scenic beauty through responsible growth planning and by providing accountable, accessible and efficient local government services.

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Location: Justice & Municipal Center, 9002 Main Street East, Bonney Lake.

Planning Commission Members: City Staff:

Grant Sulham - Chair
Brad Doll – Vice Chair
David Baus
Dennis Poulsen
Craig Sarver
Debbie Strous-Boyd
Bill Frederic

Jason Sullivan, Planning and Building Supervisor
Debbie McDonald, Planning Commission Clerk

I. Call to Order

II. Roll Call & Next Meeting Poll

(The next schedule meetings are December 19, 2018 and January 2, 2019; however staff has requested to cancel these meetings as staff will not have materials to present on these dates. The next meeting would be on January 16, 2018. Please note that there will be a Joint Planning Commission and Design Commission Meeting at 6PM on December 12, 2018)

III. Approval of Minutes

IV. Public Comments and Concerns

V. Public Hearing (NONE)

VI. Old / Continuing Business (NONE)

VII. New Business

- A. Review 2018 – 2019 Work Plan
- B. City Council and Planning Commission Joint Meeting

VIII. For the Good of the Order

- A. Correspondence
- B. Staff Comments
- C. Commissioner Comments

IX. Adjournment

Next Scheduled Meeting: December 19, 2018

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**PLANNING
COMMISSION MEETING**

**November 7, 2018
6:30 p.m.**

DRAFTED MINUTES



"Where Dreams Can Soar"

The City of Bonney Lake's Mission is to protect the community's livable identity and scenic beauty through responsible growth planning and by providing accountable, accessible and efficient local government services.

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Location: Justice & Municipal Center, 9002 Main Street East, Bonney Lake.

- I. Call to Order:** The meeting was called to order at 6:30 P.M.
- II. Roll Call:** Planning Commissioners in attendance were Chair Grant Sulham, Vice-Chair Brad Doll, Commissioner Debbie Strous-Boyd, Commissioner Craig Sarver, Commissioner Bill Frederic, Commissioner David Baus and Commissioner Dennis Poulsen (Arrived 6:38)

- III. Absent:** NONE

Staff members in attendance were Planning and Building Supervisor Jason Sullivan, Assistant Planner/Code Enforcement Mary Reinbold and Planning Commission Clerk Debbie McDonald

- IV. Approval of Minutes:**

Motion was made by Commissioner Sarver and seconded by Commissioner Baus to approve the October 17, 2018 minutes as written.

Motion approved 6-0

- V. Public Comment and Concerns:** NONE

- VI. Public Hearings:**

- A. Draft Ordinance D18-125 – Code Enforcement and Public Nuisances**

Chair Sulham opened the Public Hearing at 6:33.

Assistant Planner/Code Enforcement Reinbold had a short presentation on the additions and changes to the Code Enforcement and Public Nuisances ordinance. Also entered one email into the record as public comment.

Chair Sulham opened the floor to public comments.

Mike McBride has concerns with vehicles and trash in the neighbor's yards to the North and West of him. Have filled out request for action form and has not seen any action. Would like codes to be stricter.

Planning and Building Supervisor Sullivan responded to Mr. McBride's concerns by explaining how the new format would keep those making the request for action more informed of the process.

Commissioner Strous-Boyd asked Mr. McBride what he would like see be stricter.

Mr. McBride answered he would like to see a shorter turnaround time from 30 days go down to 10 days.

Rhiannon Skog-Geffre is concerned with the property behind Butter Biscuit parcel number 0519026035. Has been to the parcel three times in the last two weeks with the owner’s permission to clean it up. Have continued to find needles, one was still loaded with black tar heroin. Would like to know about getting this cleaned up.

Planning and Building Supervisor Sullivan responded by asking her to please fill out a request for action form to get the ball rolling. Code Enforcement can’t just go on others property.

Chair Sulham closed the Public Hearing 7:31.

Motion was made by Commissioner Baus and seconded by Commissioner Poulsen to move to recommend that the City Council adopt Ordinance D18-125 amending the City’s Code Enforcement and Public Nuisance Regulations.

