

PLANNING COMMISSION
MEETING
MARCH 8, 2022
7:00 PM
MINUTES

1. CALL TO ORDER (Via Zoom)

Commissioner Cruger called the Planning Commission meeting to order at 7:00 p.m.

2. FLAG SALUTE:

Commissioner Cruger led the Planning Commission, Staff and Audience in the Pledge of Allegiance to the Flag.

3. ROLL CALL:

Planning Commission
Commissioner Frederick Cruger – Present
Commissioner Ron Stephenson – Present
Commissioner Scott Morrison – Present
Commissioner Bruce Straughn – Present
Commissioner Chris Marsh – Present

City Staff
Darla Reese, City Clerk

Consultants
Ryan C. Larsen, Consultant Planner

4. APPROVAL OF MINUTES

A. Approval of February 8, 2022 Minutes

Commissioner Straughn moved to approve the meeting minutes. Commissioner Morrison seconded.

5. PUBLIC COMMENTS/RECOGNITION OF VISITORS – NON-ACTION ITEMS

No one was present online to speak during this portion of the meeting, and no written correspondence had been received.

6. NEW BUSINESS

A. 2024 Comprehensive Plan Update

- *Discussion of Population Update
- *Discussion of Puget Sound Regional Council (PSRC) Manual
- *2024 Comprehensive Plan Schedule/Timing
- *Open House Discussion

Consultant Planner Larsen discussed and briefly highlighted the following items:

- **2024 Comprehensive Plan Update:**
 - No Comprehensive Plan Amendments were submitted last year, so there will be no changes
 - A few minor code changes may occur (nothing substantial)
- **Discussion of Population Update:**
 - Per conversation with Steve Toy, the City will not have to down zone population or make any changes whatsoever
 - We will be allowed to exceed the population allocation by a certain percentage = not much work needed to address the zoning map or Comprehensive Plan FLUM map
- **Vision 2050 Planning Resource Document by Puget Sound Regional Council (PSRC):**
 - All cities within Snohomish County must abide by this document in addition to the Department of Commerce checklist
 - Planning Commission will start using document as a basis to the 2024 Comprehensive Plan document
 - Need to utilize the checklists in the back of the document by PSRC
 - Asked the Planning Commission to start reviewing the documents and checklists contained within the report
 - Explained how the checklists work (check box/addressed items, policies and goals)
 - State Legislature checklist changes
 - Need to incorporate a Climate Element to the Comprehensive Plan (can make stand alone or include in environmental element)
- **2024 Comprehensive Plan Schedule/Timing:**
 - Asked the Planning Commission to keep the schedule in their binder and hold Consultant Planner Larsen accountable
 - Reviewed the 2022 portion of the schedule
- **Open House Discussion:**
 - How to get the community engaged/notified
 - Open houses – how many necessary?
 - Before Planning Commission
 - Before the City Council?
 - What time of day or a Saturday?

Planning Commission/Consultant Planner Larsen discussion and input:

- Open discussion an hour before the meeting – 6pm (to address issues brought up)
- People working during day – gives time for the public to participate in process (non-working hours)
- Hold before both the Planning Commission and City Council meetings

- Hold an open house at least two-three times May, June?
- Make sure to take the time to check Consultant Planner Larsen’s work and include comments
- Get changes for review as early as possible to Planning Commission
- Introduction section of Comprehensive Plan – can we make available to the public to review somewhere? (place on page of City website?)
- Do the current checklists align with the elements in the Comprehensive Plan – do you need to know where to go find items? = yes, some are easy to find, some are harder
- Is it expected to just give a place where a checklist item is addressed or are you supposed to find all places included and identify them? = Identify all places
- Do you need to identify office name? (for when asked if you work well with other jurisdictions?)

B. Discussion of In-Person Meetings

Consultant Planner Larsen asked if the Planning Commission would be comfortable with holding in-person meetings in April. All were in agreement = so next meeting will be in person at City Hall.

7. CURRENT BUSINESS

There were no Current Business items for the Agenda.

8. REPORTS:

A. City Clerk Report

There were questions regarding “the Stroat” business. Mayor Hartman attended the meeting and was able to answer questions as this is his daughter and son-in-law’s business.

B. Homework

There was nothing additional to discuss other than to start reviewing the Comprehensive Plan.

9. CORRESPONDENCE:

There were no correspondence items for the Agenda.

10. ADJOURNMENT:

Commissioner Cruger adjourned the meeting.