



PLANNING COMMISSION AGENDA

Regular Meeting Date: April 2, 2014

Planning Commission
Meeting:

First Wednesday of every
Month @ 7:00pm

Community Center
1808 Main Street
Lake Stevens, WA 98258
www.lakestevenswa.gov

Planning & Community
Development Department

1812 Main Street
Lake Stevens, WA 98258
(425) 377-3235

www.lakestevenswa.gov

Municipal Code

Available online:

www.codepublishing.com/WA/LakeStevens/

- A. CALL TO ORDER: 7:00pm**
Pledge of Allegiance
- B. ROLL CALL**
- C. GUEST BUSINESS**
- D. ACTION ITEMS**
 - 1. Approval of March 5, 2014 Meeting Minutes**
- E. DISCUSSION ITEMS**
 - 1. 2014 Docket - Wright/Ableman**
 - 2. Joint Meeting with Council - Wright/Ableman**
 - 3. 2015 Comprehensive Plan Update Open House—Wright/Ableman**
- F. COMMISSIONER REPORTS**
- G. STAFF REPORTS**
- H. FUTURE AGENDA ITEMS**
 - 1. 2014 Docket**
 - 2. Lake Stevens Housing Profile**
 - 3. 2015 Comprehensive Plan Update**
 - 4. Lake Stevens Development and Market Trends**
- I. ADJOURN**

SPECIAL NEEDS

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Steve Edin, City of Lake Stevens ADA Coordinator, at (425) 377-3227 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, at (800) 833-6388, and ask the operator to dial the City of Lake Stevens City Hall number.

PLANNING COMMISSION MEETING MINUTES

Community Center
1808 Main Street, Lake Stevens
Wednesday, March 5, 2014

CALL TO ORDER: 7: 00 pm by Chair Petershagen

MEMBERS PRESENT: Chair Gary Petershagen, Vice-Chair Janice Huxford, Linda Hoult, Pam Barnet, and Jennifer Davis

MEMBERS ABSENT: Sammie Thurber, Tom Matlack

STAFF PRESENT: Planning Director Rebecca Ableman, Senior Planner Russ Wright and Planning/Public Works Coordinator Georgine Rosson

OTHERS PRESENT: None

Excused Absence: Commissioner Hoult made a motion to excuse Commissioners Thurber and Matlack, Vice-Chair Huxford second, motion passed 5-0-0-2.

Guest Business: None

Action Items:

Approval of Minutes from February 5, 2014: Commissioner Hoult made a motion to approve minutes, Commissioner Barnet second, motion passed 5-0-0-2.

Discussion Items:

Staff Presentation: Draft 2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan & Preliminary Schedule – Planning & Community Development Director Ableman and Senior Planner Wright

The Scope of Work and Public Participation documents along with schedules will be discussed at the joint meeting with City Council. The purpose of these documents is to define what the city is going to do, and how the city plans to engage the public during its comprehensive plan update. Staff is completing the self-audit: the PRSC review is underway and the Department of Commerce portion is complete. These processes will define the city's scope. Staff is reviewing each element of the comprehensive plan, and looking at the optional elements. The main elements are defined under section 2.1 "Growth Management Act Planning Goals." The Public Participation Plan will include press releases, social media, posting sources, reaching out to partners, and a survey going out on survey monkey. Senior Planner Wright presented a draft of the survey. The Plan will also include a series of open houses with the first one being an introduction to the update, the final open house will be a culmination of the completed work. Internal work groups will be formed to process amendments, environmental review is pending until the scope of work is established. Social media outlets will be emphasized, along with coverage on the local cable channel. The Planning Commissioners had suggestions on how to increase public participation, including emphasizing the project at Aquafest outside of the city's booth, since not everyone attends the street fair; reaching out to the various clubs that participate in Aquafest activities and asking if they can

promote the update on their website or on other forms of Aquafest advertising. Other suggestions included reaching out to the schools and PTA, an article in The Journal emphasizing the importance of the update written in nontechnical terms with an interesting title, and reaching out to a private website, the “Lake Stevens News Hotspot” where several members of the community are members.