Motion approved 7-0

VII. Old/Continuing Business: NONE

VIII. New Business: NONE

IX. For the Good of the Order:

A. Correspondence: NONE

B. Staff Comments:

Assistant Planner/Code Enforcement Reinbold gave an update on how the Shoreline Master Plan kick off went.

Planning and Building Supervisor Jason Sullivan will have a Planning Commission meeting on December 5, with a Joint Meeting on December 12.

C. Commissioner Comments: NONE

X. Adjournment:

Motion was made by Commissioner Baus and seconded by Commissioner Sarver to adjourn.

Motion approved 7-0

Meeting adjourned at 7:44

Debbie McDonald Planning Commission Clerk



Planning Commission Work Plan

January 2018 – December 2019

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Introduction

The Planning Commission was established as an advisory body to the City Council responsible for providing advice and recommendation for Bonney Lake's future growth (BLMC 2.26.020). Additionally, the Planning Commission is required to review and make recommendations to the City Council on amendments to the comprehensive plan, subarea plans, and development regulations; special planning studies assigned to the planning commission; planning fees, policies, and procedures; and area-wide zoning changes, including zoning related to annexations (BLMC 14.20.020.A)

In 2010, the City Council adopted Resolution 2089 requiring the adoption of a work plan for the Planning Commission within either the last or first two months of the year/biennium. Resolution 2089 requires that the work plan take into account any statutory planning updates required by law, the priorities of the City Council, desires of the Planning Commission, available planning staff or consultant work hours, and the planning related projects or assignments contemplated by the Public Services Director or Mayor's Office

Additionally, the City recognized that the adoption of *Bonney Lake 2035* was not the end of the planning process, and that the City would need to have a road map to implement the policies in *Bonney Lake 2035*. In order to provide this roadmap, the City adopted an Implementation Element, which provides specific actions that the City will take over the next 20 years. The specific implementation action(s) associated with each task has been identified, in order to identify how the Planning Commission Work Plan implements *Bonney Lake 2035*.

The Planning Commission Work Plan contains projects and planning activities that are slated for completion or in substantial progress during the timeframe of January 2018 through December 2019. The Planning Commission Work Program is developed in concert with the Bonney Lake Planning Commission and the City Council, but may change in response to other legislative requirements, community requests, Council priorities, budget, staff constraints, or other emergency situations.

Planning Fees

Description:

The current fee schedule was initially adopted in 2007 to replace the previous practice of setting land use fees based on an hourly rate basis, which required an elaborate system of deposits, record keeping, billings, and reconciliations. When the current fee schedule was set in 2007, the City evaluated the cost recovery needs and completed a survey of other Washington cities' application and fee schedules. In order to ensure that the same level of cost recovery established in 2007 is maintained, the fee schedule will be evaluated to determine if an increase in individual permit fees is

warranted considering staff cost have increased since 2007. However, efficiency improves to address additional staff cost will also be evaluated. Under the new contract with the Hearing Examiner, the cost of the Hearing Examiner's services has increased, but the fees of some of the permits have not been altered to account for this increase in costs. The goal of this effort is not simply to raise the permit fees, but too evaluate the cost of processing land use permits in order to ensure that the City is collecting the appropriate amount to process a land use permit.

The planning commission is required to provide a recommendations on the modification of planning fees pursuant to BLMC 14.20.020.A.3.

Timetable:

- Staff Kick Off: 2018 Q1.
- Planning Commission: 2018 Q2
- City Council: 2018 Q2

Potential Annexation Areas – Pre-Zoning

Description

The City has two Potential Annexation Areas that will be annexed into the City over the next couple of years utilizing the Annexation by Interlocal Agreement as authorized by RCW 35A.14.460. In order to prepare for these annexations, the City is allowed to adopted zoning designation for these areas in advance of the annexation pursuant to RCW 35A.14.330. This pre-annexation zoning designation would take affect once the properties are officially annexed into the City. This work action will assist in making the transition from the County to City easier as the zoning is already in place.

