

**PLANNING COMMISSION REGULAR MEETING MINUTES**  
Community Center  
1808 Main Street, Lake Stevens  
Wednesday, November 4, 2015

CALL TO ORDER: 7:00 pm by Chair Tom Matlack

MEMBERS PRESENT: Chair Tom Matlack, Vice Chair Jennifer Davis, Janice Huxford, Linda Hoult, Gary Petershagen, Vicky Oslund

MEMBERS ABSENT: None

STAFF PRESENT: Lead Senior Planner Russ Wright and Clerk Jill Meis

OTHERS PRESENT: Sally Jo Sebring, Tracey Trout, Dick Todd, Bernadette Miranda-Seguín, Danica (last name not given)

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**Excused Absence:** None

**Guest business:** Sally Jo Sebring wanted an easier way to reach out to Planning Commissioners. She also asked for clarification on the Rules and Procedures when the term “unison” was used and if that meant the decision was unanimous or the decision was rendered by the Planning Commissioners at the same time.

**Announcements:** Lead Senior Planner Wright announced Director Rebecca Ableman McCrary will be leaving the employment of the City effective 11.11.2015.

**Action Items:**

1. *Approve September 2, 2015 Meeting Minutes.* Commissioner Hoult made a motion to approve September 2, 2015 minutes, Commissioner Petershagen 2<sup>nd</sup>. Motion carried 6-0-0-0.

**Interjection:** Resident Dick Todd wanted to point out that there was a stumble on the part of the presenter of the HUR Code Amendment on what the vote entailed. He stated Director Ableman McCrary clarified that it was not a “unison” vote. Lead Senior Planner Wright responded that it was a briefing to council and the formal recommendation letter will be forwarded to council giving the breakdown of the vote.

**Discussion Items:** *2015-2016 Long-Range Planning Work Program* - Lead Senior Planner Wright explained there are some outside governmental agencies that have updated regulations that we need to come into compliance with. The storm-water manual and floodplain development protocol will be updated in the coming year. Critical area regulations have also changed which will impact the way the City processes permits. The work program is extensive and the timeline is aggressive. There was discussion on timing and phasing of the work proposed. The audience asked if the new elected officials and new city staff would be part of the selection process for the consultant for the subarea planning consultant. Lead Senior Planner described the process of selection and said he didn't have the timeframe that Council may be considering.

*Planning Commission Rules and Procedure* - Lead Senior Planner Wright presented the Rules and Procedure the Planning Commission had previously approved. He asked for

feedback from the commissioners on content and procedures for cancellation of meetings. Lead Senior Planner Wright suggested general housekeeping for consistency. Commissioner Huxford asked if the Rules and Procedure needed to be updated to reflect electronic dissemination of information as a preferred method. It was decided that page 1 of the Rules and Procedure would be revised to no longer state "postmarked by one week prior to meeting" to "distributed no later than the Thursday prior to the meeting". It was suggested that the verbiage be changed to not consider the 3<sup>rd</sup> meeting of the month a special meeting. There was also a suggestion that the provisions set fourth for a quasi-judicial hearing be left in the Rules and Procedures incase the quasi-judicial duties were ever returned to the Planning Commission. All changes will be presented at the next planning commission meeting scheduled for December 2, 2015.

**Commissioner Reports:** Commissioner Oslund reported that the Petco building is up and looks nice. Chair Matlack attended the public meeting for the Ebey View subdivision and was disappointed to hear Staples was leaving. Commissioner Hoult thanked Director Ableman McCrary for the great job she did for our community. Commissioner Huxford will not be attending the 12.2.2015 meeting, the Davies Rd repair she hopes is temporary, the signs on fencing are growing and she hopes it can be addressed.

**Staff Report:** Lead Senior Planner Wright stated that City Council did approve the final Comprehensive Plan. The City Council has also adopted a 12 month moratorium on marijuana retail stores.

**Adjourn:** Motion by Commissioner Hoult, Commissioner Petershagen 2<sup>nd</sup>. Motion carried 6-0-0-0. Meeting adjourned at 8:06 p.m.



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Tom Matlack, Chair



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Jill Meis, Clerk, Planning &  
Community Development