

**PLANNING COMMISSION REGULAR MEETING MINUTES**  
Police Department Conference Center  
10518 – 18<sup>th</sup> Street SE, Lake Stevens, WA 98258  
Wednesday, February 19, 2020

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

MEMBERS PRESENT: Janice Huxford, Vicki Oslund, Jennifer Davis, Linda Hoult, and John Cronin

MEMBERS ABSENT: None

STAFF PRESENT: Community Development Director Russ Wright, Sabrina Harris, Associate Planner and Jennie Fenrich, Clerk

OTHERS PRESENT: Councilmembers Gary Petershagen and Steve Ewing

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Chair Davis called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

**Roll Call:** All present.

**Guest business:** None.

**Action Items:**

**Approval of Minutes:** Motion by Commissioner Huxford, seconded by Commissioner Cronin, to approve the minutes of the January 19 meeting as amended. The motion carried (5-0-0-0).

**Public Hearing:**

**2020 Comprehensive Plan Ratification:**

**MOTION:** Chair Davis opened the Public meeting.

Staff Report: Director Wright presented a staff report on the Comprehensive Plan Docket for 2020. The proposed requests meet the criteria for docketing. There will be a map amendment for a piece of property near the boat launch that the City has recently purchased. The Commission will revisit the Waterfront Residential in the Comp Plan as well.

Commission comments: None

Public Comment: None

Action: Vicki Oslund made a motion to recommend the Docket Items be forwarded to council for the 2020 Docket. Commissioner Cronin seconded. On vote the motion carried (5-0-0-0)

## **LUA2019-0129 Code amendment to zoning standards:**

Chair Davis opened the hearing for LUA2019-0159 Code amendment to zoning standards.

Director Wright gave an overview of this amendment. This process began in 2018. This is the sixth meeting that the Planning Commission has had input on these proposals, broken down in sections. There are two sections of this amendment. The first is mainly housekeeping items to include code clean up language and definition clarification. The second part is regarding Chapter section 14.48 zoning standards. The second item under consideration has been prompted by the State. This is looking at lot sizes. One change would reduce the required 150% lot size for duplexes to 125%. HB 1923 has to do with lot-size averaging to help the irregular sized lots that are still available.

Non-Residential Use and Residential Use chart has been split out for clarity. One challenge that has occurred with the current guidelines are side setbacks and impervious surface allowances. This has been addressed by allowing collective averaging within a plat. Impervious surface allowances will be graduated by lot size and allowable amounts. Height alliance is unchanged. As for Waterfront residential, only side-setbacks are being considered now. Front and rear setbacks will be addressed in this year's work plan.

Non-Residential standards are being adjusted for consistency inside and outside the subareas.

### **Comments from the Audience:**

Dylan Sluder representing Master Builders association. This code makes more tools and simplifies and makes clear standards. Supportive of plan.

Sally Jo Sebring submitted a comment regarding impervious surface and referenced an article about this topic. She also spoke about lot size recalculation and how the Land Use Advisory Committee did speak at length on this and she thinks its inconsistent with the work they did. She asked for clarification on dwellings per lot, net density calculations, lot width and impervious surface allowance. he also has concerns on setbacks and how they got changed to be less than 10 feet and doesn't believe this was the intention of land Use committee.

David Toyer of Toyer Strategies says he believes we are up for massive challenge ahead, with Growth Management in the Puget Sound Region is going to be under pressure to build affordable housing. There will have to be a balance between single family residences and apartment homes. He also commented on allowed uses outside the scope of the project.

Mark Villwock says balancing growth in the region is huge challenge. Lake Stevens is not as dense as some communities. Impervious surface in SFR community is actually greater when you have to build wider lots and add use more. When calculating impervious surface for townhomes with smaller lots, the impervious goes down per unit as the road requirements lessen.

Chair Davis closed public portion of the meeting

Commission comments:

Commissioner Huxford would like to see Lake Stevens develop responsibly. Cronin is in favor of the amendment. Hoult believes staff did a thorough job and is ready to move this to City Council with Ms. Sebring letter. Oslund and Cronin agreed.