Timetable

- Staff Kick Off: ~~2018 Q1~~ 2019 Q2
- Planning Commission: ~~2018 Q2~~ 2019 Q2
- City Council: ~~2018 Q3~~ 2019 Q3

School District Property Annexations

Description:

On October 27, 2017 the City Council adopted Resolution 2620 accepting the Sumner-Bonney Lake School District's (District) petition to annex Victor Falls Elementary School and Lakeridge Middle School into the City, as authorized by RCW 28A.335.110. Resolution 2620 also directed staff to prepare the required documentation to file with the Pierce County Boundary Review Board. Following action by the Boundary Review Board, the City Council will need to hold a public

hearing. Staff will also need to prepare documentation required by the Office of Financial Management to officially annex the properties into the City.

While the Planning Commission does not review annexations, the Planning Commission will need to hold the public hearing on the amendment to the zoning map to establish the official zoning once the properties are annexed into the City pursuant to BLMC 14.20.020.A.4.

Timetable:

- Staff Kick Off: 2017 Q4.
- Planning Commission: 2018 Q2
- City Council: 2018 Q2

Future Land Use Designation Implementation

Description:

The Future Land Use Map of the Community Development Element provides a basis for applying zoning and for making land use decisions. As part of the development of the 2015 Comprehensive Plan update, the City made a number of changes to the Future Land Use Map to further the policies in *Bonney Lake 2035*. This project will put into effect the land use designations through appropriate area-wide rezones. This project will improve the consistency between the City's policies and facilitate the goals of *Bonney Lake 2035* as directed by C-Action-1 and ES-Action-7.

Timetable:

- Staff Kick Off: ~~2018 Q2~~ 2019 Q1
- Planning Commission: ~~2018 Q3~~ 2019 Q2
- City Council ~~2018 Q4~~ 2019 Q2

Code Enforcement and Public Nuisance Regulations

Description:

The City currently adopts the procedures for the enforcement of the Development Code (Title 14 – 19 BLMC) in Chapter 14.130. These enforcement procedures include the enforcement of the International Property Maintenance Code (IPMC). The enforcement procedures need to be streamlined and clarified to more efficiently provide code enforcement services. Additionally, there is significant duplication between a number of the listed Public Nuisance and the IPMC that need to be addressed to streamline the enforcement process. There are also some portions of IPMC that need to be amended to be consistent with the City's enforcement procedures. Finally, the procedures for enforcement of the Public Nuisance code need to be clarified to improve

readability. Staff in conjunction with the City Attorney, Prosecutor and the Planning Commission, will prepare amendments to the related codes to be presented to the City Council.

This work effort is part of the following implementation measure established in the Implementation Element of *Bonney Lake 2035*: CD-Action-8.

Timetable:

- Staff Kick Off: ~~2018 Q2~~ 2018 Q3
- Planning Commission: 2018 Q3
- City Council ~~2018 Q4~~ 2019 Q1

Zoning Regulations Update

Description:

This project will review and revise the design and development standards for the City's commercial and residential zoning districts. Staff will look for opportunities to implement form based regulations in order to better achieve the build environment envisioned by the goals of the Centers Plan: walkable and connected; economic activity and opportunity; civic and cultural amenities; high-quality design; coordinated public investments; unique character and identity; and green design.. This work effort will include consolidation of some of the existing zoning categories, amendments to the land use matrix, changes to the development standards, and establishing design guidelines. Area-wide rezones will also be completed as part of this project to implement the updated development regulations and the changes to the Future Land Use Map as part of the Centers project that was adopted as part of the 2017 Comprehensive Plan Amendments.

As part of this work staff would also address the following issues as directed by the City Council:

1. Downtown TOD Overlay: The City Council has requested that the Planning Commission review and make a recommendation to the City Council regarding the continuance of the 50% parking reduction for projects within walking distance of the Transit Center.
2. Midtown Parking Lot Buffering Standards: The proposed amendments would focus on reducing the visual impact of parking lots in the Midtown Zoning Classification.
3. Self-storage facility standards: The proposed amendments would establish additional performance measures that would apply to self-storage facilities.

In addition, as part of this project changes will be made to the City's Development Regulations to incorporate LID principals and best management practice.

This work effort is part of the following implementation measures established in the Implementation Element of *Bonney Lake 2035*: C-Action-2, CD-Action-2, CD-Action-4, CD-Action-5, EV-Action-3, EV-Action-6, EV-Action-7, and EV-Action-8.

