

PLANNING COMMISSION MEETING AGENDA



City of Lake Stevens Vision Statement

*By 2030, we are a sustainable community around the lake with a vibrant economy,
unsurpassed infrastructure and exceptional quality of life.*

October 5, 2022 - 6:00 PM

Hybrid-The Mill's Sawyers Room, 1808 Main St/or Zoom

Join Zoom Meeting: <https://us02web.zoom.us/j/81707443781>

or call in at: 253-215-8782 Meeting 817 0744 3781

1. **Call to Order**
2. **Roll Call**
3. **Guest Business**
4. **Action Items**
 - A. Approve Minutes for 8-17-2022
5. **Public Hearing**
 - A. LUA2022-0079: Storage Facilities Code Amendment Jill Needham,
David Levitan
6. **Commissioner Report**
7. **Planning Director's Report**
 - A. 2022 Work Plan Update Russ Wright
 - B. Lake Stevens Industrial Center Infrastructure and Market Analysis Russ Wright
 - C. Housing Action Plan Update Russ Wright
8. **Adjourn**

THE PUBLIC IS INVITED TO ATTEND

Special Needs: *The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 622-9400, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.*

PLANNING COMMISSION MEETING MINUTES



HYBRID/REMOTE AND IN PERSON AT PUBLIC WORKS BUILDING

August 17, 2022

CALL TO ORDER:	6:00 PM by Chair Todd Welch
MEMBERS PRESENT:	Todd Welch, John Cronin, Mike Duerr, Janice Huxford, Linda Hoult, Jennifer Davis and Connor Davis
MEMBERS ABSENT:	None
STAFF PRESENT:	Community Development Director Russ Wright, Planning Manager Levitan and Clerk Jennie Fenrich
OTHERS PRESENT:	Councilmember Gary Petershagen

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

Roll Call: All present

Guest business: None

Approval of Minutes: Minutes of 8-3-2022 were approved as written. Commissioner Hoult motioned and Commissioner Duerr (7-0-0-0).

Discussion Items: Planning Manager Levitan introduced proposed amendments to the 1) Capital Facilities and 2) Public Service and Utilities elements of the Comprehensive Plan. The changes are generally minor in nature, outside of a proposed change in methodology for ranking and prioritizing capital projects. Planning Manager explained that Planning Commission had now held work sessions for all of the proposed text and map amendments and that the next step would be a public hearing, likely in November.

Commissioner Reports: Commissioner Hoult Confirmed the next meeting is September 7th at the Mill. Commissioner Cronin commented that the staff report was well done. Chair Welch thanked staff for the great presentation.

Director's Report: Planning Manager Levitan spoke on the upcoming Housing Action Plan. The first step is the development of Housing Needs Assessment (HNA), which will be presented to Planning Commission. The next step will be public engagement, which will include online surveys as well as an in-person open house.

Community Development Direct Wright reported that the City had hired a consultant, Mackenzie, to help with the Industrial Center Analysis. Staff was beginning outreach to property owners in the Industrial Area and was planning an Open House for September. Planning Commissions was invited to attend.

Chair Welch confirmed with staff that the Comprehensive Plan would be coming back to Planning Commission for a public hearing.

Adjourn: Moved by Commissioner Hoult, seconded by Commissioner Duerr to adjourn the meeting at 6:42 p.m. On vote the motion carried (7-0-0-0).

Jennie Fenrich, Planning Commission Clerk

PLANNING COMMISSION STAFF REPORT



Agenda Date: 10/5/2022

Subject: LUA2022-0079: Storage Facilities Code Amendment

Contact Person/Department: Jill Needham, David Levitan, Community Development

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Hold a public hearing, take public testimony and forward a recommendation to City Council to approve LUA2022-0079, a city-initiated land use code amendment to LSMC 14.44.044 (Storage Facilities) and associated sections (LSMC 14.08 and 14.40) as shown in Attachment 1.

SUMMARY/BACKGROUND:

The city adopted supplementary use regulations ([LSMC Section 14.44.044](#)) for storage facilities in 2017 via [Ordinance 1016](#), which focused primarily on establishing standards within the Local Business (LB) zoning district. The City Council considered amendments to the regulations as part of last year's Permissible Uses code amendment (LUA2021-0136) but was not supportive of the proposed code language for storage facilities, including a requirement that an economic analysis be prepared for any new storage facility application. The Council instead requested that staff bring back potential updates to the storage facilities code as a separate code amendment in 2022.

Staff introduced the scope, schedule, and relevant questions for the code amendment to the Planning Commission on June 1, 2022 and to the City Council on July 12, 2022. Much of the initial discussion was on developing code language that permits and regulates storage facilities in appropriate zoning districts (beyond the current LB-focused standards), while acknowledging their land-consumptive nature and low employment density, especially within the context of the city's projected employment deficit over the next 20 years. The Comprehensive Plan acknowledges this issue on

Page LU-22 of the Land Use Element and calls for uses with higher employment densities (Policy 2.6), especially in industrial areas, where storage facilities can economically outcompete more traditional industrial uses.

