

PLANNING COMMISSION MEETING MINUTES



HYBRID/REMOTE AND IN PERSON AT CITY HALL

February 5, 2025

CALL TO ORDER: 6:00 PM by Chair Janice Huxford

MEMBERS PRESENT: (via Zoom due to weather) Commissioner Bruce Morton, Commissioner Michael Duerr, Commissioner Jennifer Davis, Commissioner Nathan Packard, Commissioner Connor Davis, Council Liaison Ryan Donoghue

MEMBERS ABSENT: No members were absent

STAFF PRESENT: Community Development Director Russ Wright (via Zoom at City Hall Conference Room A), Senior Planner David Levitan, Planning Manager Christi Schmidt, Administrative Assistant Dawn Erickson (via Zoom)

OTHERS PRESENT: No additional attendees

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

Roll Call: All members present.

Guest business: None.

Approval of Minutes: The minutes of the Special Meeting of January 8, 2025, were approved as written. Commissioner Duerr made the motion, and Commissioner Connor Davis seconded; the motion carried unanimously.

Opening Public Comment: Commissioner Packard moved, and Commissioner Connor Davis seconded, to open the public hearing; the motion passed unanimously. No community members were present in person or on Zoom at the time, so Chair Huxford chose to defer closing public comment to provide additional time for people to arrive or join the meeting.

Discussion Items: Senior Planner Levitan stated that the first topic of tonight's meeting was to review some minor technical edits to the Comprehensive Plan made necessary after some comments from the Department of Commerce regarding the need for additional quantitative analysis to establish capacity for emergency housing (304 beds over the next 20 years). He stated that tonight's ask would be to request a recommendation to City Council from Commissioners to modify Ordinance 1188 to reflect these changes.

After discussion regarding:

- the methodologies used for the Land Capacity Analysis (LCA),
- whether or not the changes were requested or required (these changes are required),

- confirmation that any potential barriers would have ample opportunity for public discussion,
- AMI (average median income) calculation methodology for the city compared to the region as a whole,
- Land affordability and permitting/regulatory costs,
- The fact that all parties of record were notified of these changes, and no written comments were received,

Commissioner Morton moved to close public comment; Commissioner Packard seconded the motion, and it was passed unanimously. Public comment was closed.

Commissioner Morton then moved, with Commissioner Jennifer Davis seconding, that the Planning Commission recommend that the City Council amend Ordinance 1188 to include the technical edits to the Housing section (Chapter 3) of the Comprehensive Plan. The motion passed unanimously.

The next topic on the agenda was some educational information for Commissioners to help clarify the Planning Commission's and City Council's duties. Topics included:

- Legislative vs. Quasi-Judicial involvement
- The Open Public Meetings Act (RCW 42.30)
- Laws and regulations, including the Growth Management Act (state), Vision 2050 (PSRC), Countywide Planning Policies (county) and the local Comprehensive Plan (cities) and,
- Comprehensive Plan development and implementation.

Director Wright clarified that one of the slides indicated that the Planning Commission was involved in Development Agreements, which is not the case.

Commissioner Reports:

Commissioner Packard announced that he would be running for City Council this fall. Commissioner Jennifer Davis stated that the city website's currently active map of snowplow activity was extremely helpful and a great service to the community. No additional reports.

Director's Report:

Director Wright credited the Public Works and GIS staff with the snow plowing map. He then shared Planning & Community Development's 2024 Annual Report with the Commissioners and reviewed some of the year's highlights. He also provided a look ahead for future meetings. He recommended that the Planning Commission meet on 2/19/25. It was decided that the group would meet on that date.

Planning Manager Christi Schmidt advised the group that our Principal Planner, Melissa Place, will be leaving the City of Lake Stevens this Friday. She encouraged anyone who would like to reach out and wish her well to do so.

Adjourn: Commissioner Packard moved to adjourn the meeting at 7:27 p.m., seconded by Commissioner Duerr. The motion carried unanimously

Respectfully,

Dawn Erickson, Administrative Assistant