

PLANNING COMMISSION REGULAR MEETING MINUTES

Community Center
1808 Main Street, Lake Stevens
Wednesday, February 7, 2018

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

MEMBERS PRESENT: Janice Huxford, Jennifer Davis, Karim Ali, Vicki Oslund, Tracey Trout, Linda Hoult

MEMBERS ABSENT: None

STAFF PRESENT: Community Development Director Russ Wright, Senior Planner Josh Machen and Clerk Jennie Fenrich

OTHERS PRESENT: Councilmember McDaniel, Councilmember Petershagen

Excused Absence: None

Guest business: None

Action Items:

1. *Approve 01/03/2018 Meeting Minutes.* Commissioner Oslund made a motion to approve *the* minutes, Commissioner Ali seconded. Motion carried 5-0-0-0.

Discussion Items

Community Development Director Russ Wright gave a presentation on Planning Commissioner training, he provided a copy of the Planning Commissioner rules and procedures and the protocols for public hearings. A discussion ensued. Chair Huxford inquired if it a requirement that we have the public disclose their address when making a statement at a Public Hearing. Community Development Director Wright said he will ask our Risk Management officer for clarification on stating one's address. Commissioner Hoult said that at a recent training she attended that if citizens request emails from staff to commissioners that commissioner's personal email addresses could be given to the requestor. Community Development Director Wright said he would also check with the Risk Management officer for the possibility of Planning Commissioners having a city email address.

Senior Planner Machen brought a briefing on Model Home Ordinance. Surrounding cities have current ordinances that allow for multiple homes built before final plat. Our current ordinance allows for one model home to be allowed per parcel. This ordinance currently presented would allow up to 20% of the subdivision lots to be built prior to recording final plat not to exceed a maximin of 6 lots. Discussion followed. The Commissioners asked questions for understanding. Commissioner Oslund made a motion to move this for Public Meeting at next meeting. Commissioner Ali seconded. Motion passed 5-0-0-0.

Senior Planner Machen briefed the Commission on a code amendment for Final Plat

Approval Authority. This would allow the Planning Director and Public Works Director to have the authority to sign off the final plat. Currently, final plat goes through City Council for approval. All requirements would have had to have been met prior to getting to final plat. When the final plat goes to City Council for approval there is no option to make any changes at that point, and it is only a formality. Community Development Director Wright would like to take this to City Council Workshop and then bring back to Planning Commission.

Commissioner Reports

Commissioner Trout noted that the lake levels are extremely high currently and is concerned that the new impervious surface regulations may have an impact on drainage into the lake.

Commissioner Hoult thanked Commissioner Davis for serving as Chair for the prior year and Commissioner Huxford for serving this year, as well as Vicki Oslund for both last year and this year for serving as Vice Chair.


Planning Director Report:

Community Development Director Wright spoke about the accomplishments of 2017. He spoke about the draft work program for 2018, which will include Final Plat Administrative Authority and Model Home Ordinance, stormwater regulations will need to be finalized this year. New fence and new ADU code will be brought forth. Downtown Subarea Plan and a mandatory shoreline update are also on the schedule for this year. Senior Planner Machen reported this year's work will include working on a franchise agreement for small cell units, safe injection sites and zoning for the UGA.

Future Agenda Items:

1. ADU Code amendment will be introduced
2. Model home hearing will be at next meeting

Adjourn. Motion to adjourn by Commissioner Hoult, seconded by Commissioner Oslund. Motion carried 5-0-0-0. Meeting adjourned at 7:58 p.m.



Janice Huxford, Chair

Jennie Fenrich, Clerk, Planning &
Community Development