Vision Statement – Planning Director Ableman, Senior Planner Wright:

Senior Planner Wright started the presentation by reading the current vision statement. The current statement looks at both the past and future with an emphasis on working and living close to home. The statement also recognizes the role of regional and statewide planning as the city moves forward. Planner Wright asked the question: “Is this statement still relevant for the city today?” The commissioners had several comments; they felt the statement says the city is growing, but not enough emphasis on employment growth along with population. When the current statement was created, the city was trying to keep the “small town” atmosphere in the midst of a growing population. The “small town atmosphere” tag is not original and the commissioners would like to see something unique that defines the strong points of the city. A typical land use pattern of higher density towards the center of town with lower densities towards the outskirts is not realistic for Lake Stevens due to the higher density zonings in the UGA’s. It might be worthwhile to look at the vision statements for the subareas, and try to incorporate portions of these into the new city vision. The new vision statement needs to include past successes and accomplishments of the city and a view towards the future where growth is not looked upon as being detrimental, but beneficial to the city and its residents. The direction Council is going for a vision statement is a “sustainable community around the lake with a vibrant economy, unsurpassed infrastructure and exceptional quality of life.”

Commissioner Hoult asked if the city has an economic development department or staff person dedicated to promoting the city. Director Ableman responded that right now the economic development staff consists of herself and City Administrator Berg. Commissioner Hoult also asked about a citizen advisory group, Director Ableman responded that staff is considering such a group, but at this point the city does not have staff available to oversee this group, the Council does have an economic development sub-committee.

Commissioner Reports: None.

Staff Reports:

Director Ableman mentioned a market analysis that has just been completed for the city, staff has met with the city’s economic development consultant and is in the process of reviewing the analysis, the report has not been released yet. More information will be forthcoming at the next Planning Commission meeting. The other current item staff is working on is exploring a branding effort with an emphasis on establishing a city identity, this process is just beginning and staff is still in the process of getting approval from council. The branding process identifies who you are, the wayfinding process carries out that identity in the form of signage, banners, etc., the market analysis will be a great help in the branding effort. Director Ableman reported the city is working with department of Fish and Wildlife on a joint grant application, still in the preliminary stages, to replace the boat launch. Since the grant is with another state agency, the city will not have to come up with a match.

Senior Planner Wright gave an update on the final marijuana regulations. Retail outlets are limited to 1,000 square feet; producers will be restricted to Tier 2 production, no restrictions on processors. The minimum separation clause was removed, however there is a maximum square footage cap of 100,000 square feet combined for the whole city. Since the lifting of the moratorium, the city has received two business license applications for marijuana operations. Vice-Chair Huxford asked if the city has joined with other jurisdictions in petitioning the state legislature for more revenue from marijuana related activities, Director Ableman responded the city is part of AWC (Association of Washington Cities) which has a group petitioning the legislature.

Commissioner Davis asked about the Senior Planner position and if the city has made any progress. Director Ableman responded the city conducted interviews, but was not able to fill the position. The city plans to recruit again.

Future Agenda Items:

Joint Meeting with City Council, March 24, 2014: The Planning Commissioners will discuss the Scope of Work, Public Participation Plan & Preliminary Schedule with Council. Director Ableman stated the purpose of the meeting is for the commissioners to have dialog with Council, since the Planning Commission is an advisory group to Council. There was lengthy discussion on what will be discussed, if the commissioners should introduce themselves, and if they should do the presentation, or let staff do the presentation. The commissioners want to ensure a meaningful discussion occurs. Commission members suggested the room layout be around a “round table” rather than the typical Council setup to facilitate more dialogue.

Adjourn. Vice-Chair Huxford made a motion to adjourn at 8:20 p.m., Commissioner Davis; second, motion passed. 5-0-0-2.

Gary Petershagen, Chair

Georgine Rosson, Planning/Public
Works Coordinator



Staff Report
City of Lake Stevens Planning Commission

2014 Comprehensive Plan Docket

Date: April 2, 2014

Subject: 2014 Comprehensive Plan Docket Introduction

Contact Person/Department: Russ Wright, Senior Planner and Rebecca Ableman, Planning & Community Development Director

ACTION REQUESTED: No action requested at this time.

SUMMARY: Introduction to the 2014 Comprehensive Plan Docket, which includes two (2) citizen-initiated amendments to the land use map and two (2) city-initiated amendments.

