

PLANNING COMMISSION MEETING MINUTES



HYBRID/REMOTE AND IN-PERSON AT THE MILL

October 15, 2025

CALL TO ORDER: 6:00 PM by Commissioner Michael Duerr

MEMBERS PRESENT: Commissioner Bruce Morton, Commissioner Mike Duerr, Commissioner Nathan Packard, Commissioner Connor Davis and Council Liaison Ryan Donoghue, Chair Janice Huxford via phone

MEMBERS ABSENT: Vice-Chair Jennifer Davis was absent. Commissioner Morton moved, and Commissioner Packard seconded, a motion to excuse Commissioner Jennifer Davis's absence. The motion passed unanimously.

STAFF PRESENT: Principal Planner David Levitan, Planning Manager Christi Schmidt, Planning Director Russ Wright, Administrative Assistant Dawn Erickson

OTHERS PRESENT: None

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

Roll Call: As noted above.

Guest business: None.

Approval of Minutes: The September 17, 2025 meeting minutes were approved as written. Chair Huxford made the motion, and Commissioner Morton seconded. The motion passed unanimously.

Discussion Items: Planning Manager Schmidt reviewed proposed (draft) changes, which were provided in the meeting packets as strike-through and clean versions of LSCM 14.110 Concurrency Management System and LSCM 14.112 Traffic Impact Mitigation Fees, as well as related summaries of administrative documents. She stated the purpose of the proposed changes is to refine concurrency standards to be compliant with the level of service (LOS) specified in the Comprehensive Plan, to incorporate industry best practices for multimodal street and sidewalk standards, and to update traffic impact fee methodology and the latest ITE trip generation data. Staff also emphasize clarifying exemptions and new terminology to be consistent with the RCWs.

Regarding 14.110, Commissioner Morton liked that the minimum threshold ensures that individual homeowners are not affected, but pointed out that on page 8 of the strikethrough version under "Improvements shall not create a significant safety hazard," the word "significant" should be removed.

Next Planning Manager Schmidt discussed the Concurrency Handbook, which has proposed changes to help guide staff and developers in calculating transportation impact fees and traffic reports. She also stated that the Concurrency Certificate will become a separate document issued to developers with the development application. She also shared a tracking matrix to track project trip thresholds and square footage for various uses. This will help staff prepare an annual report to City Council to update the CIP transportation projects. Traffic reports are available in the Permitting Portal, and people are always welcome to contact PCD with questions.

Planning Manager Schmidt also reviewed changes to LSMC 14.112, which will have updated methodology for calculating traffic impact fees and ITE trip generation data, new terminology, clarify exemptions, provide multi-modal requirements, and update the LOS standards to match the Comprehensive Plan. She also reviewed the revised Traffic Impact Zone (TIZ) map.

Commissioner Packard asked why three zones? Director Wright explained that different traffic patterns create different impacts, requiring different zones with specific rates. Packard expressed concern that this disincentivizes economic development in some zones. Fee methodology allows for some funds dispersion for significantly large capital projects. It does not appear to affect decisions regarding where companies decide to locate. Concurrency is looking out into the future for the whole good of the system; the impact fees enable us to collect fees to offset the impact created. Commissioner Duerr asked how the fees were set. Planning Manager Schmidt stated that staff surveyed surrounding cities and presented the data to Council last night. Our fees are higher in one zone, and the city is looking at ways to remain competitive and still pay for capital projects.

Planning Manager Schmidt then reviewed the Traffic Impact Fee (TIF) Program Developers Worksheet, which is how developers calculate their fees. It is being revised to include multi-modal and pass-by trips, and match up with LOS and methodology in the Comprehensive Plan. The threshold is not for providing impact fees; it is a threshold for providing a traffic impact analysis. She also shared the Traffic Impact Fee Cost Basis, the implementation document that staff uses, and offered to send a draft copy to anyone who requests one.

The next steps include one or more work sessions with the Council on traffic impact fees for 2026, which may refine some capital project lists and change allocations for the TIF zones. Then, there will be a PC work session with the final draft documents. Based on council input, the public hearing previously scheduled for November 5, 2025, will be postponed. Packard asked about non-vehicle trips, when increased due to development, and how they are considered in the calculations. Director Wright explained the Comprehensive Plan's Transportation element included a new multi-modal methodology, which are weighted, to establish a fair and equitable fee for the project. The city does have the option to evaluate peak hours other than PM if the situation warrants (schools, coffee stand).

Principal Planner Levitan gave a quick update on STEP housing. Council supported the supplemental use regulations addressing the dual approach, but had protective buffer thoughts around parks, schools and childcare centers. They think the requirements regarding supplemental use regulations and expanded public noticing requirements are sufficient. Still, they had trouble finding the nexus between public health and safety concerning the increased buffer. HB1998 in the 2024 legislative session amendment regarding co-living housing (boarding houses), requiring jurisdictions to treat them the same as MFR. We will include this in the STEP housing discussion. The city's code already treats boarding houses this way.

Commissioner Reports:

- Commissioner Packard commented that, after discussions with some small businesses, the cost of moving a business already established within the city is too high, which may drive business out of the city.
- Commissioner Connor Davis brought up the lack of enforcement regarding the small e-bikes being driven all over the city, citing noise and the potential for danger
- Commissioner Morton asked about the riparian buffers. Principal Planner Levitan said there has been discussion with WDFW, which indicated support for alternative buffers, particularly for non-fish-bearing streams
- Commissioner Duerr requested that any material changes to the agenda after its initial posting be emailed to the commissioners.

Director's Report

Director Wright asked Council Liaison Donoghue to address the Commissioners regarding the e-bike issue. Council Liaison said the complication of the e-bike issue is that the riders are juveniles, which requires a special administrative process. The city is aware and working on a solution. Director Wright announced that Everett had signed an ILA for development across the waterline.

Adjourn: Motion by Commissioner Morton, seconded by Commissioner Connor Davis, to adjourn the meeting at 7:02 p.m. The motion carried unanimously.

Respectfully,

Dawn Erickson, Administrative Assistant