

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

1. CALL TO ORDER (Via Zoom & In-Person)

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 – Absent
Commissioner Chris Marsh – Present

City Staff
Darla Reese, City Clerk
Eric Jensen, Community Dev. Director

4. APPROVAL OF MINUTES

A. Approval of September 13, 2022 Minutes

Commissioner Marsh moved to approve the Minutes of September 13, 2022. Commissioner Morrison seconded. Motion carried.

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

(Public comments are encouraged both for items that are not action items in this Agenda and for actions items in this Agenda. Comments may be submitted in advance in writing or by e-mail to the City Clerk or may be made in person, or by telephone or computer connection at the time of the meeting.)

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

6. NEW BUSINESS

A. Review of Recent Community Development Activity

Community Development Director Jensen gave a summary to the Planning Commission of some recent activity within our group. Details included:

- Presented a proposal to the Planning Commission to develop an annual Planning Commission Work Plan.
 - A draft plan will be put together for the Planning Commission's review at the December meeting.
 - At this meeting it will be reviewed, discussed and revised so in January, we can present a proposed work plan through January 2023-2024.
- Developed and presented to Council a list of identified Planning activities to prioritize and implement.
 - This item is on tonight's Agenda
- Review of potential on-street food truck code regulations. *Tentatively set soon for City Council workshop discussion (and they may go to Planning Commission review/recommendation).*
 - Boggled down in the priority list due to Mayor out on vacation and budget timing.
 - Will be discussed with the Planning Commission. Would like to come up with a proposal for the Council to consider.
 - Will talk to the City Manager to see if this can be added to the Planning Commission's December Agenda.
 - Preliminary research has been completed already
 - Good examples from other cities requested by Planning Commission
- Completed the State-mandated GMA Grant application for funding disbursement for 2024 Comprehensive Plan periodic update.
 - This item is on tonight's Agenda.
- Met with selected vendor for new permitting software program
 - Working with Darla on this process – currently working through it and getting closer
- Put together promotional material and shared at Railroad Days for encouraging public outreach during 2024 Comprehensive Plan Periodic update
 - 2 interested citizens wanting to be involved – talk about how to use their participation in the process
- Received submitted project applications:
 - **805 W. Stanley St./LU2022-02**
Proposal is for a convenience store with fuel dispensers.

Community Development Director Jensen gave a project update on the project review.

- **407 Jordan Road – McDaniel’s Do It Center**
Proposal is for site improvements for construction of a retail hardware store and future restaurant. A request to modify lot line locations for Lots 1, 2 and 3 of the short plat will be submitted separately.

Community Development Director Jensen gave an update on the project review.

B. WA Commerce GMA Application Excerpt – Scope and Timeline

Community Development Director Jensen reviewed the Scope of Work for the two grant periods. July 1, 2022 through July 1, 2023 and July 1, 2023 through June 30, 2024.

Changes:

Action 3.1 – date should be revised to show February 28, 2023

Community Development Director Jensen gave an overall update on the scope of work template and answered Planning Commission questions.

Commissioner Cruger to help update history language “aspect of cultural town and people.”

C. Community Development List of Anticipated Work and Issues

Community Development Director Jensen reviewed the list of work and issues with the Planning Commission.

Short Term

- Initiate new permitting software system

Working with Darla and Brent to implement this. Hoping to have something up and running by January 2023. This will not impact the Planning Commission but is something to be aware of.

- Update full Municipal Code for roles/responsibilities (Community Development Director)

“Designated Official” – have the City Manager double check the Designated Official and see in that instance who it would be?

- Establish new Permit numbering system for Building Permits and Land Use actions

Administrative function to come up with better acronyms and a better system for the overall permit system.

- Land use code update to add Land Use matrix table

Current code talks about “Primary Uses” and “Secondary Uses” in each zone. This will change to a table with all types of land use activity. The table will change to “Permitted”, “Conditional” and “Prohibited” so it is very clear if the use will be allowed in the zone. This will make it a lot easier to understand.

- Landscape regulatory update

Discussion on flushing out the landscaping standards a little more. Looking at changing to a more architectural site plan review. We would not look at tackling this until 2023 (lower priority).

- Sign Code update for Reed V. Town of Gilbert & Austin V. Reagan National Advertising

Need to update the sign code to reflect these rulings.

- Revise from “Zoning Commission”

No discussion.

- Consider wet weather season (11/1-3/30)

Should we consider and codify? Planning Department to talk with the Public Works Department on this issue.

- Formalize Preapplication process (Development Review Committee)

Development Review Committee/Technical Review Committee consists of: principal planner, Public Works representative, any utility representative, fire, police, City management, and engineering. Does not have to be placed in the Municipal Code. Can be a review process we re-institute.

- Update Preapplication submittal form and process

No discussion.

- Build permit application guidance tip sheets

We do already have these online on our City website.

- Formalize Administrative Interpretation process

Currently reviewing code to see what the administrative interpretation process and what the new code updates say about this.

- Remove 6th Planning Commission seat (open)

Apparently, there is a 6th seat that just remains open. Have the City Attorney prepare an ordinance to clean this up.

- Create an approved list of critical area consultants

Currently, there is no list in place of consultants for the City to do third-party reviews for critical areas.

Comprehensive Plan Periodic Update

- Evaluate utilizing University planning students (support for projects/analysis/data gathering)

Special projects: connect with the University of Washington or Western Washington's planning program.

Planning Commission Discussion -

- Design Review Board examples of cities who have done it well and made it work
 - Colors, materials and break up of modulations

Comprehensive Plan Periodic Update (continued)

- Implementation Strategies – WA Commerce funding

Can look to the State for funding sources in order to implement the new items in our Comprehensive Plan. Book, training, schooling and other resource materials to share (examples).

- Economic Development Study and economic drivers – Chamber

Is upcoming but would require good economic support group.

- Urban Forestry Plan/Tree Inventory/Canopy Assessment

Upcoming in January or February is the Annual Department of Natural Resources grant funding to help cities try and figure out what they want to do with their community trees (trees located in parks, right-of-way, downtown sidewalks). Need native tree planting lists and guidelines for development regulations. Have a tree inventory done of all trees the City owns.

- Need to develop a Parks and Recreation Open Space Plan

Grant funding opportunity with the State (one page) – due next week. Planning Department will apply for the grant. This can help us flush out the Parks Element in the Comprehensive Plan.

- Park Committee

Could reinstitute a Parks Commission if funding received for the PROS grant.

- Seek grants for planning, capital infrastructure and parks capital improvements

Ongoing – will keep an eye out for grant opportunities.

- Community Development Department growth – planners/interns/consultants

Planning to look at this in terms of a “succession plan” and finding some good up and coming staff to be part of a growing city down the road.

- Post-Moratorium workload

How to prioritize the long-range and current planning work.

7. CURRENT BUSINESS

There were no Current Business items for the Agenda.

8. REPORTS:

A. City Clerk Report

There were no questions on the City Clerk's reports.

B. Homework

There were no homework items for the Agenda.

9. CORRESPONDENCE:

Commissioner Morrison passed along the good things he has heard about the Granite Falls Passport Office from people who came in for their passport service needs.

Commissioner Cruger agreed and mentioned what a good thing it was that the City of Lake Stevens decided not to pursue their passport office. He also stressed you can't help but feeling good to see the lamp posts outside lit up and the lights on inside of the building, when you think of what has happened over the last few years in the City.

10. ADJOURNMENT:

Commissioner Cruger adjourned the meeting.