



PLANNING COMMISSION AGENDA

Regular Meeting Date: 2.01.2017

Planning Commission
Meeting:

First Wednesday of every
Month @ 7:00pm

Planning & Community
Development Department

1812 Main Street
Lake Stevens, WA 98258
(425) 377-3235

www.lakestevenswa.gov

Municipal Code

Available on line:

www.codepublishing.com/WA/LakeStevens/

*Items attached

**Items previously
distributed

Items to be
distributed

- A. CALL TO ORDER: 7:00pm**
Pledge of Allegiance
- B. ROLL CALL**
- C. GUEST BUSINESS**
- D. ACTION ITEMS**
 - 1. Approval of January 4, 2017 Meeting Minutes
 - 2. LUA2016-0158 Recreational Park Trailers and Recreational (RV) Regulations
- E. DISCUSSION ITEMS**
 - 1. 2017 Comprehensive Plan Docket Introduction
- F. COMMISSIONER REPORTS**
- G. PLANNING DIRECTOR'S REPORT**
 - 1. Subarea Plan Update
- H. FUTURE AGENDA ITEMS**
 - 1. Permit Extensions Introduction—February 15, 2016
 - 2. Local Business Code Amendments—February 15, 2016
 - 3. Docket Hearing—February 15, 2016
- I. ADJOURN**

SPECIAL NEEDS

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Steve Edin, City of Lake Stevens ADA Coordinator, at (425) 377-3227 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, at (800) 833-6388, and ask the operator to dial the City of Lake Stevens City Hall number.

PLANNING COMMISSION REGULAR MEETING MINUTES

Community Center
1808 Main Street, Lake Stevens
Wednesday, January 4, 2017

CALL TO ORDER: 7:00 pm by Chair Jennifer Davis

MEMBERS PRESENT: Jennifer Davis, Janice Huxford, Tracey Trout, Vicki Oslund

MEMBERS ABSENT: Linda Hoult

STAFF PRESENT: Community Development Director Russ Wright, Senior Planner Stacie Pratschner, and Clerk Jennie Fenrich

OTHERS PRESENT: Brett Griley, Sally Jo Sebring, Sean Lavering and Michael Wageman

Excused Absence: Commissioner Oslund made a motion to excuse Commissioner Hoult. Commissioner Huxford seconded. Motion carried. 4-0-0-1.

Guest business. None.

Action Items:

1. *Approve December 7, 2016 Meeting Minutes.* Commissioner Oslund made a motion to approve December 7, 2016 minutes, Commissioner Trout seconded. Motion carried 4-0-0-1.

Public Hearing:

PC Chair Opens Meeting - Commissioner Davis opened the public hearing. Commissioner Huxford made motion to open the Public Hearing. Commissioner Oslund seconded. 4-0-0-1.

Staff Presentation

Senior Planner Pratschner presented a briefing of Chapter 14.44.100 Clearing and Grading amendment. She reported the process we went through introducing the code change and the city had met noticing requirements. Staff requests the Planning Commission recommend to City Council the new Chapter changes to 14.50 Land Disturbance and list the new criteria as outlined in the report.

Commissioner's questions for staff- Commissioner Huxford asked about the timing of this update. Ms. Pratschner responded that it is concurrent with updates to the 2012 Stormwater Manual and the Critical Areas Regulations. Commissioner Huxford also inquired on how this will be monitored. Senior Planner Pratschner explained that our permits will have conditions that will need to be met and our inspectors will be monitoring.

Proponent's comments- Staff

Comments from the audience- none

Proponent rebuttal comments – none

Comments from the audience- none

Proponent rebuttal comments – none

Close public comments portion of hearing by motion- Commissioner Hoult made motion to close public portion. Commissioner Huxford seconded. Motion carried 4-0-0-1.

Close public hearing- Commissioner Trout made a motion to close the public hearing. Commissioner Huxford seconded. The motion carried 4-0-0-1.