Staff developed an initial draft of the code amendment following those two work sessions, which was reviewed by the Planning Commission at their [August 3, 2022](#) meeting. Commissioners were generally supportive of the proposed code language, which sought to provide more clear and objective development and design standards. This included a requirement for multi-story structures as well as three distinct development options (standalone, horizontal mixed-use, and vertical mixed-use), with a development incentive provided for the vertical mixed-use concept (by allowing the storage facility to utilize increased floor area) in the interest of increasing employment density in the city. At the conclusion of their August 3 meeting, commissioners recommended that the amendment be scheduled for a public hearing, following a final work session with the City Council.

Staff made minor refinements to the code language before reviewing it with the City Council during a [September 20, 2022](#) work session. Staff provided visual examples of the three site configurations as well as a summary of a recent economic analysis of storage facilities in the city and county ([video available here](#)). Councilmembers had several questions, including:

- Can the code be structured in a way to clearly prioritize vertical and mixed-use facilities over standalone facilities?
- Given the city's projected deficit of employment land, should the city consider prohibiting standalone storage facilities in all zoning districts?
- Should the city allow a higher gross site area (for horizontal mixed-use facilities) and maximum floor area (for vertical mixed-use facilities) for the storage components to provide a greater incentive for mixed-use projects?

PROPOSAL AND STAFF RECOMMENDATION

Staff has incorporated comments from the Planning Commission and City Council and updated the text of the code amendment, as shown in Attachment 1. Changes from the draft reviewed by the Planning Commission on August 3 include:

- A definitions section, with section-specific definitions for “accessory use” and “site”.
- A clear hierarchy of preferred site configurations, with vertical mixed-use being the preferred concept, followed by horizontal mixed-use, and then standalone facilities.
- Prohibition of standalone storage facilities in both the LB and CD zoning districts.

- Establishment of a maximum (of 70%) floor area for storage uses in a vertical-mixed use facility, as opposed to the previous 30% minimum for non-storage uses.
- Replacement of the “use coverage” calculation with a 50% maximum gross site area for storage uses within horizontal mixed-use and standalone storage facilities.

Proposed amendments to LSMC 14.44.044 (Personal Storage Facilities), LSMC 14.08 (Definitions), and 14.40 (Permissible Uses) are shown as ~~strikethrough~~/underline. The draft amendment has been submitted to the Washington State Department of Commerce for the required 60-day review, and the city issued a Notice of Categorical Exemption from the State Environmental Policy Act (SEPA) per [WAC 197-11-800](#)(19)(b) concurrently with the [Notice of Public Hearing](#).

Staff is requesting that the Planning Commission review the proposed amendments in Attachment 1, take public comment, and make a recommendation to City Council to approve LUA2022-0079. The City Council will hold a separate public hearing to consider the Planning Commission’s recommendation.

FINDINGS AND CONCLUSIONS

Per [LSMC 14.16C.075](#)(f), the City Council shall make the following findings when approving land use code amendments:

1. The amendment is consistent with the Lake Stevens Comprehensive Plan

- Land Use Element Goal 2.1: Provide sufficient land area to meet the projected needs for housing, employment and public facilities within the City of Lake Stevens
- Land Use Element Goal 2.2: Achieve a well-balanced and well-organized combination of residential, commercial, industrial, open space, recreation and public uses

Conclusions – Adoption of the city-initiated amendment is consistent with the goals and policies of the city’s Comprehensive Plan. The proposed code language would provide more clear and objective development and design standards. The proposed requirement for multi-story structures would result in a more efficient use of the city’s employment land supply and help the city better meet its long-term employment growth targets.

2. The amendment complies with the Growth Management Act (RCW 36.70A.106)

- Code amendments are subject to review by the Washington State Department of Commerce.
- The city provided the required notice to the Department of Commerce on September 15, 2022. Commerce acknowledged the proposed amendment under Submittal ID 2022-S-4320.
- If approved by the City Council, staff will file the final ordinance with the Department of Commerce within 10 days of its adoption.

Conclusions – The proposed code amendment has met all Growth Management Act requirements.

3. The amendment serves to enhance the public health, safety and welfare

Conclusions – The recommended amendment will simplify and streamline the review process for storage facilities by providing more clear and objective development and design standards. Proposed code language addresses a variety of topics including design and appearance, site configurations, screening, and lighting. As such, the proposed code amendment serves to enhance the public health, safety and welfare.

Public Notice and Comments

- Land use code amendments are reviewed through the city's Type VI legislative review process identified in [LSMC 14.16B.605-660](#), which requires the Planning Commission to hold a public hearing and make a recommendation to City Council.
- The city published a joint Notice of Public Hearing and SEPA Categorical Exemption in the Everett Herald on September 23 and September 30, 2022. The notice was also posted at City Hall and on the [city's website](#) on or around September 23, 2022.
- The city has received no public comments on the proposal as of September 29, 2022.
- Planning Commission held two work sessions to discuss the proposed amendment and review draft code language.