Timetable

- Staff Kick Off: ~~2018 Q1~~ 2018 Q3
- Planning Commission: ~~2018 Q2 – 2018 Q3~~ 2018 Q3 - 2019 Q2
- Design Commission: ~~2018 Q3~~ 2018 Q3 - 2019 Q2
- City Council ~~2018 Q4~~ 2019 Q2 - 2019 Q3

Watershed Planning

The City of Bonney Lake is proposing an integrated approach to watershed protection and land use planning. With the assistance of the a NEP Estuary Grant from the Departments of Commerce and Ecology, the City is in the process of finalizing the *Bonney Lake Coordinated Watershed Protection Land Use Plan* (Watershed Protection Plan), which included analyses and approaches to managing stormwater in the City. The Watershed Protection Plan identifies basin-specific flow control approaches depending upon specific physical conditions that are present in each basin area. Phase 2 of the watershed planning effort involves working with the Department of Ecology to have the Watershed Protection Plan adopted as a Basin Plan as allowed, in Ecology’s *Stormwater Management Manual for Western Washington*. Adopted basin plans may alter and clarify stormwater management minimum requirement approaches when information is provided that demonstrates that the protections are equivalent (Appendix I-A: Guidance for Altering the Minimum Requirements through Basin Planning).

This work effort is part of the following implementation measures established in the Implementation Element of *Bonney Lake 2035*: C-Action-2, ES-Action-3, ES-Action-4, ES-Action-5, and EV-Action-2. This work is also a requirement of the City’s NPDES permit.

Timetable

- Staff Kick Off: 2016 Q1.
 - Planning Commission: 2018 Q1 – 2018 Q4
 - City Council 2018 Q1 and 2019 Q1
- This document has been submitted to the Department of Ecology. The City is still waiting on Ecology and will need to update a time line when comments are provided by Ecology.

Landscaping and Clearing Codes Update

Description

The City’s Implementation Element of *Bonney Lake 2035* identified that the City would complete an in-depth review of the City’s Landscaping and Clearing Codes (Chapters 16.12, 16.13, and 16.14

BLMC) in 2017 in order to incorporate new information and best practices (C-Action-2 and ES-Action-1). This update has been grouped together given the interrelated nature of the topics. The two code sections also share the same Administrative Provisions codified in Chapter 16.12 BLMC.

In addition, as part of this project changes will be made to the City's Development Regulations to incorporate LID principals and best management practice.

This work effort is also part of the following implementation measures established in the Implementation Element of *Bonney Lake 2035*: ES-Action-3, ES-Action-6, and EV-Action-3.

Timetable

- Staff Kick Off: 2018 Q2.
- Planning Commission: 2018 Q4
- City Council 2019 Q1

Critical Areas Code Update

Description

The City's Implementation Element of *Bonney Lake 2035* directs the City to complete an in-depth review of the City's Critical Areas Code (Title 16 BLMC – Article II) in 2018 in order to incorporate new information and best practices (C-Action-2 and ES-Action-1). City staff have also identified the following issues that will be addressed during this review:

1. Regulations for Bonney and Debra Jane Lakes: The City current regulates these lakes as wetlands, which means that the standards for protecting wetlands applies to the development adjacent to the lakes. Under these regulations, the adjacent properties are wholly encumbered by wetland buffers, and as a result properties owners are required to submit SEPA applications to make property improvements. Additionally, there are no provisions to allow for recreational docks on the lake. In comparison, the property owners on Lake Tapps, a Shoreline of Statewide Significance, can make property improvements without SEPA and can construct docks to allow for recreational use of the Lake.
2. Critical Aquifer Recharge Area (CARA) Regulations: The City currently regulates CARAs and wellhead protection areas under the same standards, even though the areas have different impacts on the City's groundwater resources. CARAs are areas that have a direct connection to the aquifer, whereas wellhead protection areas are surface and subsurface land area regulated to prevent contamination of a well or well-field supplying a public water system. Since these two areas are regulated under the same set of regulations all commercial projects are required to complete a hydrogeological analysis regardless of their connection to

the aquifer, and increasing the costs of these projects. This will establish separate standards and mapping for both CARAs and well-head protection areas.

