

**PLANNING COMMISSION REGULAR MEETING MINUTES**  
Lake Stevens Fire Admin Bldg  
1825 S Lake Stevens Rd, Lake Stevens, WA 98258  
Wednesday, October 2, 2019

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

MEMBERS PRESENT: Janice Huxford, Vicki Oslund, Tracey Trout and John Cronin

MEMBERS ABSENT: Jennifer Davis, Steve Ewing and Linda Hoult

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

OTHERS PRESENT: Councilmember Petershagen

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

**Guest business.** Brady Clark has been involved with a fence/panel issue with his neighbor for several months. He does not agree with the Administrative decision to allow his neighbor an allowance for a 9 ft panel. He would like clarification and due process to hear his concerns.

**Action Items:**

1. Commissioner Cronin made a motion Commissioner Trout seconded to approve the minutes for 09/18/19. Approved 4-0-0-3.

**Public Hearing:**

Chair Huxford asked for a motion to open the public hearing on the update to Design Review Code. Commissioner Trout made the motion and Commissioner Cronin seconded. Motion passed 4-0-0-3.

**Staff Presentation:** Planner Roth gave an overview of the Code amendment changes. The Design Review Board was disbanded several months ago and Design Review is done administratively now. There will be checklists and requirements that will need to be adhered to when Planners are reviewing project for compliance.

**Comments from the Commission:** None

**Comments from the Audience:**

Mary Dickinson gave kudos to staff for working so diligently on the code and she believes the City staff has the best interests of the citizens at heart. Bruce Morton brought concerns that design criteria of having garages in the front of homes shouldn't be discounted and it should be considered a viable design.

**Comments from the Commission:** none

Chair Huxford asked for a motion to close the public portion of the hearing. Commissioner Cronin moved and Commissioner Trout seconded the motion. Motion passed 4-0-0-3.

The Commissioners discussed the Code amendment. Commissioner Cronin said he believes there are good checks and balances in place in this proposal. Commissioners Trout and Oslund said they were ready to move on to City Council for discussion. Chair Huxford is pleased that option for public meeting is allowed in this new code.

Vicki Oslund made a motion to approve this amendment and send a recommendation to Council, John Cronin seconded. Motion passed 4-0-0-3.

**Discussion items:**

Associate Planner Gassaway introduced the Land Use Advisory Committee to the Planning Commission and gave a report on what work they have been doing. The committee met for several months and discussed what "home" looks like for all people. The committees' biggest take away is that community members need a variety of options to choose from. All members thanked the city staff for inviting them to participate and felt like their voices were heard. The Planning Commissioners thanked the participants for their time and effort.


Community Development Director Wright gave a Land Use Code briefing. Planning is working on standardizing nomenclature in zoning terms to make it comparable to county terms. He gave out maps with several suggested changes for the Commissioners to consider. Director Wright discussed how current lot sizes would be changed, density calculated and potential development incentives.

**Commissioner Reports:** Commissioner Cronin reported his tenant, LJ's Bistro has opened and is going well.

**Planning Director Report:** Director Wright provided the commissioners a string of emails between Mr. Brady and the City and an excerpt from the City Council minutes that requests the Planning Commission complete their work on the Comprehensive Plan and move it to City Council.

**Adjourn.** Motion to adjourn by Commissioner Cronin, seconded by Commissioner Trout. Motion carried 4-0-0-3. Meeting adjourned 8:22pm.

  
Janice Huxford, Chair

  
Jennie Fenrich, Clerk, Planning & Community Development