



## PLANNING COMMISSION AGENDA

Regular Meeting Date: 02/16/2022

### BY REMOTE PARTICIPATION ONLY

JOIN HERE:

<https://us02web.zoom.us/j/89554141005>

Meeting ID 895 5414 1005 Call in number 1-253-215-8782

Planning Commission  
Meeting:

First Wednesday of  
every Month @ 6:00pm

Planning & Community  
Development  
Department

1812 Main Street  
Lake Stevens, WA  
98258 (425) 622-9430  
[www.lakestevenswa.gov](http://www.lakestevenswa.gov)

Municipal Code

Available online:

[www.codepublishing.com/WA/LakeStevens/](http://www.codepublishing.com/WA/LakeStevens/)

- **CALL TO ORDER 6:00pm**

Pledge of Allegiance

- **ROLL CALL**

- **GUEST BUSINESS**

- **ACTION ITEMS**

1. Approve Minutes from 2/2/2022

### DISCUSSION ITEM

1. Briefing on 2022 Comp Plan Docket Planning Manager Levitan

### 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 MEETING MINUTES



## REMOTE PARTICIPATION

2-2-2022

CALL TO ORDER: 6:01 pm by Chair John Cronin

MEMBERS PRESENT: John Cronin, Mike Duerr, Janice Huxford, Todd Welch, Linda Hoult

MEMBERS ABSENT: Jennifer Davis

STAFF PRESENT: Community Development Director Wright, Planning Manager David Levitan, Associate Planner Jill Needham and Clerk Jennie Fenrich

OTHERS PRESENT: Councilmember Gary Petershagen and Steve Ewing

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Chair Cronin called the meeting to order at 6:01 p.m. and led the Pledge of Allegiance.

**Roll Call:** All present except Jennifer Davis, who was excused unanimously.

**Guest business:** None

**Approval of Minutes:** Minutes of 12-1-2021. Motion by Chair Cronin, seconded by Commissioner Hoult (5-0-0-1).

### **Action Items:**

Elections were held and Commissioner Welch was elected as Chair and Commissioner Duerr was elected as Vice Chair. Vote was unanimous (5-0-0-1).

**Short Term Rentals:** Associate Planner Needham provided an update on the Short Term Rentals code amendment. She presented a spreadsheet that outlined regulations for multiple cities in Washington and Oregon for topics such as hosted vs. unhosted rentals, permit process, maximum occupancy, and parking requirements. Commissioners were generally in favor of a simpler code such as that for the City of Everett, with parking being the issue they felt would require the most regulation and enforcement. Commissioner Huxford conveyed concerns that property owners near short term rentals should be considered during the process as they could be negatively impacted without appropriate regulations. Associate Planner Needham shared that she would do additional research and present a draft code at the Commission's March meeting.

**Urban 3 Presentation:** Community Development Director Wright shared a presentation from results from Urban 3, a consultant hired to study land use patterns and property tax data within the City Limits, compare them to neighboring jurisdictions, and develop strategies for potential increases to tax revenue. This was informational and will be shared with City Council at their retreat.

**Commissioner Reports:**

Chair Cronin thanked the Commission for the good job the Planning Commission did in 2021 and for their support during his time as chair. Commissioner Huxford said she had been following and had concerns about state legislation currently being considered related to middle housing in residential zoning districts. Commissioner Hoult thanked staff for the great presentations. Commissioner Duerr appreciated the presentations and also express concerns about the potential middle housing legislation. Commissioner Welch concurred, and also mentioned proposed amendments for accessory dwelling units (ADUs). He also asked Director Wright about Soper Hill Rd development and what was happening with the closures. Director Wright replied that there had been some issues with the utilities and stormwater runoff but the project is moving forward.

**Director's Report:**

Director Wright noted that he had been closely following and commenting on the state legislation and that the legislature had incorporated some of the city's comments into revised bill language. He also noted that the city had received three citizen-initiated zoning map amendments as part of the 2022 Comprehensive Plan docket, which would be discussed with the Commission at their next meeting.

**Adjourn:** Moved by Chair Cronin, seconded by Commissioner Welch to adjourn the meeting at 7:08 p.m. On vote the motion carried (5-0-0-1).

