

PLANNING COMMISSION MEETING MINUTES



HYBRID/REMOTE AND IN PERSON AT THE MILL

October 19, 2022

CALL TO ORDER: 6:01 PM by Chair Todd Welch

MEMBERS PRESENT: Todd Welch, Mike Duerr, Linda Hoult, Janice Huxford, Jennifer Davis, John Cronin, and Connor Davis

MEMBERS ABSENT: *None*

STAFF PRESENT: Community Development Director Russ Wright, Planning Manager David Levitan, Senior Planner Christi Schmidt, and Clerk Cody Schwindt

OTHERS PRESENT: City Council Liaison Gary Petershagen and guests from BERK Consulting and MACKENZIE

Commissioner Welch called the meeting to order at 6:01 p.m. and led the Pledge of Allegiance.

Roll Call: All present

Guest business: None

Approval of Minutes: Minutes of October 5, 2022 were approved as written. Commissioner Linda Hoult motioned and Commissioner Connor Davis seconds (motion carried unanimously).

Lake Stevens Industrial Center Infrastructure and Marketing Analysis

Senior Planner Christi Schmidt provided a presentation on the Lake Stevens Industrial Center (LSIC), which is comprised of the Hartford Industrial area and an additional 66 acres annexed by the city in 2021. Christi introduced the consulting group MACKENZIE hired by the city to perform an infrastructure and market analysis of the LSIC before providing a history of the area as well as an update on utilities available in the area. Michael Chen of MACKENZIE then asked for Commission input and discussion on the following questions:

- 1) What are the most significant issues facing the LSIC?
- 2) What changes should be made to the LSIC e.g., infrastructure, updated zoning, updated uses, etc.?
- 3) Are there ideas from other communities that you think may work here?
- 4) Limited residential (uses) housing is permitted in the industrial center, e.g., apartments over non-residential uses and lodging for security. Is this a use you think the city should maintain?

Commissioners thanked staff and their consultants for the presentation and information and asked about opportunities for future Commission feedback on the analysis and plan. Commissioner Huxford is a property owner and investor in the Industrial Area and wanted to note this for full disclosure. Staff confirmed that commissioners would have additional opportunities to review the plan before it is forwarded to City Council.

Housing Action Plan Update

Planning Manager David Levitan provided an overview of the city's grant-funded Housing Action Plan and introduced the city's consultants (BERK Consulting) to discuss their preliminary findings from the Housing Needs Assessment (HNA). BERK representatives Andrew Bjorn and Dawn Couch summarized the draft HNA findings and how the city's zoning designations, demographic trends, and State mandates such as HB 1220 impact the city's housing work. The second half of the presentation focused on upcoming public engagement opportunities, which will include an online survey, targeted stakeholder interviews, and two community forums and will feed into the 2024 Comprehensive Plan Update. Commissioners were supportive of hosting the first community housing meeting in late November in lieu of their optional meeting and asked that staff provide early and repeated public notice about the meeting through multiple channels.

Commissioner Reports:

Commissioner Connor Davis reports that the school busses from Stevens Creek Elementary are having a difficult time navigating the roundabout at Soper Hill. Commissioner Cronin asks about the noticing policy for the 91st road closure, which Director Wright noted could be answered by the Public Works department. Commissioner Huxford noted that Council was scheduled to hold their public hearing for the short-term rentals ordinance on October 25. Commissioner Huxford also asked the city about a notice she saw about a drone photographic inventory being conducted of the shoreline; Director Wright responded that this work was part of a grant-funded project to assess shoreline conditions along the lake, including in the newly annexed area. Chair Todd Welch thanked all attendees for their presentations and participation.

Director's Report:

Community Development Director Wright provided an overview of the memorandum on coordination between the Planning Commission and City Council, which was based on conversations he had with *Planning Commission Chair* Todd Welch and *City Council Liaison* Gary Petershagen. The memo highlighted the statutory requirements of creating a Planning Commission and the duty of commissioners as well as potential methods for improving coordination, such as staff providing Council with more detailed quarterly reports on Commission activities and the Planning Commission chair possibly attending future Council retreat discussions on planning topics. Chair Welch noted that all information regarding Planning Commission and City Council can be found on the city website to access minutes, meeting agendas, and live streamed meetings, and that the YouTube account that has a recording of all meetings available to watch at any time.

Chair Todd Welch confirmed that the Planning Commission will meet again November 2nd.

Adjourn: Moved by Commissioner Hoult, seconded by Commissioner Connor Davis to adjourn the meeting at 8:00 p.m. The motion carried unanimously.

Cody Schwindt, Planning Commission Clerk