Commission Action by Motion – Commissioner Trout made motion to approve the recommendation to Council on Land Disturbance Code. Commissioner Oslund seconded. The motion carried 4-0-0-1.

PC Chair Davis asked for a motion to open the second Public Hearing. Commissioner Huxford made a motion to open and Commissioner Trout seconded. 4-0-0-1.

Staff Presentation- Senior Planner Pratschner asked the Planning Commission to give a recommendation to the City Council to make an amendment to the Lake Stevens Municipal Code to adopt the 2012 DOE Stormwater Manual. This is a requirement for the Western Washington Lake Stevens Phase 2 Stormwater permit. The proposed amendment would combine Chapter 14.64 with Chapter 11.00. Staff received acknowledgement from the Department of Commerce for an expedited review. The City has fulfilled the requirements of the Growth Management Act and are in compliance with the State Environment Policy Act as well as met the noticing requirements of the LSMC.

Commissioner's questions for staff- Commissioner Trout asked about the impervious surfaces. Senior Planner Pratschner explained the updated Stormwater Manual puts an emphasis on less impervious surfaces. Commissioner Davis asked about low-impacted development, and what that may look like. Rain garden and filtered layer that would go directly into the aquifer. Applicants have to explore if these options are available to a new development and if it isn't, then they can design vaults and other options. Commissioner Huxford asked who monitors the discharge of fluid into the waterways. Community Development Director Wright responded that the City is responsible for the enforcement of the National Pollution Discharge Elimination Permit. Public Works has a stormwater inspector who is responsible for monitoring the vaults and run off. The commissioners were asked if they would like language added to include screening.

Proponent's comments- none

Comments from the audience- none

Proponent rebuttal comments – none

Comments from the audience- none

Proponent rebuttal comments – none

Close public comments portion of hearing by motion- Commissioner Oslund made a motion to close public portion. Commissioner Trout seconded. The motion carried 4-0-0-1.

Commission Action by Motion – Commissioner Huxford made a motion to approve the recommendation to Council on Stormwater Manual with language to include screening

for safety and aesthetics. Commissioner Trout seconded. The motion carried 4-0-0-1.

PC Chair Davis asked for a motion to open the third public hearing on LSMC Critical Areas Regulations. Commissioner Huxford made a motion to open the public hearing and Commissioner Trout seconded. The motion carried 4-0-0-1.

Staff Presentation- Community Development Director Wright reported the Department of Ecology came out with a new manual for buffers. They provided a model ordinance to work from. Staff integrated points into the new ordinance to include these recommended buffers. Community Development Director Wright reported there has been code clean up and new definitions and new language for alternative mitigations. There is also new language to increase innovative designs and NGPA buffers. The Department of Ecology gave their blessing on the amendment as written.

Commissioner's questions for staff- Commissioners Davis and Huxford thanked staff for all the work on the amendment.

Proponent's comments- none

Comments from the audience- Sally Jo Sebring inquired on alternate mitigation and what that is addressing. Community Development Director Wright explained that the Army Corp of Engineers and Department of Ecology had two different takes on wetland banking. This is a joint interpretation from both agencies.

Proponent rebuttal comments – none

Comments from the audience- none

Proponent rebuttal comments – none

Close public comments portion of hearing by motion- Commissioner Trout made a motion to close the public portion. Commissioner Oslund seconded. The motion carried 4-0-0-1.

Commission Action by Motion – Commissioner Huxford made a motion to approve the recommendation to Council on the amendments to the LSMC Critical Areas Regulations. Commissioner Oslund seconded. The motion carried 4-0-0-1.

Commissioner Reports

Commissioner Huxford recognized the high school students who were in attendance. She also commented the fireworks being set off during events is very disruptive and inquired if the City had any plans to address this.

Commissioner Trout commented the level of the lake is extremely high.

Commissioner Oslund reminded people to be careful of the icy roads.

