



# PLANNING COMMISSION AGENDA

Regular Meeting Date: 02/17/2021

**BY REMOTE PARTICIPATION ONLY**

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Meeting ID: 895 5433 1816 +1 253 215 8782 US (Tacoma)

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/)

\*Items attached  
\*\*Items previously distributed  
# Items to be distributed

- **CALL TO ORDER 6:00pm**  
Pledge of Allegiance
- **ROLL CALL**
- 
- **GUEST BUSINESS**
- 
- **ACTION ITEMS**  
1. Approve minutes for 02/03/2021
- **PUBLIC HEARING- 2021 Comprehensive Plan Docket Ratification**
- **Public hearing presentation will follow the public hearing format listed below:**

**PUBLIC HEARING FORMAT**

1. PC Chair Opens Public Hearing
2. Staff Presentation
3. Commission’s questions for staff
4. Proponent’s comments
5. Comments from the audience
6. Proponent rebuttal comments
7. Close public comments portion of hearing by motion
8. Re-open public comment portion of hearing for additional comments (optional)
9. Close Hearing by motion
10. COMMISSION ACTION BY MOTION—Recommendation to Council
  - A. Approve
  - B. Deny
  - C. Continue
  - D.

**DISCUSSION ITEM**

**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 REGULAR MEETING MINUTES**

Remote Participation  
Wednesday, February 03, 2021

CALL TO ORDER: 6:00 pm by Chair Cronin

MEMBERS PRESENT: Jennifer Davis, Janice Huxford, John Cronin, Todd Welch, Linda Hoult, Mike Duerr and Vicki Oslund

MEMBERS ABSENT: None

STAFF PRESENT: Community Development Director Russ Wright, Senior Planner Levitan, Assistant Planner Needham and Clerk Jennie Fenrich

OTHERS PRESENT: Councilmembers Steve Ewing and Gary Petershagen

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Chair Cronin called the meeting to order at 6:00 pm and led the pledge of Allegiance.

**Roll Call:** All present.

**Guest business:** None

**Approval of Minutes:** Motion by Commissioner Cronin, to approve the minutes for 01-06-2021, with one correction, seconded by Commissioner Hoult (7-0-0-0).

**Discussion items:**

The first item on the Agenda, Marijuana Code change, was removed from this meeting as requested by the applicant and will be discussed at the next meeting.

Senior Planner Levitan gave a briefing on the proposed 2021 Comprehensive Plan docket. There were no citizen requests for amendments this year. There are minimal land use changes proposed by the City as part of the docket, with the largest being updated information from the county's Buildable Lands Report and minor updates to the Shoreline Master Program. Map changes will reflect new city boundaries resulting from current annexations. The Commission was in agreement with the proposed amendments.

Assistant Planner Jill Needham briefed the Commission on the Residential and Special Use components of the city's update to the Permissible Use table. Chair Cronin thought the format and layout of table was great and appreciated the simplicity of the chart and how it helps to eliminate code redundancies. Commissioner Duerr was pleased with the simplicity and alerted staff to several footnotes that need to be updated. Commissioner Davis inquired if tourist homes was in reference to homes listed on AirBnB and VRBO. Planner Needham confirmed that was correct and that it applied to all short-term rentals (leases of 30 days or less). Director Wright said the City will be revisiting short term rentals as a separate work item this year.

**Commissioner Reports:**

Commissioner Welch is happy with the Permissible Use Table and thinks it was well done. Commissioner Oslund thanked both planners for the good reports. Commissioner Huxford appreciates the discussion on the proposed marijuana Code change and the two pending annexations. Commissioner Cronin is excited about the new Permissible Use table and noted the Staff reports have been great and thanked staff for their work.

**Director's Report:**

Community Development Director Wright reported on the Council Retreat. He shared that there is an ambitious Capital Project list this year, almost double from last year. The Planning Department briefed the Council on the vision of a new Civic Campus. The Downtown Plan continues as planned. The next phase will be to build a new festival street that will be named Mill Spur. Additional Urban Growth Areas are being considered for 2024 docket. There are plans to do some pedestrian features and beatification to 91<sup>st</sup> St. The Council has stepped back the revisioning of the Industrial area and recognize that there needs to a and focus on the Infrastructure effort there first.

**MOTION:** Moved by Commissioner Todd Welch, seconded by Commissioner Hoult to adjourn the meeting at 6:46 p.m. The motion carried (7-0-0-0).

