CITY OF EDGEWOOD  
ECONOMIC DEVELOPMENT ADVISORY BOARD (EDAB)  
MEETING AGENDA  
Monday, February 3, 2020, 6 p.m. • Edgewood City Hall: 2224 104th Ave. East

1. Call to Order  
   a. Pledge of Allegiance  
   b. Attendance  (by presence, not roll call)  
      i. Position 1: Scott Kilmer  
      ii. Position 2: Andrew Wiesenfeld  
      iii. Position 3: Lora Butterfield  
      iv. Position 4: Jeff Southard  
      v. Position 5: Sandin Grasdalen  
      vi. Position 6: VACANT  
      vii. Position 7: Jason Neil

2. Consent Agenda:  All matters listed under Item 2, Consent Agenda, are considered routine in nature and will be enacted by one motion. Individual discussion of these items is not planned. A member, however, may remove any item to discuss as an item for separate consideration under New Business.  
   a. Agenda Approval or Modifications  
   b. Approval of Meeting Minutes for January 6, 2020  
   d. Review of Land Division Report - December 2019  
   e. Review of Current EDAB Roster

3. Citizen Comment Period:  This portion of the agenda is reserved for the public to comment on items not on the agenda. The Planning Commission may invite additional public comment on agenda items noted for discussion later in the meeting.

4. Items of Business  
   a. Action Item(s)  
      i. None  
   b. Discussion Item(s)  
      i. EDAB Achievements  
      ii. 2020 Work Plan

5. Staff Comments

6. Board Member Updates

7. Adjourn

These meetings are accessible to persons with disabilities. For individuals who may require special accommodations, please contact City Hall at (253)952-3299, 24 hours in advance.
1. CALL TO ORDER: Chair Butterfield called the meeting to order at 5:32 p.m.
   A. Members Present: Kilmer; Wiesenfeld; Butterfield; Southard
   B. Commissioners Absent: Neil
   C. Staff Member(s) Present: Darren Groth, Community Development Director
   D. Others Present: Council Member Tomyn

2. CONSENT AGENDA
   A. Agenda Approval or Modifications
   B. Approval of Meeting Minutes for October 7, 2019
      i. Kilmer moved to approve, as presented. Southard seconded.
      ii. The Board voted 4-0 to approve the Consent Agenda.

3. CITIZEN COMMENT PERIOD: None

4. NEW BUSINESS
   A. Action Item(s)
      i. Recommendation for the Mt. View Community Center’s annual Kilometer for Kids Fun Run to use Edgemont City Park
         a. Butterfield opened the item
         b. Discussion ensued
         c. Wiesenfeld spoke about the recommendations presented and moved to approve
         d. Southard seconded.
         e. The Board voted 4-0 to approve A-C as written and to modify B by substituting the word ‘or’ for ‘and’ when describing possible actions by the City of Edgewood organization.
      ii. 2020 Regular Meeting Schedule
         a. Groth opened the item and discussion ensued
         b. Southard moved to set the Regular 2020 EDAB Meeting Schedule as the first Monday of each month at 6 p.m.
         c. Wiesenfeld seconded
         d. The Board voted 4-0 to approve the motion.
   B. Discussion Item(s)
      i. Board Fulfillment and Member Satisfaction
         f. Groth introduced this item to seek feedback regarding board member satisfaction with their service on the EDAB
         g. Butterfield asked for a list of actions to show what’s been attained by EDAB in year one
         h. Groth provided the following examples
            a. Kilmer brought three business leads to the City
            b. Wiesenfeld helped solidify a partnership between EDAB and MVCC
            c. Butterfield through both EDAB and daily position coordinates with Pierce County and their Economic Development Board (Invest Pierce County)
            d. Southard serves on Parks Board and uses synergistic partnership of communication
            e. EDAB held a well-attended property owner’s workshop
            f. With the City’s planning team, conducted research “game” to provide input on change management of the development process
      i. Board agreed with the examples and asked for them to be listed for discussion at the next meeting to arm the conversation with the City Council during the February 18 Joint Meeting.
ii. 2020 Work Plan
   a. Butterfield opened the item and requested City Council’s monthly Development Review
      Materials be provided to the EDAB
   b. Discussion ensued
   c. Board agreed with the request
   d. Groth confirmed the EDAB agendas will include that information going forward