Planning Director Report:

Community Development Director Wright thanked Commissioner Petershagen for his contributions to the Planning Commission. He also spoke to the changes around City

Campus. He acknowledged the joint meeting with council and felt it went well. He also reported the next Downtown meeting will be January 25, 2017.

Adjourn. Motion to adjourn by Commissioner Huxford, seconded by Commissioner Oslund. Motion carried 4-0-0-1. Meeting adjourned at 7:56 p.m.

Jennifer Davis, Chair

Jennie Fenrich, Clerk, Planning &
Community Development



Staff Report City of Lake Stevens Planning Commission

Discussion

Date: **February 1, 2017**

Subject: LUA2016-0158 Recreational Park Trailers and Recreational Vehicles (RV) Regulations

Contact Person/Department: Melissa Place, *Senior Planner* / Russ Wright, *Community Development Director*

SUMMARY: Amendments to the municipal code to allow recreational park trailers and recreational vehicles as a primary residence in manufactured/mobile home communities.

ACTION REQUESTED OF PLANNING COMMISSION:

Forward a recommendation to City Council.

BACKGROUND / HISTORY:

The purpose of this report is to respond to concerns by the Planning Commission that arose after the public hearing was held on December 7, 2016. At the December 7th hearing, the Commission opened and closed the public hearing, held discussion, and ultimately decided to hold off on forwarding a recommendation to City Council until further discussion ensued and additional research by staff was conducted on the topics of grandfathering in existing mobile homes and RVs in existing parks and determining the number of existing mobile home/manufactured home parks within city limits.

Since the last meeting with the Planning Commission, staff has determined that there are four existing mobile home/manufactured home parks within city limits. They include the following:

1. Cardinal Estates Mobile Home Park, 8430 15th Pl SE, Lake Stevens, WA.
2. Frontier Manor, 1316 91st Ave SE, Lake Stevens, WA.
3. Westview Estates, 704 87th Ave NE, Lake Stevens, WA.
4. Lakeview Mobile Home Park, 100 S. Davies, Lake Stevens, WA.

Staff analyzed aerial imagery to determine if there were any existing mobile home/manufactured home parks within the unincorporated UGA. No existing mobile home/manufactured home parks were identified within this area.

In responding to the issue of grandfathering in existing mobile homes and RVs in existing parks, it should be noted that the proposed code amendment only addresses recreational park trailers and RV's; existing mobile homes and manufactured homes are already regulated under LSMC 14.08, 14.32, 14.40, 14.64 and through the Washington State Department of Labor and Industries (L&I). Thus, staff has revised the draft code amendments (**Exhibit 1**) to clarify that existing recreational park trailers and RV's within existing manufactured home/mobile home parks are exempt from the

new code requirements found in LSMC 14.44.070. This is intended to address the Commission's concerns regarding whether the City would be requiring additional permits or code requirements that might conflict with the existing Park's rules and regulations for existing recreational park trailers and RV's. The proposed code language in LSMC 14.44.070 would apply to new residences meeting the definition of a recreational park trailer or RV only.

RECOMMENDATION: Forward a recommendation to the City Council to APPROVE the proposed amendments adding LSMC 14.44.070 Recreational Park Trailers and Recreational Vehicles (RV) Regulations and amending Chapters 14.08 Definitions and 14.40.040 Permissible and Prohibited Uses.

EXHIBITS:

1. Revised Draft Code Amendments

14.08 Definitions

Mobile Home Park. A residential use in which more than one mobile ~~or~~ home, manufactured home, recreational park trailer, or recreational vehicle is located on a single lot.

Recreational Park Trailer. "Recreational park trailer" is a trailer-type unit that is primarily designed to provide temporary living quarters for recreational, camping or seasonal use that meets the following criteria:

- a) Built on a single chassis, mounted on wheels;
- b) Having a gross trailer area not exceeding 400 square feet (37.15 square meters) in the set-up mode; and
- c) Certified by the manufacturer as complying with ANSI A119.5.