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Jennie Fenrich, Planning Commission Clerk



*One Community Around the Lake*

## Staff Report City of Lake Stevens Planning Commission

2021 Docket Ratification Public Hearing  
Date: February 17, 2021

**Subject:** 2021 Comprehensive Plan Docket Ratification Public Hearing  
**Contact Person/Department:** David Levitan, Senior Planner

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**ACTION REQUESTED:** Hold a public hearing on the proposed Comprehensive Plan map and text amendments to for the 2021 Docket and make a recommendation to City Council to ratify the docket.

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### **BACKGROUND/ HISTORY:**

Under the Growth Management Act, the City can amend its Comprehensive Plan and Future Land Use Map once per year, with a few exceptions, through an annual docket process. This briefing is to provide a list of proposed city-initiated map and text amendments for the Commission's consideration in setting the 2021 Comprehensive Plan Docket. A staff summary and analysis (Attachment 1) describe how each proposed amendment is consistent with the annual amendment and ratification criteria.

### **DISCUSSION:**

The 2021 docket includes the following items:

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

Updated text and maps/figures will provide consistency with proposed map changes; reflect recently completed (Southeast Interlocal, Machias Industrial) and pending (if any) annexations; and incorporate recent county planning efforts, such as the 2021 Buildable Lands Report.

2. T-2 - Shoreline Master Program

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.

3. T-3 - Chapter 5 – Parks, Recreation and Open Space Element

Amendments will include minor revisions to project and facility descriptions, such as the next phase of North Cove park improvements and the new location of the Lake Stevens Rowing Club boathouse on 17<sup>th</sup> PI NE.

4. T-4 - Chapter 7 - Public Services and Utilities Element

Portions of the Southeast Interlocal Annexation Area are located within the boundaries of the Snohomish School District, which will require the city to adopt the district's Capital Facilities Plan by reference following completion of the annexation. Updates will also reflect any changes needed for partner agencies including the Lake Stevens School District, Lake Stevens Fire District, and Snohomish Regional Fire and Rescue.

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

In an effort to reduce barriers to development and increase employment in the city's industrial zones off of Hartford Drive and North Machias Road, 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. 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).

The city-initiated map amendments and concurrent rezone applications include the following:

1. M-1 - Update Comprehensive Plan Map to reflect changes to city/UGA boundaries resulting from recent annexations.
2. M-2 - Update Zoning Map to reflect changes to city/UGA boundaries resulting from recent annexations.

**NEXT STEPS:**

Staff will discuss the ratification process and summarize each of the proposed amendment's consistency with the ratification criteria. If docketed, city staff will conduct additional analysis, based on the merits of the application compared to established review criteria, for review and recommendation by the Planning Commission and action by the City Council. This current action is to set the 2021 Docket only and not a recommendation of approval or denial of any amendments.

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**RECOMMENDATION:**

Forward a recommendation to City Council to set the 2021 Docket as submitted. Staff will prepare a letter of recommendation to the City Council for Chair Cronin to sign.

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**ATTACHMENTS:**

1. Docket Summary Table and Analysis

**SUMMARY OF 2021 DOCKET PROPOSALS**

<b>RATIFICATION MAPS</b>		
<b>#</b>	<b><u>NAME</u></b>	<b><u>REQUEST</u></b>
<b>M-1</b>	<b>City-Initiated Map Amendment</b>	Update Comprehensive Plan Map to reflect changes to city/UGA boundaries resulting from recent annexations.
<b>M-2</b>	<b>City-Initiated Map Amendment</b>	Update Zoning Map to reflect changes to city/UGA boundaries resulting from recent annexations.
<b>RATIFICATION TEXT</b>		
<b>#</b>	<b><u>NAME</u></b>	<b><u>REQUEST</u></b>
<b>T-1</b>	<b>Chapter 2 – Land Use</b>	Updated text and maps/figures will provide consistency with proposed map changes; reflect recently completed (Southeast Interlocal, Machias Industrial) and pending (if any) annexations; and incorporate recent county planning efforts, such as the 2021 Buildable Lands Report.
<b>T-2</b>	<b>Shoreline Master Program</b>	SMP updates will 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 new location of the Lake Stevens Rowing Club boathouse.
<b>T-3</b>	<b>Chapter 5 – Parks, Recreation and Open Space</b>	Amendments will include minor revisions to project and facility descriptions, such as the next phase of North Cove park improvements and the new location of the Lake Stevens Rowing Club boathouse on 17th PI NE.
<b>T-4</b>	<b>Chapter 7 – Public Services and Utilities</b>	Portions of the Southeast Interlocal Annexation Area are located within the boundaries of the Snohomish School District, which will require the city to adopt the district’s Capital Facilities Plan by reference following completion of the annexation. Updates will also reflect any changes needed for partner agencies including the Lake Stevens School District, Lake Stevens Fire District, and Snohomish Regional Fire and Rescue.
<b>T-5</b>	<b>Chapter – 9 Capital Facilities</b>	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.