Commissioner Huxford made a motion to approve Zoning Code updates, including Commissioner's comments, public comments and written comments to Council. Commissioner Hoult seconded – on vote the motion carried (5-0-0-0).

**Code Amendment Infill Lot**

Associate Planner Gassaway presented a brief recap of the proposed code amendment. She said the goal of this amendment was to increase housing diversity, define what new housing developments could look like in existing neighborhoods, define innovative housing tool kit for building in underutilized parcels. The first half of the amendment fully contained within Chapter LSMC 14.46 has mostly procedural changes, removing duplicate processes that exist in other areas of the zoning code. Planner Gassaway indicated that minimal changes were made to the Cottage Housing and that the code has been updated to include all utilities instead of sewer only. It also states developers can have a neighborhood meeting prior to application but not mandatory. Commissioner Cronin asked about pre-application process and the wording change from requirement to optional. Director Wright clarified pre-applications are not binding and therefore requiring them sets a different standard for pre-applications that are intended to be a tool for applicants. He indicated staff would prefer having them be recommended versus required.

Chair Davis asked about the requirement of an applicant to host a neighborhood meeting prior to submittal. Planner Gassaway indicated that public meetings are required for projects within existing review processes. She indicated that staff found that the duplicate meeting with one outside of staff purview was more a hurdle and cause for potential confusion than a benefit and recommended its removal.

Planner Gassaway presented the second half of the amendment that creates Part III, Infill Housing, that allows for the creation of infill housing projects. She explains the eligibility criteria that included, minimum lot size and minimum dwelling unit creation, that has been created for this section.

Part III includes residential standards for infill house. These standards also include density and dimensional bonuses that can be apply to projects that are based on the underlying zoning district standards. Planner Gassaway continues stating that the amendment includes Infill Housing design standards that work to ensure a project's compatibility with the existing neighborhood. These standards include parking standards, landscaping, building façade, and site design requirements. Additional requirements have been created for what are newly designated Garden / Courtyard apartments within this section.

Chair Davis asked for clarification on the dimension of lot size of 1600 sq. ft lot and how we came to use that number. Planner Gassaway said it was based on average bedroom count that is average for Single Family Residences. Her second question was regarding open space for Cottage Housing. Planner Gassaway indicated that the required open

space exceeded many other jurisdictions. Janice Huxford asked about development bonuses. Planner Gassaway clarified this is for this chapter only. Commissioner Huxford asked if this will apply to properties that are on septic. Director Wright said this is only for Cottage Housing which is intense development and would max out drain fields for septic so it wouldn't be feasible. Planner Gassaway reiterated that this is for Infill lots and are for existing neighborhoods. Commissioner Huxford also asked about Administrative Decision on minor site plan improvements on as-builts. She asked how is minor defined. Director Wright said it is defined as 10% of planning standards requirement. Her final question has to do with parking reduction allowances for development done on transit lines. Director Wright explained this was Olympia driven and although not applicable now, it needs to be in place for the future.

**Comments from the Public:**

Dylan Sluder representing the Master Builders Association is supportive of these tools to use for in-fill lot development.

**Discussion Items:** The commission had a brief discussion with Commissioner Hoult making a motion to approve this amendment and send to City Council. Commissioner Cronin Seconded. Upon vote, the motion passed, 5-0-0-0.

**Commissioner Reports:**

Commissioner Hoult thanked the City Staff for their hard work.

Commissioner Huxford appreciated the City acknowledged the City for recognizing the high-water level of the lake and asking people to adhere to no wake during this time. She also stated she hoped the City would be kind to people who needed to do repairs after water damage.

Commissioner Davis said she is excited for a full commission.

Commissioner Cronin thanked the City for all the hard work they do. He also reported that he has had comments asked of him regarding the new speed limit on Lundeen Parkway.

**Planning Director's Report:**

Director Wright shared what bills Olympia is working on. He also announced that two new Planning Commissioners have been selected. Todd Welch and Michael Duerr. They will be sworn in at next Council meeting.

**Adjourn:**

**MOTION:** Moved by Commissioner Hoult, seconded by Commissioner Huxford to adjourn the meeting at 9:02 p.m. On vote the motion carried (5-0-0-0).

  
Jennie Fenrich, Planning Commission Clerk