

## PLANNING COMMISSION REGULAR MEETING MINUTES

Community Center  
1808 Main Street, Lake Stevens  
Wednesday, March 6, 2013

CALL TO ORDER: 7: 00 pm by Chair Huxford

MEMBERS PRESENT: Linda Hoult, Gary Petershagen, Sammie Thurber, Pam Barnet, Jennifer Davis, Tom Matlack and Janice Huxford

MEMBERS ABSENT: None

STAFF PRESENT: Planning Director Becky Ableman, Senior Planner Russell Wright, and Planning/Public Works Coordinator Georgine Rosson

OTHERS PRESENT: Chair Huxford welcomed the following members of the public:  
  
Mirza Avdic  
Abigail Davis

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**Excused absence:** None

**Guest Business:** None

### **Action Items:**

*Approval of Minutes from February 6, 2013:* Commissioner Hoult motioned to approve the minutes, Commissioner Barnet second, motion passed 7-0-0-0.

### **Discussion Items:**

*Introduction of a Council Directed Code Amendment for Underground Utilities:* The City Council has directed staff to review the Underground Utilities code to determine if overhead utilities should remain overhead in specifically defined conditions relative to major arterial street projects. Staff has identified several roads where undergrounding would not be possible mainly due to cost, but also due to methods used to install the existing power.

*Park Board Open House Presentation and Introduction of Parks and Recreation Plan Update Process:* Senior Planner Wright presented an overview of the City's current Parks program, and the roles of various city departments. The city also looks for involvement from the community and partners with the school district, Boys and Girls Club and other organizations to provide opportunities the city alone cannot provide at this time. The current park system is broken down by park size and type, such as regional, community or mini-park, and open space. Open space is further divided into undeveloped lands, passive recreation lands, and protected critical areas. Mr. Wright mentioned the goals and policies of the park program and identified several accomplishments directly related to the goals of the program. The presentation covered

the current inventory of parks and the level of service (LOS), which is 7.5 acres per 1,000 people. Based on 2011 population, the city is not meeting its LOS goals. Based on Recreation & Conservation Office (RCO) guidelines, the city will look at more qualitative data moving forward, rather than just strictly focusing on park acreage based on population. The city will also look at how to upgrade its current park facilities by adding new amenities.

Where are we headed for the parks update? The city wants to make sure we are providing the best facilities possible while following the guidelines and methodology set forth by the RCO. By following these guidelines, the city is in a better position to apply for and obtain grants and other funding sources. The update will review the goals and policies, making sure these are still current, LOS will still play an important role, but the quality of the park and access will also play a vital role. The city is in the process of determining the park needs of the growing population and is encouraging public involvement through open houses and surveys.

Mr. Wright concluded with some of the highlights from the open house and commented the public who attended had some great input and comments. One of the main comments was the need for a skate park. Commissioner Hoult asked about plans for a skate park near the Boys and Girls Club, Mr. Wright responded there was talk at one time of a skate park in this area, but the plans did not move forward. Vice-Chair Petershagen asked about the possibility of acquiring land for park use outside city limits in the UGA, where property values may be less, and if these parks could be included in the LOS. Mr. Wright said he would look into this. Chair Huxford mentioned Aquafest and the possibility of opening the Museum during the festival and listing it as an event.

*Overview of Wayfinding Systems Video:* The city expects to begin planning a Wayfinding System in the near future and a video was presented highlighting the various components of a cohesive wayfinding system. The City Council approved the Economic Development Plan in 2010. That plan included several action items that the City could accomplish to help further its economic goals. With the subarea plans completed, some of the next items in the plan include branding and wayfinding. Although this project will not begin right away, this video is a great introduction to why it is important to a community and what it could look like. A branding effort should be completed before or simultaneously with development of a wayfinding system as wayfinding is affected by the "brand".

**Commissioner Reports:** Commissioner Barnett asked about how the Marketing and Business Recruitment program is progressing. Director Ableman responded that interviews are complete and staff is working on a scope of work. Commissioner Matlack mentioned a Parks survey that was done about seven years ago, he also inquired about the Shoreline Master Program and the next steps. Director Ableman responded she will be covering that in her Planning Director Report.

**Planning Director's Report:**

*Design Review Board Activity:* The Review Board recently met on the Starbucks remodel project. They are moving forward on the project. The Design Review process is working very well and we have great members.

*Shoreline Master Program:* Staff held an open house/workshop prior to the last Council meeting. As a result of this workshop, there are two or three areas where Council would

like staff to propose some alternate language. April 30<sup>th</sup> is the due date for a response to Department of Ecology.

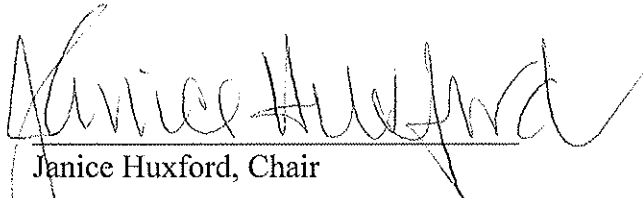
*Buildable Lands Report Status:* This report is currently awaiting approval by elected officials with Snohomish County. County Council will need to approve and adopt the Buildable Lands Report.

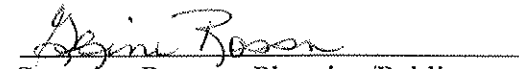
*Growth Target Status:* This report is at the steering committee, and will need approval/adoption by County Council. Commissioner Hoult mentioned she talked to a county council member regarding projected growth in the City's UGA and the possibility of a change in zoning to allow greater density in the UGA. Director Ableman responded there is enough capacity in these areas to handle projected growth without a change in zoning. Vice-Chair Petershagen asked about an interlocal agreement in exchange for sewer service, Director Ableman responded the city does not have an interlocal agreement.

*Vision 2040 Award:* The application has been submitted, the City may know the results by the end of next month.

A reminder was made of a joint meeting with City of Marysville Planning Commission, Tuesday April 9<sup>th</sup> at 7:00 pm at the Marysville City Hall.

**Adjourn.** Commissioner Hoult motioned to adjourn at 8:53 p.m., Commissioner Thurber second, motion passed. 7-0-0-0.

  
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Janice Huxford, Chair

  
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Georgine Rosson, Planning/Public  
Works Coordinator