BACKGROUND/ HISTORY: The city has received two citizen-initiated amendments to the land use map and concurrent rezone applications.

The first request (LUA2014-0007) is to change the land use designation from Medium-Density Residential to Local Commercial on two parcels totaling approximately 3.7 acres, located at 1113 SR-204. Access to site would be through an existing commercial development off 10th Street SE.

The second request (LUA2014-0010) is to change the land use designation on seven parcels, totaling approximately 11 acres, to Commercial from High Density Residential and Medium-Density Residential and change the land use designation on a single parcel from Medium-Density Residential to Local Commercial. The city is recommending this land use change be extended to the adjacent parcel to the east. Combined, these two parcels total approximately two acres. All of the described properties are located near the on the east side of SR-9 at the intersection with Soper Hill Road.

The city is proposing a text amendment to Chapter 5 – the Parks, Recreation and Open Space Element and Chapter 8 – the Capital Facilities Element, adding the city boat launch as a capital project and pedestrian safety improvement project to the Capital Project List. The city may add additional items to the 2014 docket, prior to the docketing hearing. Along with the specific defined text amendments, staff will include standard administrative amendments related to the proposed changes.

DISCUSSION:

Chapter 36.70A the Revised Code of Washington (RCW) authorizes jurisdiction to amend their comprehensive plans on an annual basis. The next step for the Planning Commission will be holding a public hearing over the proposed items, followed by a recommendation to City Council on items proposed for this year's docket. The docket is not an approval, but a required step, which authorizes staff to review the proposed changes in detail. After the docket is set, the Planning Commission will discuss and review of the proposals, leading to public hearing and formal recommendation to City Council.