3. Wetland Buffers Intersected by Roads: The City's current regulations for wetland buffers do not take into account buffers that extend across developed roadways or other significantly improved areas. For example, if there is a wetland on the south side of a roadway and the mathematical buffer would extend to the north side of the roadway, the property on the north side is required to honor this buffer even though the roadway significantly impacts the functionality of the full buffer.

The update regulations to address these issues are required to be based on best available science.

The City will also be updating the Environmental Stewardship Element.

This work effort is also part of the following implementation measures established in the Implementation Element of *Bonney Lake 2035*: CD-Action-3, ES-Action-A and ES-Action-2.

Timetable

- Staff Kick Off: 2018 Q2.
- Planning Commission: 2018 Q4 – 2019 Q1
- City Council 2019 Q2

Shoreline Master Program Update

Description

The City's Shoreline Master Program consists of two different adopted documents: the current Shoreline Code (Title 16 BLMC – Article III) and the Shoreline Element of *Bonney Lake 2035*. These documents were adopted on September 23, 2014, nearly three years after the deadline established in RCW 90.58.080(2)(a)(iii). The City is now required to complete a periodic update by June 30, 2019 pursuant to RCW 90.58.080(4)(b)(i). As part of the update the City will need to review the SMP and make amendments deemed necessary to reflect changing local circumstances, amendments to state law, new information, and improved data. The review and update process will be similar to the comprehensive plan periodic review process completed in 2015.

In addition to the periodic update, amendments to the Shoreline Code will be considered based on issues that have arisen as a result of staff utilization of the regulations over the last three years. One example is the Shoreline Code prohibited utilities in the Aquatic Shoreline Designation; however, the City has a number of utility lines that cross under Lake Tapps. Another example is that when the Shoreline Environmental Designations were drawn, a portion of Allan Yorke Park was placed in

the Shoreline Residential SED, which prohibits a number of recreational uses that are proposed to be installed as part of the Allan Yorke Master Plan.

Amendments will be required to both the Shoreline Code and Shoreline Element to implement the proposed policies identified in the Centers Plan. For example, one proposal is to allow commercial uses on the property referred to as the Park Place property; however, commercial uses are not allowed on the portion of the property within the jurisdiction of the Shoreline Code.

This work effort is part of the following implementation measures established in the Implementation Element of *Bonney Lake 2035*: C-Action-2, C-Action-3, and ES-Action-2. This work is also mandatory under the Shoreline Management Act.

The City will receive a \$15,000 grant from the Department of Ecology to off-set the cost of completing this mandatory update.

Timetable

- Staff Kick Off: 2018 Q2.
- Planning Commission: 2018 Q4 – 2019 Q1
- City Council: 2019 Q2

Small Cell Facilities

Description

In 2016, the City adopted Ordinance 1533, which updated the City's existing wireless communication regulations to implement Section 6409 of the Middle Class Tax Relief and Job Creation Act of 2012, commonly referred to as Spectrum Act. These regulations addressed the traditional deployment of larger wireless facilities; however, the regulations did not address the small cell facilities. Small cell facilities contain radios and antennas, but unlike the larger cell facilities requires fiber optic backbone in order to transmit cellular phone and data signals. Typically, small cell facilities are attached to utility poles or light/traffic poles within the rights-of-way. The purpose of the small cell facilities is to augment capacity for data traffic in dense areas (primarily downtown cores and residential neighborhoods), and they are typically 25-45 feet in height, rather than tall macro towers that extend beyond 75 feet.

In order to address the unique requirements of the deployment of these facilities, the Planning Commission in conjunction with the Design Commission will develop draft requirements and recommendations that will be presented to the City Council.

This work effort is part of the following implementation measure established in the Implementation Element of *Bonney Lake 2035*: C-Action-1.

Timetable

- Staff Kick Off: 2018 Q3
- Planning Commission: 2018 Q4
- Design Commission: 2019 Q1
- City Council: 2019 Q2

Country Highlands/Victor Falls Terrace Annexation

Description

The neighborhood area adjacent to Victor Falls Elementary School has been part of the City's Potential Annexation Area (PAA) for a number of years. This neighborhood primarily consists of the Victor Falls Terrace neighborhood. In 2017, the Pierce County Council amended the Pierce County Comprehensive Plan to identify the Country Highlands area, which is adjacent to the Victor Falls Terrace neighborhood, as a PAA for the City.