5. STAFF COMMENTS: Groth updated the board on the status of the Building Official

6. BOARD MEMBER UPDATES: Wiesenfeld and Kilmer recruited members for the two vacant positions

7. ADJOURN: Chair Butterfield adjourned the meeting at 6:44p.m.
1. CALL TO ORDER: Chair Overfield called meeting to order at 6:00 PM

   A. Commissioners Present: Guillory; Overfield; Wagner; Ramirez; Pincas

   B. Commissioners Absent: Goode; Slate

   C. Staff Member(s) Present: Darren Groth, Community Development Director
                                Jeremy Metzler, Public Works Director
                                Evan Hietpas, Planning Technician

   D. Others Present: Mayor Eidinger
                      Councilmember Wise

2. CONSENT AGENDA: Pincas moved to APPROVE as presented, Wagner seconded. Commission voted 5-0 to approve the Consent Agenda.

3. CITIZEN COMMENTS: None

4. PUBLIC HEARINGS: None

5. NEW BUSINESS:
   A. Action Item(s):
   B. Discussion Item(s):
      i. 2020 City Initiated Comprehensive Plan Amendments
         a. Groth briefed the Commission on four amendments recommended by the Planning Commission.
         b. Metzler briefed Commission on one additional amendment recommended by the City Council.
         c. No further discussion.
      
      ii. 2020 Site Specific Comprehensive Plan Amendment Applications
          a. Groth informed the Commission that the City received two site specific applications and gave a brief outline of the review process.
          b. No further discussion.

      iii. Parallel Road Network
           a. Metzler briefed the Commission on the City’s Parallel Road Network plan.
           b. Metzler also briefed the Commission on the City’s Access Management Study.
           c. No further discussion.

      iv. Street Light Standards
          a. Hietpas opened discussion and asked for further input from the Commission.
          b. Metzler provided technical information relating to the City’s current street light standards.
c. Commissioners asked questions relating to brightness, color, shields, aesthetics, and angle.

d. Commission’s interest revolved around three areas: new development standards, streetlight replacement standards (sodium to LED), commercial building lighting standards.

e. Commissioners would like to engage the public to garner community input throughout this process.

f. Staff will research more information relating to the Commission’s three areas of interest and ways to engage citizens in this process.

v. **Use Tables**
   a. Groth briefed Commissioners on Berk study. Berk recommended that Edgewood should establish their own definitions for uses.
   b. Commissioners felt that it made the most sense to have use definitions located in the “definitions” section of code.
   c. Chair Overfield believes that the Planning Commission would be prepared to have a Public Hearing on March 9 for revisions to the Use Tables.

vi. **2020 Work Plan**
   a. Groth opened discussion.
   b. Overfield brought up long-term maintenance of apartments within the City of Edgewood and Groth assured her that the City requires a maintenance plan to be approved for all multi-family developments.

6. **STAFF COMMENTS:** Groth asked Commissioners to confirm that the second Monday of every month at 6:00PM would be set as the official meeting schedule for the Planning Commission. The Commission confirmed that this would work.

7. **COMMISSIONER UPDATES:** None.

8. **ADJOURN:** Chair Overfield adjourned the meeting at 7:21 PM
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*Notes:*
- **START DATE:** The date the application was submitted.
- **PROJECT:** The name of the project.
- **TOTAL LOTS PROPOSED:** The total number of lots proposed in the subdivision.
- **STATUS:** The status of the application (e.g., Approved, Not Submitted).
- **APPROVED DATE:** The date the application was approved.
- **RECORDED DATE:** The date the subdivision was recorded.
- **TOTAL LOTS RECORDED:** The total number of lots recorded.

