

PLANNING COMMISSION REGULAR MEETING MINUTES
Community Center
1808 Main Street, Lake Stevens
Wednesday September 19, 2018

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

MEMBERS PRESENT: Chair Janice Huxford, Tracey Trout, Linda Hoult, Steve Ewing, John Cronin

MEMBERS ABSENT: Commissioner Hoult and Commissioner Oslund

STAFF PRESENT: Community Development Director Wright, Associate Planner Roth and Clerk Jennie Fenrich

OTHERS PRESENT: Councilmembers Rauchel McDaniel and Commissioner Petershagen

Excused Absence: Commissioner Trout made a motion, Commissioner Ewing seconded to excuse both Commissioner Hoult and Commissioner Oslund. Motion passed 5-0-0-2.

Guest business: none

Action Items: 1. Motion made by Commissioner Davis and Seconded by Commissioner Ewing to a approve August 15, 2018 as corrected. Motion passed 5-0-0-2.

Discussion items: Community Development Director Wright gave a briefing on Design Review Board status. The City Council directed the Design Review board be disbanded. The design guidelines, have been established and will be followed while doing review by staff. Chair Huxford asked that the process be clear to applicant of what triggers design review, and language be tightened up to make could and shall be clarified. Commissioner Trout worries that the expertise of the board will be missed. Director Wright replied that trees and plants will be included in the review guidelines. Chair Huxford wants process and clear and concise for the businesses we are trying to attract. Commissioner Ewing wants to know if staff time allotment has been included in this change and how long the commission has been short staffed and how long the Council has been considering this change. Director Wright does not believe there will be a huge budget impact on Planners as they are already doing the staff recommendations. The DRB would discuss staff recommendations and occasionally make slight change recommendation to staff. The Council brought up the idea of disbanding in January. The board has not been full for almost two years. Chair Huxford asked that clarification for exemptions be considered, so there is not a perception of some projects would not have to go through Design Review. Commissioner Davis asked what triggers Design Review. Director Wright said all new commercial projects trigger Design Review. A improvement to an existing building or landscape would not trigger a formal review by a board under the current system.

Associate Planner Roth introduced a new code amendment for Chapter 14.56 Street and Sidewalk. This will be a combined effort with Public Works and Fire. Public Works has specific standards called EDDS-Engineering Design and Development Standards. Our code has some inconsistencies that have been identified in frontage improvements, road widths, parking requirements. This code amendment would ensure consistencies with width and parking regulations. Commissioner Trout asked what standards other cities have and what works in other well-functioning cities. Director

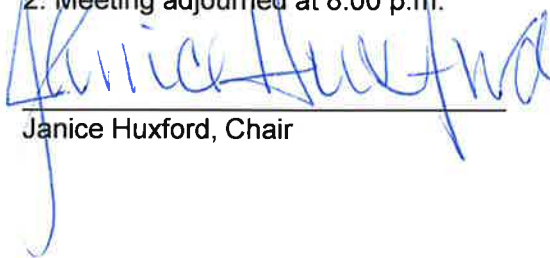
Wright said we are especially working on standards for High Urban Density parking. Narrower roads may require a trade-off for more off sight parking.

Commissioner Reports: Chair Huxford discussed the public hearing for Rhodora Heights at the next Council meeting as an opportunity to voice opinion to the City Council before the Boundary Review Board through Snohomish County. Commissioner Davis asked if there is an update on Costco. Director Wright replied that they are negotiating with WSDOT. Commissioner Ewing inquired if sidewalks are ADA compliant throughout the City. Director Wright replied they were built to code at the time and new sidewalks are fully compliant. Commissioner Trout reported the boat launch renovation. She also asked for the current meetings and notices to be on the front page of our website.

Director Report: Community Development Director Wright spoke about potential Zoning Code updates. The Council has asked that a citizen committee be formed as part of the process, Update given for 2018 work program. Shoreline Mater Program updates. Potential 2019 topics would include update Permissible Use Table, Chapter 14.40, Comprehensive Plan docket including Annexations and a new Parks Chapter.

Planning Commission decided October 3rd and 17th and November and December one meeting.

Adjourn: Motion by Commissioner Trout to adjourn Commissioner Ewing 2nd. Motion carried 5-0-0-2. Meeting adjourned at 8:00 p.m.



Janice Huxford, Chair



Jennie Ferrich, Clerk, Planning & Community Development