



Planning Commission
Meeting:

First Wednesday of
every Month @ 7:00pm

Planning & Community
Development
Department

1812 Main Street
Lake Stevens, WA
98258 (425) 622-9430

www.lakestevenswa.gov

Municipal Code
Available online:

www.codepublishing.com/WA/LakeStevens/

PLANNING COMMISSION AGENDA

Regular Meeting Date: 03/06/2019

New meeting location: **Lake Stevens School District Educational Service Center**
12309 22nd St NE, Room B

- **CALL TO ORDER: 7:00pm**
Pledge of Allegiance
- **ROLL CALL**
- **GUEST BUSINESS**
- **ACTION ITEMS**
 1. Approve minutes from 2/6/19
 2. Approve minutes from 2/20/19

DISCUSSION ITEMS

1. Briefing-Land Use Code Amendment Community Development Director Russ Wright and Assistant Planner Sabrina Gassaway

- **COMMISSIONER REPORTS**
- **PLANNING DIRECTOR'S REPORT**
- **ADJOURN**

SPECIAL NEEDS

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact City of Lake Stevens ADA Coordinator, at (425) 622-9419 at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service.

PLANNING COMMISSION REGULAR MEETING MINUTES

Community Center
1808 Main Street, Lake Stevens
Wednesday, February 6, 2019

CALL TO ORDER: 7:00 pm by Chair Janice Huxford

MEMBERS PRESENT: Janice Huxford, Jennifer Davis, Tracey Trout, Vicki Oslund, Linda Hoult and John Cronin

MEMBERS ABSENT: Steve Ewing

STAFF PRESENT: Community Development Director Russ Wright and Planning Manager Josh Machen

OTHERS PRESENT: Councilmember McDaniel

Excused Absence: Commissioner Hoult made a motion and Commissioner Trout seconded to excuse Commissioner Ewing for his absence. Motion approved 6-0-0-1.

Guest business: None

Action Items:

1. Commissioner Cronin made a motion Commissioner Davis seconded to approve the minutes of the joint meeting with City Council on 12-18-2018. Approved 6-0-0-1.

Public Hearing:

Chair Janice Huxford asked for a motion to open the public hearing on 2019 Comprehensive Plan. Commissioner Hoult made the motion and Commissioner Trout seconded. Motion passed 6-0-0-1.

Staff Presentation- Community Development Director Wright gave a presentation on the Docket proposal to the Comprehensive Plan. This update will include some text, map and capital facilities updates, land use, statistical, buildable lands and Shoreline Master Program as well as new annexation zoning guidelines.

Comments from the audience: none

Comments from the Commission:

Commissioner Hoult asked for the Docket process to be explained for the newest Commissioners. Commissioner Trout asked about the two public properties on the docket. Director Wright clarified that they are the lot next to the 20th St ballfield and the Frontier Heights park. Chair Huxford asked for Public outreach for the changes, especially the ones that abut residential areas. She also asked that proper time be given to discuss the annexation process and the 20th St SE Vision. Commissioner Cronin asked to have clarification on who owned the park properties. Director Wright said the City owned both parks. Chair Huxford asked for a motion to close the public discussion.

Commissioner Hoult made a motion to close and Commissioner Cronin seconded. Motion passed 6-0-0-1.

Commissioner Trout asked about the Zoning at the property of HWY92 and 91st Ave NE, the property referred to as the Red Barn site. The request to change the zoning seems reasonable as the current zoning is Main Street and this property is not pedestrian oriented which is what the intention of this zone is. Commissioner Huxford said she believed it to be a logical request as it has been one formerly. Commissioner Davis asked a clarifying question about process and if they are being asked to recommend that the commission recommended moving the 2019 Docket to Council begin the process. Commissioner Davis make a motion to ratify and move the Docket forward. Commissioner Hoult Seconded. Motion passed 6-0-0-1.