*Please note that the data is presented in a tabular format for clarity and ease of reading.*
POSITION 1
Scott Kilmer
skilmer@cityofedgewood.org
Term ending June 30, 2021

POSITION 2
Andrew Wiesenfeld, Vice Chair
awiesenfeld@cityofedgewood.org
Term ending June 30, 2021

POSITION 3
Lora Butterfield, Chair
lbutterfield@cityofedgewood.org
Term ending June 30, 2021

POSITION 4
Jeff Southard
jsouthard@cityofedgewood.org
Term ending June 30, 2020

POSITION 5
Sandin Grasdalen
sgrasdalen@cityofedgewood.org
Term ending June 30, 2020

POSITION 6
VACANT
Term ending June 30, 2020

POSITION 7
Jason Neil
jneil@cityofedgewood.org
Term ending June 30, 2020
Discussion
During the January 6, 2020 EDAB meeting, the board discussed a plan for addressing the upcoming joint meeting with City Council, which is scheduled for February 18, 2020. Part of the discussion focused on how to share with City Council the various endeavors completed by EDAB members. As such, the board members agree to set this agenda item as an opportunity to identify achievements since this iteration of the EDAB’s incorporation. To start the identification process, Darren developed the following list:

1. Member Kilmer brought three business leads to the City;
2. Member Wiesenfeld helped solidify a partnership between EDAB and MVCC;
3. Member Butterfield through both EDAB and daily position coordinates with Pierce County and their Economic Development Board (Invest Pierce County);
4. Member Southard serves on Parks Board and uses synergistic partnership of communication;
5. The full EDAB held a well-attended property owner’s workshop; and
6. The full EDAB conducted a research “game” with the City’s planning team to provide input on change management of the development process.

Recommendation
Continue a discussion regarding EDAB’s list of achievements.
Date: February 3, 2020

Title: 2020 Work Plan

Attachments: 1) 2019 Work Plan

Submitted By: Darren Groth, Community Development Director

Discussion
On January 29, 2019, the EDAB held a joint meeting with City Council to strategize the EDAB’s work plan for 2019. The City Council offered general direction to the members present for the discussion and recommended that the EDAB could spend their next meeting(s) compiling their ideal work plan and presenting back to City Council for adoption. As a result, once the EDAB finalizes their recommended 2019 Work Plan, various board members, e.g., selected representatives, the chair, or the entire board, will present their objectives to the City Council and seek adoption of the EDAB 2019 Work Plan. The EDAB winnowed their work plan down to three primary goals during their March 4, 2019 meeting. On April 9, 2019, City Council approved the EDAB’s 2019 Work Plan. This agenda item is intended to allow the EDAB to continue discussion in preparation for setting their Work Plan for 2020. This year, the joint meeting is scheduled for February 18, 2020 at 7 p.m. A copy of the 2019 Work Plan is attached for reference and discussion in preparation for the upcoming joint meeting.

Recommendation
Continue a discussion regarding EDAB’s work plan for 2020.
Economic Development Advisory Board

2019 Work Plan

1) Create, distribute, and analyze results of a restaurant or other preferred business survey.
   a. Optional methods of distribution include: Survey Monkey, publishing the survey in the local paper; copies in the Chamber of Commerce office; a new webpage on the City’s website; or a separate website or landing page.
   b. Seek [anecdotal] information to give to a targeted restaurant or eatery, e.g., “Our recent survey showed that 72% of the respondents wanted XYZ Café in Edgewood.”
   c. End result may be a press release or new marketing materials.

2) Develop a SWOT Analysis. (previously #3)
   a. Schedule economic development workshops, at least two
      i. First workshop – ask for input from stakeholders
      ii. Second workshop, at least a month later so the analyses can be completed – present the findings.
   b. Use the SWOT Analysis to develop a strategic plan and the SWOT findings may be used in business attraction.

3) Serve as Business Retention Ambassadors. (previously #4)
   a. Visit existing businesses and conduct a survey or see if they will provide testimonials, i.e., what is it like doing business in Edgewood.
   b. Determine if they are looking to expand – if so, can you find another place for them in Edgewood?
   c. If they may be looking to leave – find out why and see what can be done to keep them in Edgewood.