The City and the Country Highlands/Victor Falls Terrace PAAs together share a contiguous boundary of more than sixty percent (60%); therefore, RCW 35A.14.460 allows the City of Bonney Lake and Pierce County to enter into an Interlocal Agreement to annex the area into the City. The first step in the process will be for the City Council to pass a resolution directing staff to commence negotiating of an Interlocal Agreement with Pierce County for the annexation of the areas pursuant to RCW 35A.14.460(1). This step is schedule to take place in the fourth quarter of 2018. This will allow the City and County Staff to begin to negotiating the annexation agreement. Following approval of the Interlocal Agreement by both the Bonney Lake City Council and the Pierce County Council, the City Council would adopted an ordinance officially annexing the areas into the City. Staff will also be required to complete a door-to-door enumeration of the area to comply with the requirements of the Office of Financial Management.

Timetable

- Staff Kick Off: 2018 Q4.
- Planning Commission: 2019 Q3
- City Council: 2018 Q4 and 2019 Q4

VISION 2050

Description

The Puget Sound Regional Council (PSRC) is extending the region's growth plan to the year 2050. VISION 2050 will build on the region's existing plan, VISION 2040, with the goal to keep the central Puget Sound region healthy and vibrant as it adds more people and jobs in the coming

decades - about 1.8 million more people and 1.2 million jobs by 2050. PSRC commenced the update process in late 2017 which is expected to be completed by 2020. During 2018, PSRC will be adopting the official scoping document for the update based on input and comments provided by counties, cities, agencies, interest groups and individuals. The draft version of VISION 2050 is expected to be released in 2019 with adoption scheduled for 2020. VISION 2050 could have a significant impact on Bonney Lake as the City is required to complete a periodic update of the City's comprehensive plan in 2023, which will be required to be consistent with the updated regional plan.

During the next two years, there will be multiple opportunities to provide comments directly to PSRC and through the Pierce County Regional Council (PCRC). The Planning Commission will be tasked with reviewing these documents and providing comments and recommendations to the City Council and Administration.

This work effort is part of the following implementation measures established in the Implementation Element of *Bonney Lake 2035*: C-Action-2, CM-Action-3.

Timetable

- Staff Kick Off: 2018 Q1
- Planning Commission: 2018 Q1 – 2020 Q4
- City Council: 2018 Q1 – 2020 Q4

Sewer System Plan Update

Description

The City is currently in the process of update the City's Comprehensive Sewer System Plan, which outlines improvement strategies and programs to respond to the dynamic requirements of wastewater service in a rapidly growing area. Bonney Lake's sewer service area includes all of the City and its designated Urban Growth Area, as well as two large areas of unincorporated Pierce County. The current Comprehensive Sewer System Plan was adopted in 2009. Once the plan has been finalized by the consultant the Planning Commission will hold the required public hearing and provide a recommendation to the City Council.

This work effort is part of the following implementation measures established in the Implementation Element of *Bonney Lake 2035*: C-Action-1 and CFS-Action-1.

Timetable

- Staff Kick Off: 2016 Q1
- Planning Commission: 2018 Q4
- City Council: 2019 Q1

Public Notification Signs

Description

The City is required under the Local Project Review Act (chapter 36.70B RCW) to use reasonable methods to provide notice to the public and state and local agencies. Local governments may use different types of notice for different categories of project permits or types of project actions. The City has currently adopted its method for publication of notices in BLMC 14.50.030, which applies to all of the permit types that require public notice. This regulation contains specific requirements regarding public notice signs. The City Council and Planning Commission have expressed interest in reviewing the City's requirements for public notice signs, which are placed on properties proposed development. As part of this work item, the City will review the regulations related to public notification signs and recommend to the City Council as to whether or not these regulation should be amended.

This work effort is part of the following implementation measures established in the Implementation Element of *Bonney Lake 2035*: PI-Action-1 and PI-Action-2.

Timetable

- Staff Kick Off: 2018 Q2
- Planning Commission: 2018 Q3
- City Council: 2018 Q4

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