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Jennie Fenrich, Planning Commission Clerk



*One Community Around the Lake*

## Staff Report City of Lake Stevens Planning Commission

February 16, 2022

**Subject:** 2022 Comprehensive Plan Docket Briefing

**Contact Person/Department:** David Levitan, Planning Manager

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**SUMMARY:** City staff will introduce proposed city-initiated amendments to the Comprehensive Plan as well as three citizen requests for zoning map amendments that were submitted as part of the annual docketing process. The city-initiated text amendments include minor updates to the land use element, housing element, parks element, and capital facilities element as well as administrative updates. The City is also proposing updates to the Shoreline Master Program and development of an infrastructure analysis plan for the Hartford/North Machias industrial area, which are ancillary/supplemental documents to the Comprehensive Plan and carryovers from the 2021 docket.

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**ACTION REQUESTED:** No formal action is required. The Planning Commission is scheduled to hold a public hearing on March 2 and make a recommendation to City Council regarding ratification.

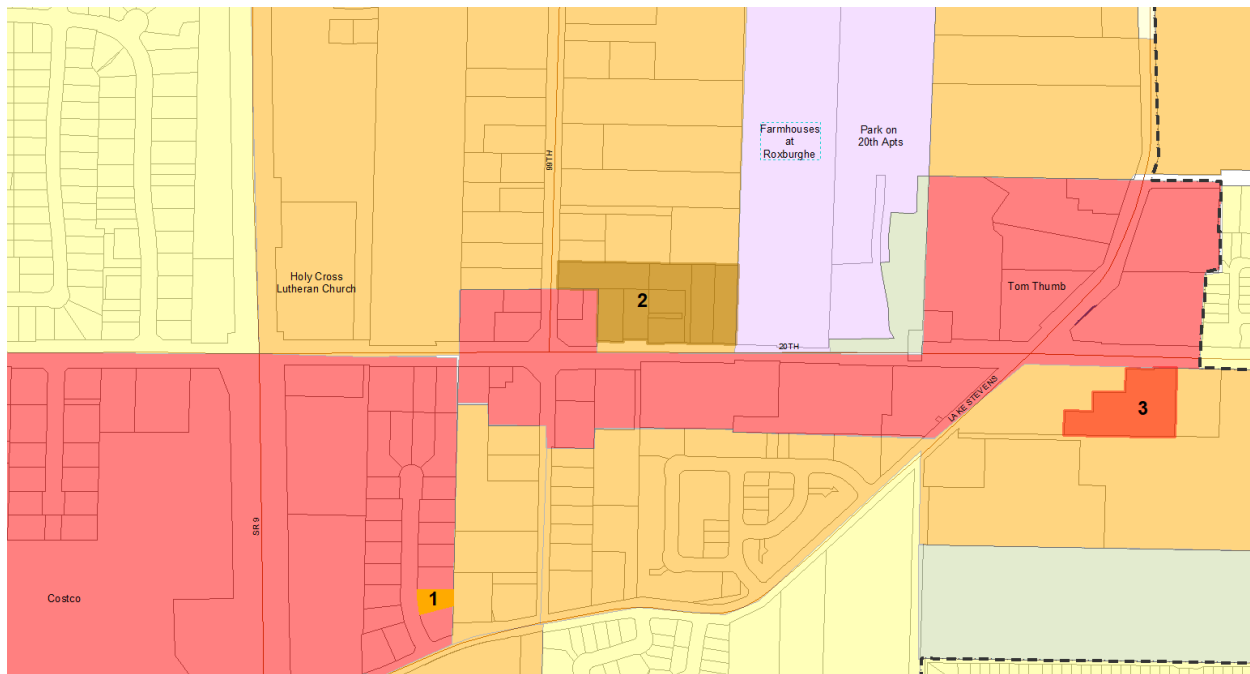
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### BACKGROUND/ HISTORY:

Under the Growth Management Act (GMA), the city can amend its [Comprehensive Plan](#) and [Future Land Use Map](#) once per year, with a few exceptions, through an [annual docket process](#). Similar to recent years, the city is proposing minor text amendments to the Comprehensive Plan in 2022, as it prepares to complete a more thorough [state-mandated periodic update](#) by June 30, 2024 that will incorporate updated information from the upcoming Housing Action Plan, transportation analysis, and infrastructure analysis as well as any new state legislation. The 2022 city-initiated amendments will primarily reflect updated demographic information resulting from recent annexations and growth; information from recent regional and state planning efforts such as adoption of [Vision 2050](#), updated [Countywide Planning Policies](#), the 2021 [Buildable Lands Report](#) and 2044 housing and employment growth targets; and updated lists of capital projects related to transportation, stormwater, parks and capital facilities.