14.16C.110 Temporary Use.

(d) Recreational Vehicles as Temporary Dwelling Units. No recreational vehicle shall be occupied for residential or commercial purposes anywhere in the City of Lake Stevens except:

- (1) In the case of temporary uses per subsection (c) of this section; or,
- (2) Recreational vehicles may be occupied by visitors within residential zones for a period not to exceed 30 days where a Planning Director approval has been granted for such use, provided:
 - (i) Temporary occupancy shall not exceed 30 days in a calendar year per visitor;
 - (ii) Under no circumstances shall a recreational vehicle be occupied while parked overnight on a public street;
 - (iii) No recreational vehicle shall be serviced by a temporary or permanent sewer hook-up emptying into the City's system or a private septic system; and
 - (iv) Space shall not be provided for an occupied recreational vehicle for monetary or other compensation.
- (3) Recreational vehicles and recreational park trailers may be occupied inside manufactured/mobile home parks pursuant to LSMC 14.44.070 as a temporary use.

14.40.040 Permissible and Prohibited Uses.

(a) The presumption established by this title is that all legitimate uses of land are addressed within the Table of Permissible Uses, and are either allowed or not allowed thereby. But because the list of permissible uses set forth at the end of this chapter cannot be all inclusive, those uses that are listed shall be interpreted liberally to include other uses that have similar impacts to the listed uses.

(b) Without limiting the generality of the foregoing provisions, the following uses are specifically prohibited in all districts:

- (1) Any use that involves the manufacture, handling, sale, distribution, or storage of any highly combustible or explosive materials in violation of the City's fire prevention code.
- (2) Stockyards, slaughterhouses, rendering plants.

(3) Use of a travel trailer, motor home, or other recreational vehicle as a permanent residence except those permitted in a manufactured/mobile home park as per 14.44.070. Recreational vehicles may be used as a temporary guest residence for up to two weeks without a permit, or up to three months within any one consecutive year upon approval by the Planning Director. Situations that do not comply with this subsection on the effective date of the ordinance codified in this title are required to conform within one year.

(4) Use of a motor vehicle parked on a lot as a structure in which, out of which, or from which any goods are sold or stored, any services are performed, or other business is conducted. This prohibition does not apply to temporary public services, such as bookmobiles, blood donation centers, public service information, etc., or temporary food vendors allowed pursuant to Sections [14.44.400](#) and [14.44.410](#) (situations that do not comply with this subsection on the effective date of the ordinance codified in this title are required to conform within 30 days).

(5) Repealed by Ord. 958.

(6) Sewage/septic sludge recycling except when approved as an essential public facility pursuant to Section [14.16C.060](#). (Ord. 958, Sec. 2, 2016; Ord. 903, Sec. 30, 2013; Ord. 894, Sec. 2, 2013; Ord. 811, Sec. 34, 2010; Ord. 676, Sec. 26, 2003; Ord. 468, 1995)

14.44.070 Recreational Park Trailers and Recreational Vehicles (RV) Regulations

Recreational park trailers and recreational vehicles as defined in WAC 296-150P-0020, WAC 296-150R-0020 and LSMC 14.08 shall be permitted in manufactured/mobile home parks. Existing recreational park trailers and RV's within existing manufactured home/mobile home parks on or prior to the effective date of this section are exempt from the requirements listed below. As allowed by state law the following additional standards shall apply when housing governed by this ~~chapter~~ section is sited:

(a) Recreational park trailers and recreational vehicles may be installed within a manufactured home park pursuant to RCW 35A.21.312 and the requirements listed below:

- (1) Utility hookups shall meet local, state, and federal building code standards;
- (2) Recreational park trailers and recreational vehicles shall be equipped with an internal toilet and an internal shower; or the manufactured/mobile home park shall provide a common toilet and shower facility for the residents of the park;
- (3) Recreational park trailers or recreational vehicles shall be connected to the sanitary sewer system provided within the park if used as permanent residence; otherwise waste from the unit must be disposed of at an appropriate receiving location;
- (4) The unit shall be placed on an impervious pad made of cement concrete or asphalt concrete; and
- (5) Any steps, landings, stairways, decks, and balconies (not originally attached) shall meet the requirements of the International Residential Code, shall be independently supported, and require a building permit.