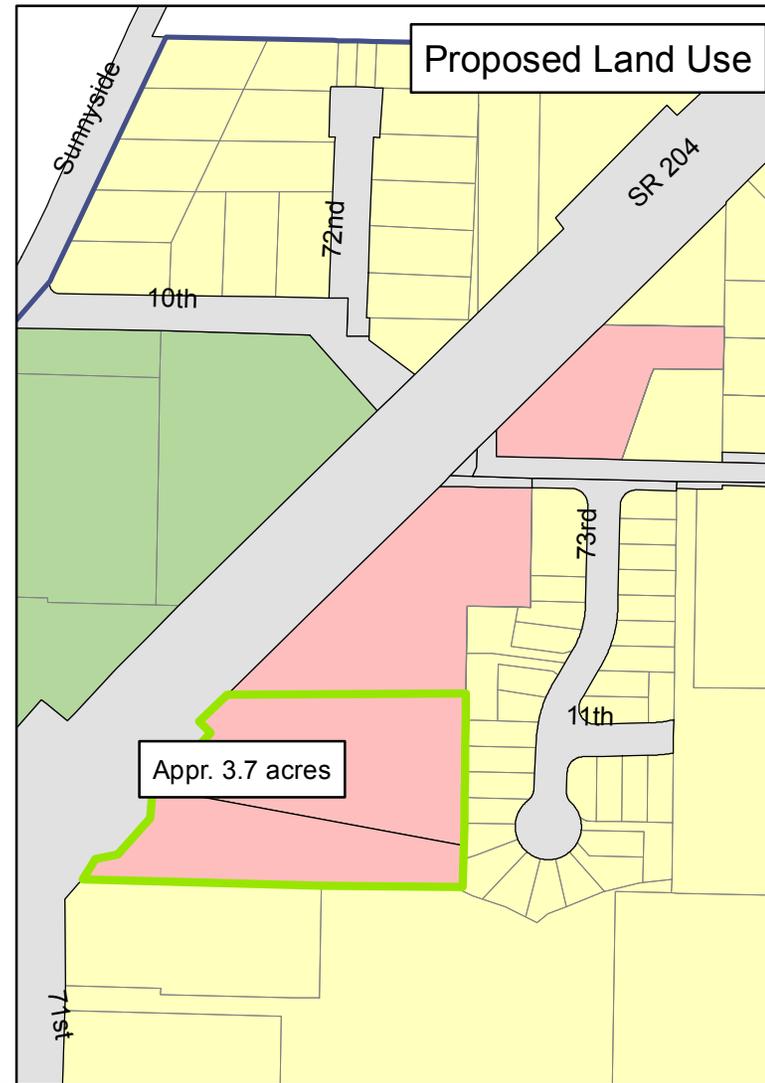
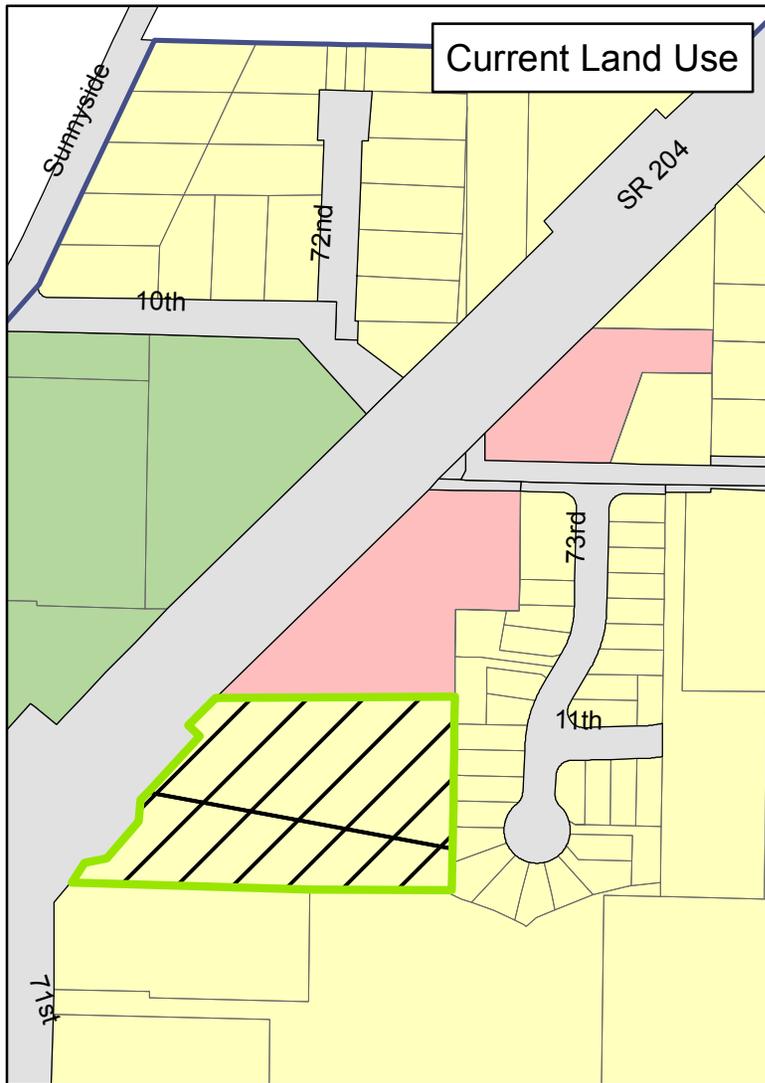
ATTACHMENTS:

LUA2014-0007 Map

LUA2014-0010 Map

Docket Amendment Matrix

2014 Docket Schedule



Huber Land Use Map Amendment

- Lake Stevens Boundary
- Parcels
- Right-of-Way
- Proposed Land Use Amendment Area
- Huber Parcels