Public Hearing:

Chair Janice Huxford asked for a motion to open the public hearing on Wireless Communication Small Cell Facilities. Commissioner Hoult made the motion and Commissioner Trout seconded. Motion passed 6-0-0-1.

Staff Presentation:

Panning Manager Machen gave a report on the Wireless Communications Small Cell Facilities. The Planning Commission asked staff to work with the City Attorney to address some of the concerns from AT&T and Verizon. Some of the requests were made integrated, but some were not applicable. The recommendation from the attorney is outlined in this final draft. The City recommends this draft be forwarded to City Council for approval.

Comments from the audience:

Richard Bush from AT&T acknowledged the late arrival of the comments, but they were not aware of the draft until Monday and needed time to have their attorney review. AT&T is asking for more flexibility on the dimensional standard of the facility to match their current equipment.

Comments from the Commission:

Commission Hoult made a clarification to the applicant that the packet was available to the public on Friday, and that they would have had time to review and respond earlier than they did.

Chair Huxford requested a motion be made to close the hearing. Commissioner Trout made a motion that was seconded by Hoult. Motion passed 6-0-0-1.

Commission's comments:

Commissioner Hoult made a motion to forward the ordinance to City Council for final review of technical matters. Commissioner Davis seconded. Motion passed 6-0-0-1.

Discussion items:

Planning Manager Machen gave a recap on Shoreline Master Program. There are a few small, administrative changes. The City did a self-review on what is working and what needs updating. Flexibility and meeting State regulations are the points staff are working on. Shoreline armoring, non-conforming docks, single family paths and landscaping code needed to be updated for flexibility.

Commissioner Hoult asked if there have been public comments on these proposals. Department of Fish and Wildlife applauded the effort. Commissioner Trout asked for some additional information on bulkhead maintenance. Planning Manager Machen said the proposed regulations would be more flexible on soft and hard scaping. Huxford asked if homeowners can maintain or build a new dock. Planning Manager Machen responded yes. Commissioner Huxford asked for clarification on thresholds for substantial development. Commissioner Cronin asked about the thresholds for repair or new docks. Commissioner Huxford asked for transparency for citizens wanting to build or repair docks.

Commissioner Davis moved to forward this program on to a Public Hearing next meeting, February 20. Commissioner Trout seconded, motion passed 6-0-0-1.

Commissioner Reports: Commissioner Hoult attended Snohomish County Tomorrow Steering Committee. Arlington is moving to expand its manufacturing Industrial Center. Clean fuel standards are being addressed.

Planning Director Report: none

Adjourn. Motion to adjourn by Commissioner Hoult, seconded by Commissioner Davis. Motion carried 6-0-0-1. Meeting adjourned 8:14 pm.

Janice Huxford, Chair

Jennie Fenrich, Clerk, Planning & Community Development

PLANNING COMMISSION REGULAR MEETING MINUTES
Community Center
1808 Main Street, Lake Stevens
Wednesday, February 20, 2019

CALL TO ORDER: 7:02 pm by Chair Janice Huxford

MEMBERS PRESENT: Jennifer Davis, Tracey Trout, Linda Hoult and John Cronin

MEMBERS ABSENT: Janice Huxford, Vicki Oslund and Tracey Trout

STAFF PRESENT: Community Development Director Russ Wright and Planning Manager Josh Machen and Clerk Jennie Fenrich

OTHERS PRESENT: Councilmember Petershagen

Excused Absence: Commissioner Hoult made a motion and Commissioner Ewing seconded to excuse Commissioners Huxford, Oslund and Trout for their absences. Motion approved 4-0-0-3.

Guest business: None

Action Items:

1. Commissioner Hoult made a motion Commissioner Ewing seconded to approve the minutes as amended from 1/16/19. Approved 4-0-0-3.

Public Hearing:

Vice Chair Jennifer Davis asked for a motion to open the public hearing on the update to the Shoreline Master Program. Commissioner Hoult made the motion and Commissioner Cronin seconded. Motion passed 4-0-0-3.