T-6	<b>Infrastructure Analysis Plan for Lake Stevens Industrial Area</b>	The city will be complete a targeted planning process that focuses on utility and transportation infrastructure in the area, including the extension of sewer service and market analysis. Findings from the analysis may be incorporated into Chapter 2 – Land Use, Chapter 7 – Public Services and Utilities Element and Chapter 9 – Capital Facilities Element and lead to future subarea planning efforts.
T-7	<b>Administrative Updates</b>	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).
P-1	<b>Placeholder</b>	Placeholder to address any inconsistencies identified during the docket review process.

Factors for Consideration:

**Map Amendments**

- *How is the proposed land use designation supported by or consistent with the existing policies of the various elements of the Comprehensive Plan? If it isn't, the development should demonstrate how the change is in the best long-term interest of the city.*
  - No amendments to land use designations are proposed as part of Amendment M-1. The map amendment is required to update the city/UGA boundaries to reflect annexations that will be completed in 2021. All areas received land use pre-designations as part of the 2019 Comprehensive plan Docket (Ordinance 1073), with minor revisions made as part of the 2020 Comprehensive Plan Docket (Ordinance 1105). Consistency with applicable Comprehensive Plan policies were evaluated during the approval of the 2019 and 2020 Comprehensive Plan dockets. No areas within the UGA that are scheduled to be annexed into the city in 2021 are proposed to receive a change to their land use designation.
- *How does the proposed land use designation promote a more desirable land use pattern for the community? If so, a detailed description of the qualities of the proposed land use designation that make the land use pattern for the community more desirable should be provided to enable the Planning Commission and City Council to find that the proposed land use designation is in the community's best interest.*
  - As noted above, no amendments to existing land use designations are proposed as part of the 2021 docket. Updates to the SMP will reflect consistency with existing Comprehensive Plan policies and Development Code regulations.
- *What impacts would the proposed change of land use designation have on the current use of other properties in the vicinity, and what measures should be taken to ensure compatibility with the uses of other properties in the vicinity?*
  - As noted above, no amendments to existing land use designations are proposed as part of the 2021 docket.
- *Comments received from affected property owners and residents.*
  - No property owners or residents will be affected.

## Ratification Criteria

1. *Is the proposed amendment appropriate to the Comprehensive Plan rather than implementation as a development regulation or program?*
  - a. The proposed amendments are to existing text in the Comprehensive Plan and Shoreline Master Program. The City Council, with input from the Waterfront Residential Task Force and Planning Commission, has requested specific amendments to the SMPA regarding waterfront residential uses, to provide consistency with existing Comprehensive Plan policies and development regulations. The Council has also requested analysis of infrastructure constraints within the city's industrial areas, which may be incorporated into the Public Services and Utilities Element and Capital Facilities Element. The remainder of the amendments are required to update the list of the capital projects and reflect updated statistics and information from pending annexations as well as recent county planning efforts, such as the Buildable Lands Report. These changes are not development regulations but may trigger a review of development regulations to implement.
2. *Is the proposed amendment legal? Does the proposed amendment meet existing state and local laws?*
  - a. Yes, all amendments proposed shall follow an established legal process and criteria.
3. *Is it practical to consider the proposed amendment? Reapplications for reclassification of property reviewed as part of a previous proposal are prohibited unless the applicant establishes there has been a substantial change of circumstances and support a plan or regulation change at this time.*
  - a. The proposed map amendments are limited to changes in city/UGA boundaries, and the proposed text amendments are limited in scope and have not been previously reviewed.
4. *Does the City have the resources, including staff and budget, necessary to review the proposed amendment?*
  - a. The city has adequate staffing and budget for consultant assistance (if needed) to process the proposed amendments.
5. *Does the proposed amendment correct an inconsistency within or make a clarification to a provision of the Plan?*
  - a. Any changes to statistical data will ensure the most up to date information. Updating other references and plans will create internal consistency within the plan. The proposed amendments will correct inconsistencies as they are discovered.
6. *OR All of the following:*
  - a. *The proposed amendment demonstrates a strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan; and*
    - i. The proposed amendments aim to serve the public interest by keeping the plan up to date, including development potential within city and UGA boundaries.
  - b. *The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process.*
    - i. The proposed amendments are necessary during this review period to keep the Comprehensive Plan updated with the most recent and accurate information.