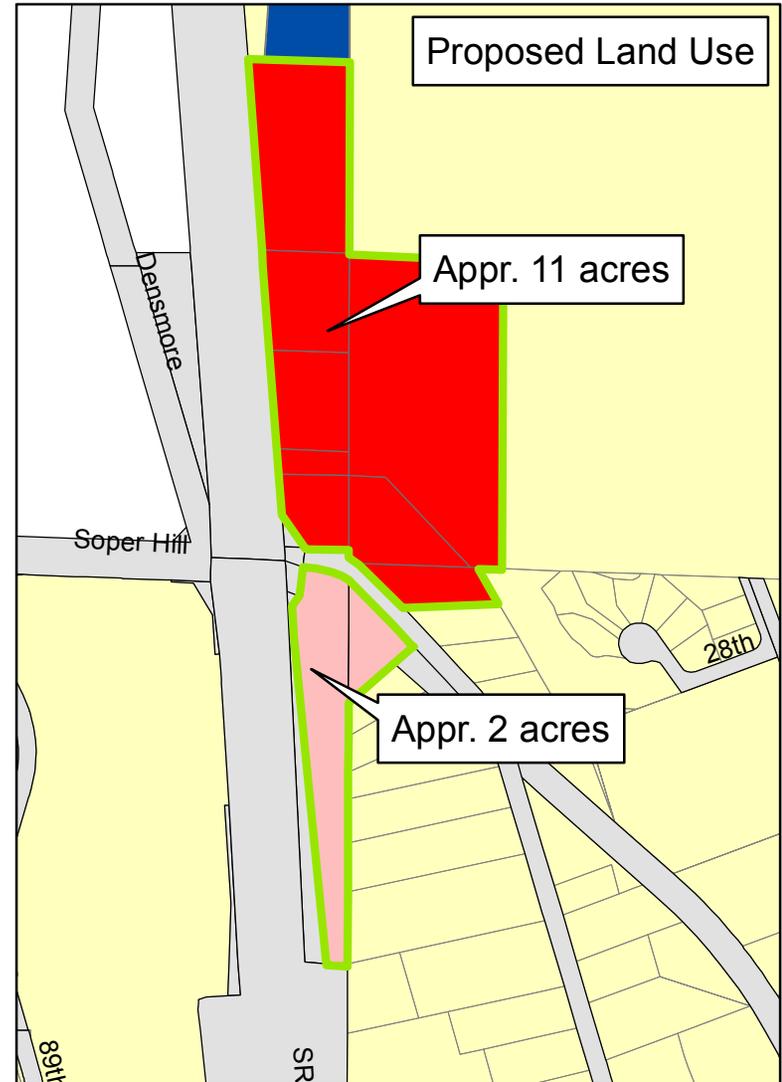
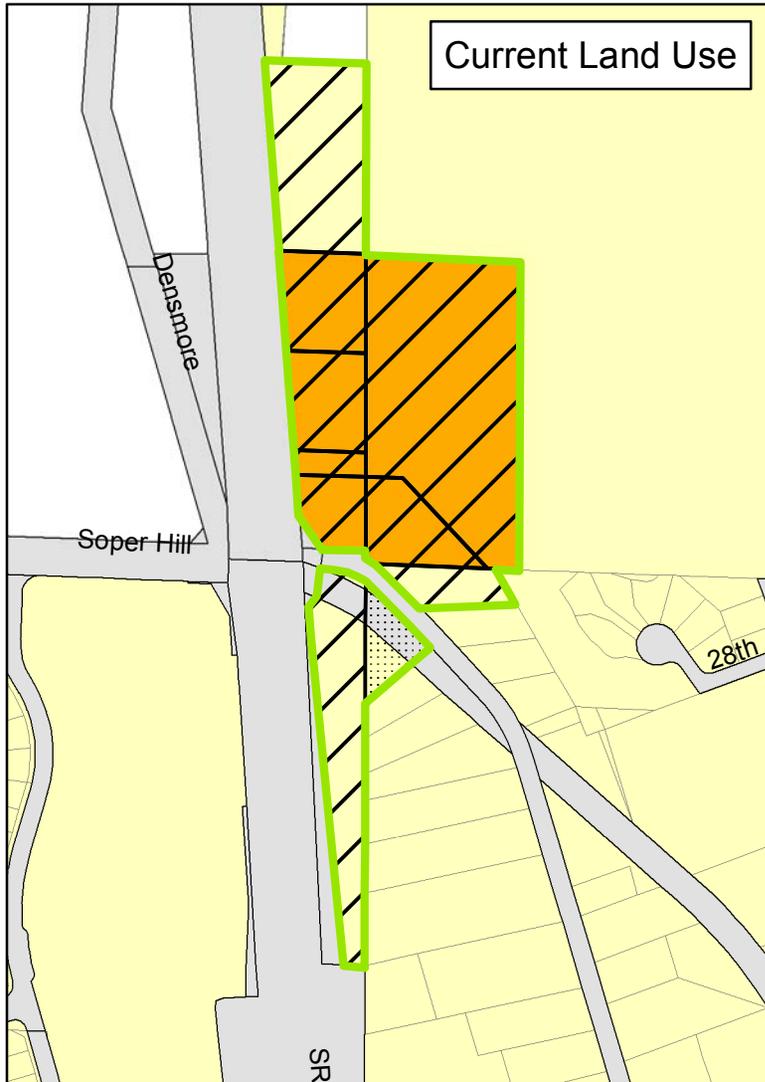
- Land Use Designations**
- Public / Semi-Public
 - Med Density Residential (MDR)
 - High Density Residential (HDR)
 - Local Commercial (LC)