(b) Approvals

- (1) If a recreational park trailer or recreational vehicle is to be used as a temporary residence, it must comply with the standards of LSMC 14.16C.110.

- (2) If a recreational park trailer or recreational vehicle is to be used as a permanent residence, it must comply with the standards of LSMC 14.16C.105 for a site plan review, but will be considered a Type I review. Recreational park trailers or recreational vehicles used as permanent residences are considered dwelling units subject to all applicable impact fees that apply per LSMC 14.110, 14.112 and 14.120.
- (c) Inspections. The city and/or affected agency shall inspect the installation of each recreational park trailer or recreational vehicle to determine that its installation complies with this section before residency begins.
- (d) Insignia required. All recreational park trailers or recreational vehicles, installed within the city, shall contain the insignia of approval of the state of Washington or be exempt from said insignia, pursuant to the standards of the state of Washington for the manufacture of such homes.



Staff Report
City of Lake Stevens
Planning Commission

2017 Comprehensive Plan Docket Briefing

Date: February 1, 2017

Subject: 2017 Comprehensive Plan Docket: Planning Commission Briefing

Contact Person(s)/Department: Russ Wright, Community Development Director / Stacie Pratschner, Senior Planner

ACTION REQUESTED: This is an informational briefing.

BACKGROUND/ DISCUSSION:

Under the Growth Management Act, the City can amend its Comprehensive Plan and Future Land Use Map once per year, with a few exceptions, through an annual docket process. The Comprehensive Plan provides a specific docket review process (Chapter 1, pages I-14 through I-20). The purpose of this briefing is to provide a list of proposed docket items for the Commission's review and summarize the requirements for ratification specified in the Comprehensive Plan.

This year's Docket is anticipated to include the following items:

1. Text amendments

- Chapter 2 – the Land Use Element (-update affected land use tables for map amendment / review purpose of Local Commercial/Business purpose in conjunction with a proposed code amendment.
- Chapter 5 – the Parks, Recreation and Open Space Element to update the parks project list.
- Chapter 9 – the Capital Facilities Element to update the capital project list).
- Standard administrative updates, including incorporating SEPA documents and updating the dates on the cover, footnotes and the Table of Contents.

2. City-Initiated Land Use Map Amendment and Rezone

- A request to change the land use designations for four parcels adjacent to Chapel Hill Drive, from Mixed Use and Commercial to Public/Semi-Public. The city will also request a concurrent rezone to Public/Semi-Public in order to support future civic buildings on the site.

Pages I-19 and I-20 of the Comprehensive Plan provide the criteria to determine if a docket item should be ratified. Subsequent to this briefing, staff will hold a public hearing with the Commission to summarize each of the proposed amendments, state their consistency with the ratification decision criteria and present other findings and recommendations. A summary worksheet will be provided for Planning Commission review on each project. A space will be included on each sheet for Planning Commission's recommendation as well.

If City Council ratifies the 2017 Docket, staff will provide a detailed analysis for each proposal to recommend if a proposal meets the criteria to grant or deny the request.

NEXT STEPS:

Hold a public authorization hearing on proposed Comprehensive Plan map and text amendments to determine if the proposals merit consideration on the 2017 Docket. If docketed, city staff will conduct additional analysis, based on the merits of the application compared to established review criteria, for review and recommendation by the Planning Commission and action by the City Council.

RECOMMENDATION:

Direct staff to schedule a public hearing to consider the merits of each proposed docket item.
