

# PLANNING COMMISSION MEETING MINUTES



## REMOTE PARTICIPATION

5-18-2022

CALL TO ORDER: 6:00 PM by Chair Welch

MEMBERS PRESENT: Todd Welch, John Cronin, Mike Duerr, Janice Huxford, Todd Welch, Linda Hoult

MEMBERS ABSENT: Conner Davis

STAFF PRESENT: Community Development Director Wright and Planning Manager Levitan

OTHERS PRESENT: Councilmember Gary Petershagen

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Chair Welch called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

Roll Call: Commissioner C. Davis was excused for absence

Guest business: None

Approval of Minutes: Minutes of 4-20-2022. Chair Welch identified needed corrections to the Short-Term Rentals public hearing item. Motion by Commissioner Huxford to approve minutes with corrections, seconded by Commissioner Hoult (6-0-0-1).

Discussion Items:

2022 Comprehensive Plan Docket: Land Use Element

Planning Manager Levitan introduced an initial list of proposed changes to the Land Use Element as part of the city's annual Comprehensive Plan docket. Similar to prior years, the text amendments will focus on updated demographic information and regional planning efforts, as well as updates to account for updated buildable lands and growth targets data. Staff intends to introduce proposed amendments to the Parks Element at the Commission's June 15 meeting, while the Land Use Element is scheduled be brought back to Planning Commission on July 15 along with an initial analysis of map amendments M-1 (citizen-initiated proposal for two properties on 20th St SE) and M-3 (city-initiated proposal to reassess land use and zoning with the 20th St SE Corridor subarea).

Housing Action Plan Introduction

Planning Manager Levitan provided an update on the city's Housing Action Plan, which kicked off in May 2022 and is being funded by a grant from the Washington State Department of Commerce. Planning Manager Levitan shared the preliminary scope of work for the project, which will help the city to identify

its current and future housing needs, develop strategies and actions to meet those needs, and solicit feedback and input from a wide variety of community stakeholders. It will also serve as an important foundation for work on the Housing Element as part of the 2024 Comprehensive Plan periodic update. Staff intends to provide an update on the action plan during the second Planning Commission meeting of each month.

Commissioner Reports: Commissioner Hoult asked about the schedule for the summer meetings. She also asked if staff was aware of the meeting at Monroe Fairgrounds regarding extra funds available from ARPA. Commissioner Huxford asked for a recount on how materials were presented to Council on the Short-Term rental work the Planning Commission has done. Chair Welch will not be able to be in person on June 15th and requested Vice Chair Duerr run the meeting, in which Duerr agreed.

Director's Report:

Community Director Wright asked the Commission for feedback on the summer meeting schedule. Staff anticipates the work plan will require two meetings a month. The state has provided direction that public agencies must resume in-person meetings for boards and commissions, while the City Council has requested that the city offer a hybrid option to maximize opportunities for public participation. Holding Planning Commission meetings at the Mill during the summer is not a viable option due to the Farmer's Market being held at the same time, so staff is proposing to use the Public Works shop (2306 131<sup>st</sup> Ave NE) to hold these meetings. The Commission opted not to hold the July 6th meeting due to the holiday.

In response to a question about an upcoming county meeting on funding from the American Recovery Plan Act (ARPA), Director Wright shared information on city ARPA funding. The city has received approximately \$9 million in ARPA funding, which have been used for streets and roads, local business relief, and social services such as the food bank. The city has set aside a reserve fund for future needs that are identified.

Director Wright provided Council feedback received on the Short-Term Rentals Code Amendment at their May 3 workshop meeting. The Council directed staff to postpone the public hearing to consider the Planning Commission's recommendation so that it could gather additional community feedback (including from current short-term rental operators) and further assess proposed regulations such as the owner-occupancy requirement. Commissioner Huxford asked that all the letters from the community be included in the staff report to the Council. The Council will be holding an additional work session at their June 7 workshop meeting.

Adjourn: Moved by Commissioner Hoult, seconded by Commissioner Duerr to adjourn the meeting at 6:56 p.m. On vote the motion carried (6-0-0-1).

Jennie Fenrich, Planning Commission Clerk