Per [RCW 36.70A.470\(2\)](#), citizens have the opportunity to propose citizen-initiated amendments to the Comprehensive Plan as well as to the zoning map and implementing ordinances such as the Land Use Code (LSMC Title 14) as part of the annual docketing process. The city received three docket applications from citizens by the January 31 deadline, all of which propose minor zoning map amendments within the 20<sup>th</sup> St SE Corridor, as described below and shown on the following page. Staff is still in the process of evaluating the citizen-initiated docket proposals and considering other potential changes to the now ten-year old [20<sup>th</sup> St SE Corridor Subarea Plan](#), and will provide additional information during the March 2 public hearing.

1. Change one undeveloped parcel on 97<sup>th</sup> Dr SE from Commercial District (CD) to R8-12
2. Change several parcels on north side of 20<sup>th</sup> St SE from R8-12 to Multifamily Residential (MFR)
3. Change two parcels on south side of 20<sup>th</sup> St SE from R8-12 to Commercial District (CD)



**Location of Citizen-Initiated Docket Proposals**

A summary of the proposed city-initiated amendments is included below, which may include additional non-substantive changes identified during the update process.

1. T-1 - Chapter 2 - Land Use Element

Update text and demographic information to reflect most recent information and incorporate recent county planning efforts such as the 2021 Buildable Lands Report and 2044 growth targets.

2. T-2 – Chapter 3 – Housing Element

Update text and demographic information to reflect most recent information and incorporate recent county planning efforts such as the 2021 Buildable Lands Report and 2044 growth targets. A more detailed update will occur following the completion of the Housing Action Plan.

3. T-3 - Shoreline Master Program

A carryover from the 2021 docket, SMP updates will reflect recommendations from the Waterfront Residential Task Force, Planning Commission and City Council to prohibit multifamily residential development in the Shoreline Residential Environment (Waterfront Residential zone). The map of Shoreline Environment designations will also be updated to be consistent with the new land use and zoning designations (public/semi-public) for the recently acquired city property near the North Cove Park boat launch that will be the new location of the Lake Stevens Rowing Club boathouse. The city will be undertaking a grant-funded photographic inventory of the lake and User's Guide for shoreline development, which will be incorporated into the SMP update.

4. T-4 - Chapter 5 – Parks, Recreation and Open Space Element

Amendments will include minor revisions to project and facility descriptions and proposed capital improvement projects.

5. T-5 - Chapter 9 - Capital Facilities Element

Amendments will include updates to the list of park, facility and road projects in Tables 9.1 and 9.2 of the Capital Facilities Element.

6. T-6 – Infrastructure Analysis Plan for Hartford/North Machias Industrial Area

Another carryover from 2021, the city will be completing a targeted subarea planning process that focuses on utility and transportation infrastructure in the area, including the extension of sewer service, that aims to reduce barriers to development and increase employment in the area. Findings from the analysis may be incorporated into Chapter 7 – Public Services and Utilities Element and Chapter 9 – Capital Facilities Element.

7. T-7 - Along with the above-defined text amendments, staff will also include standard administrative amendments including the Cover, Title Page, Table of Contents, Executive Summary, Introduction and Appendices (including SEPA Addenda).

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**NEXT STEPS:**

Planning Commission is scheduled to hold a public hearing on March 2, 2022, at the conclusion of which they will make a recommendation to City Council on ratification of the 2022 Docket. Staff will complete the required public noticing in advance of the hearing and incorporate any proposed changes/additions to the docket based on Commission feedback. The public hearing packet will include an analysis of how each proposed amendment is consistent with the annual amendment and ratification criteria.