Staff Presentation- Planning Manager Machen gave a background on the Shoreline Master Program. This is a periodic review that updates Shoreline properties for maintenance and landscaping. There have been two open houses, two mailings to all lake residents, as well as public noticing protocol.

Comments from the Commission: Commissioner Ewing asked for clarification on the portion of the report on ADA regulations. He asked if that was City initiated or State regulations. Planning Manager Machen replied that it was State law. Commissioner Davis asked if there were any written comments from property owners after the draft was sent out. Mr. Machen said there were no comments.

Comments from the Audience:

Sally Jo Sebring asked if the new Shoreline Master Program was consistent with the Critical Areas ordinance. Will this be consistent with the current regulations or the new regulations that will be set in the new future. Her second concern is any walls allowed would be permanent and that native plants can be easily removed. Planning Manager Machen responded that these regulations will be in line with the new upcoming regulations.

Comments from the Commission:

Commissioner Hoult asked Associate Planner Meis if she felt these new guidelines will offer more flexibility. Planner Meis replied that the current restrictions make it difficult for reconfigure docks and this will help property owners. Community Development Director Russ Wright shared there will be a briefing and joint meeting with City Council and Department of Ecology. He also thanked Planning Manager Machen and Associate Planner Meis for their hard work on this difficult task.

Vice Chair Davis asked if there were any further to discussion. Commissioner Hoult thanked staff for their great work on this and made a motion to approve this action to be forwarded to City Council. Commissioner Cronin seconded. Motion passed 4-0-0-3.

Commissioner Reports: Commissioner Cronin reported his dad has passed and would like to recognize his dad's public service for four decades. Commissioner Hoult asked that the meeting minutes from last meeting reflect that AT&T representatives did have access to the Wireless Communication Small Cell Facilities.

Planning Director Report: Community Development Director Wright reported this was the last meeting in the Community Center. He also gave an update on the Land Use Advisory Committee. They are a group of citizens who have been appointed to give feedback on Land Use designations. They were given a survey of visual preference and architectural design. They will discuss what the process will look like to implement their suggested recommendation.

Adjourn. Motion to adjourn by Commissioner Hoult, seconded by Commissioner Cronin. Motion carried 4-0-0-3. Meeting adjourned 7:30 pm.

Janice Huxford, Chair

Jennie Fenrich, Clerk, Planning & Community Development



Staff Report
City of Lake Stevens Planning Commission

Planning Commission Briefing
Date: **March 6, 2019**

SUBJECTS: Land Use Code Amendment

CONTACT PERSON/DEPARTMENT: Russ Wright, *Community Development Director* and
Sabrina Gassaway, *Assistant Planner*.

SUMMARY: Update on Land Use Advisory Committee & Visual Preference Survey

ACTION REQUESTED OF PLANNING COMMISSION: Take survey at meeting

Background:

In August of 2018 the City Council and Mayor discussed an interest in reviewing the zoning requirements for the High Urban Residential Zoning District and establishing a new zoning district of Compact Residential for proposed annexation areas. In response, an Advisory Committee made up of interested citizens and industry constituents was created to research and brainstorm for a zoning code amendment.

The committee participated in a Visual Preference Survey, on February 20th, to collect the preferences of the group regarding single-family development potentials. The survey included images associated with small lot, duplex, fourplex, cottage, and townhouse developments. The survey was followed up with a discussion that included positive and negative impressions the committee had about the residential forms. The biggest topic discussed at that meeting was the visual character of Lake Stevens today and how to integrate the existing character when looking to future development types. The survey results and written comments are being evaluated and will be presented at the next meeting. The results and future discussion will be used to identify features to include in the zoning code change that could better produce developments that reflect the preferences.

Next Steps

Staff is interested in having the Planning Commission take part in the visual preference survey to be evaluated and compared with the results from the Advisory Committee. The survey will be conducted at Planning Commission on March 6th.