

PLANNING COMMISSION REGULAR MEETING MINUTES

Community Center
1808 Main Street, Lake Stevens
Wednesday October 17, 2018

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

MEMBERS PRESENT: Chair Janice Huxford, Tracey Trout, Linda Hoult, Steve Ewing, John Cronin, Jennifer Davis and Vicki Oslund

MEMBERS ABSENT: None

STAFF PRESENT: Community Development Director Wright, Planning Manager Machen and Clerk Teresa Meyers

OTHERS PRESENT:

Guest business: None

Action Items: 1. Motion made by Commissioner Hoult and seconded by Commissioner Ewing to approve the October 3, 2018 minutes as corrected. Motion passed 7-0-0-0.

Discussion Items: Community Development Director Wright provided background details for the proposed Critical Area Regulation amendments to the Lake Stevens Municipal Code as mandated and outlined by RCW 36.70A.130 as part of the Comprehensive Plan update process. The Commission previously reviewed the amendments including changes to the rating system in 2016. The Department of Ecology (DOE) has refined its model and developed updated guidance in its July 2018 supplemental report. Director Wright reviewed the July 2018 updates with the Commission seeking Planning Commission approval to recommend the updates to Council for adoption. The process will entail ensuring the language is updated in the tables; forwarded to DOE for final review; sent to commerce for final review and reviewed at a public hearing.

Commissioner Huxford and Commissioner Cronin went on record to declare personal interest in areas potentially affected by the updates. Commissioner Trout asked for clarification on tree mitigation language with a concern for loss of habitat trees. Director Wright defined the current tree mitigation of 3-1 as approved by council. Further discussion took place regarding innovative design; replacing habitat areas with creative functions; building versus land development; lot size concerns and the timeline between previous Planning Commission critical area review and current recommendations. Director Wright outlined the process for the Planning Commission to either accept staff recommendations as presented or hold a public hearing before forwarding a recommendation to City Council. Commissioner Hoult moved to add the public hearing to the November 7, 2018 regular meeting. Commissioner Trout seconded the motion. Motion passed 4-2-1-0

Planning Manager Machen gave a briefing on Wireless Communication Facilities including the recent FCC rules issued on October 15, 2018. Recent requirements allow the jurisdiction to regulate the number of small cell equipment on poles and residential roof top deployment. Planning Manager Machen will research shoreline jurisdiction allowance for attaching cell equipment to poles in an effort to avoid obstructing views. The FCC requirements go into effect January 2019, so staff and the Commission have time to develop standards such as undergrounding or cabinet concealment prior to deployment. The City may determine design guidelines for concealment within the sub-areas.

Questions for Planning Commission direction:

- What are concealment preferences within Design Districts?
- Where to require undergrounding? (Note: FCC does not allow City to regulate undergrounding in all areas.)
- Should City allow in-line facilities?
- Should existing utility poles be replaced or enlarged?
- Should attached equipment cabinets be allowed?
- Which areas within the City should require equipment concealment such as faux rocks or just paint and landscape fencing?

Commissioner Huxford suggested sharing the downtown plan with companies in advance to provide ample time to meet design guidelines prior to deployment.

Planning Manager Machen described the timeline needed to prepare a draft code for the Commission and a public hearing presentation. Director Wright indicated the priority would be to get a franchise agreement adopted first; however, staff should have draft code to the commission January or February of 2019.

Commissioner Ewing asked if staff could provide estimates of proposed small cell locations predicted? Director Wright and Senior Planner Machen will look at surrounding jurisdictions for data.

Commissioner Reports: Chair Huxford shared an invitation to the Aquafest Board meeting on October 30, 2018 at 5:30 pm. Commissioner Trout invited everyone to attend the LSHS Homecoming game, Friday, October 19th.

Director Report: Community Development Director Wright invited the Commissioners to attend the Open House for the New Police Department building. The event is scheduled to be held October 24th at 5:30 p.m. at Fire Station 82.

Adjourn: Motion by Commissioner Hoult to adjourn. Commissioner Ewing seconded. Motion carried 7-0-0-0. Meeting adjourned at 8:24 p.m.



Janice Huxford, Chair



Jennie Ferrieh, Clerk, Planning & Community Development