All data, information and maps are provided "as is" without warranty or any representation of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, timeliness, merchantability and fitness for use or the appropriateness for use rests solely on the requester. The city of Lake Stevens makes no warranties, expressed or implied as to the use of the information obtained here. There are no implied warranties of merchantability or fitness for a particular purpose. The requestor acknowledges and accepts all limitations, including the fact that the data, information and maps are dynamic and in a constant state of maintenance, correction and update.

Data Sources: Snohomish County (2014), City of Lake Stevens (2014)

Date: March 2014



Kjorsvik & Cussen Land Use Map Amendment

- | | |
|----------------------------------|--------------------------------|
| Proposed Land Use Amendment Area | Land Use Designations |
| Kjorsvik & Cussen Parcels | Med Density Residential (MDR) |
| Recommended City Expansion | High Density Residential (HDR) |
| Right-of-Way | Local Commercial (LC) |
| Parcels | Commercial |



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Data Sources: Snohomish County (2014), City of Lake Stevens (2014)

Date: March 2014

SUMMARY OF 2014 DOCKET PROPOSALS DRAFT

RATIFICATION MAPS			
<u>#</u>	<u>NAME</u>	<u>PARCELS/ ACREAGE</u>	<u>REQUEST</u>
RM-1	Minor Map Amendment (LUA2014-0007)	3.7 acres	Citizen request to change the land use designation, for two parcels off SR-204, from Medium Density Residential to Local Commercial.
RM-2	Minor Map Amendment (LUA2014-0010)	11 acres	Citizen request to change the land use designation on 7 parcels, to Commercial from High Density Residential and Medium-Density Residential; and to
		2 acres	Change the land use designation on a single parcel from Medium-Density Residential to Local Commercial. The city is recommending this land use change be extended to the adjacent parcel to the east.
RATIFICATION TEXT			
<u>#</u>	<u>NAME</u>	<u>REQUEST</u>	
RT-1	Chapter 5 – Parks, Recreation & Open Space	City-initiated text amendment to add a park project(s) to the Capital Project List.	
RT-2	Capital Facilities	City-initiated text amendment to add a park project and pedestrian safety improvement project to the Capital Project List.	
RT-4	Appendices	Add Appendix M – Addendum No. 7 to be prepared as environmental review for 2014 Docket	
RT-5	Update Dates & Table of Contents	Update dates on cover and footers and update Table of Contents	
POTENTIAL DOCKET ITEMS			
City-initiated comprehensive plan map or text amendment.			
Council may add items to the Docket based on recommendation from Planning Commission, discussion of proposed amendments or public testimony			

3-27-14

PROPOSED 2014 COMPREHENSIVE PLAN DOCKET SCHEDULE

ACTIVITY	APR	MAY	JUNE	JULY	AUG
RATIFICATION (Threshold Review)					
1. PC Docket Introduction	4/2				
2. CC Docket Introduction	4/28				
3. Prepare Docket and Forms					
4. Notice Planning Commission Public Hearing		5/6 & 5/13 LSJ			
5. Planning Commission Public Hearing		5/21			
6. Notice City Council Public Hearing		5/27 LSJ	6/3 LSJ		
7. City Council Public Hearing			6/9		
ANALYSIS & ADOPTION (Final Review)					
8. Prepare Analysis Forms & Ordinances					
9. Issue SEPA			6/10		
10. CTED 60-Day Review			6/10		8/10
11. Notice PC Public Hearing				7/1 & 7/8 LSJ	
12. Planning Commission Public Hearing				7/16	
13. Notice City Council Public Hearing				7/15 & 7/22 LSJ	
14. City Council 1 st Reading				7/28	
15. City Council 2 nd and Final Reading					8/11