Conclusions – The city has met all public notice requirements per Chapter 14.16B LSMC.

State Environmental Policy Act (SEPA) (Chapter 197-11 WAC and Title 16 LSMC)

- The proposed code amendment is categorically exempt from SEPA under WAC 197-11-800(19)(b), as it involves a text amendment that will result in no substantive changes respecting use or modification of the environment.

Conclusions – The proposed code amendment has met all local and state SEPA requirements.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Attachment 1 - Storage Facilities Code Amendment

14.44.044 Personal Storage Facilities

(a) Intent. Personal sStorage facilities (“storage facilities”), otherwise known as self-storage or mini-storage include characteristics common to commercial and industrial uses and may also contain include long-term storage of vehicle, recreation vehicles, boats or similar. include characteristics common to commercial and industrial uses. This section provides regulations to help guide appropriate siting of storage facilities in zoning districts identified in Table 14.40-II in the Local Business zoning district, while maintaining the desired character and function of the eseat districts. If designed appropriately, storage facilities can emulate the exterior architecture and site design of commercial or mixed-use developments, reducing inconsistencies with Comprehensive Plan goals or zoning district intent and limiting impacts to surrounding neighborhoods. Storage facilities in the Local Business zoning district shall adhere to the additional special restrictions and development standards of this section.

~~(b) Applicable location of Section 14.44.044 Regulations. Storage facilities shall be allowed in the Local Business zoning districts on roads designated as State routes or State highways.~~

(b) Definitions. Definitions for terms used in this section can be found in LSMC 14.08.110, if not superseded by the specific terms included below or in subsection (c),

(1) Accessory use: Uses often found at storage facilities associated with a primary indoor or outdoor storage use, such as the renting or storage of trucks, trailers, or moving equipment or the sale of moving supplies.

(2) Site: An individual lot (parcel); a lot subject to a binding site plan; or a lot or lots developed with common components such as access points or site amenities.

(c) Special RestrictionsDevelopment Standards

~~(1) The storage use shall be limited in size to 25 percent coverage or less per development.~~

~~(i) Each development is defined as the area of contiguous Local Business parcels.~~

~~(ii) The use coverage is defined as the amount of space solely devoted to supporting the storage use on each development. This may include building footprints, drive aisles between storage facilities, loading bays, parking, landscape screening, offices and associated appurtenances. The use coverage percentage may exclude critical areas and features shared within a development like pedestrian facilities, internal access and circulation roads, and shared parking.~~

(1) Storage facilities shall be located in multi-story structures and must be developed in one of the following site configurations, as permitted by Chapter 14.40 LSMC – Permissible Use Table 14.40-II. Site configurations are listed in order of preference and subject to the City of Lake Stevens Design Guidelines and the additional design standards in subsection (c)(3)-(d)

(i) Vertical Mixed Use: Storage facilities comprised of two or more stories where the storage use is located on top of a ground floor office, retail, commercial or manufacturing use.

(ii) Horizontal Mixed Use: Storage facility comprised of two or more stories combined with a non-storage use on the same development site. The storage use and non-storage use(s) may be located in the same or separate buildings. The storage use must be behind the non-storage use and screened from the public right-of-way.

(iii) Standalone: Storage facilities comprised of two or more stories, with no other uses on the development site.

(2) Within vertical mixed-use buildings, the storage use may comprise no more than 70% of the total floor area, including accessory uses and subject to all other applicable provisions of Title 14, even when the storage facility office is in a ground floor suite.

(3) Horizontal mixed-use storage facilities and their appurtenances – including loading bays, parking, vehicle and equipment rental, landscape screening and offices - shall be limited in size to 50 percent of the gross site area. The remaining 50% of the gross site area may be developed with non-storage uses.

(4) Standalone storage facilities and their appurtenances - including loading bays, parking, vehicle and equipment rental, landscape screening and offices - shall be limited in size to 50 percent of the gross site area.

(5) Outdoor storage (either uncovered or canopied) of trucks, boats, or other recreational vehicles or equipment is permitted when:

(i) The outdoor storage area is not visible from the public right-of-way through the use of landscaping, fencing, buildings, or other method of solid screening;

(ii) The outdoor storage area is less than 50% of the footprint of the indoor (enclosed) ~~any~~ on-site storage building(s) on the site, if applicable.

(iii) The outdoor storage area is factored into the maximum gross site area identified in subsection (c)(3).

(iv) Within the Light Industrial or General Industrial zoning districts.

(d) Design Standards. Storage facilities shall comply with the City of Lake Stevens Design Guidelines and the following standards:-

(1) Storage facilities shall have an outward appearance that more closely resembles a commercial or mixed-use development than a warehouse or single-story linear shed design, and shall be subject to the design review requirements of Section 14.16C.050.

(2) Storage facilities shall include architectural and design features that promote visual compatibility with commercial or mixed-use developments. Examples of these features may include providing facade modulation; using varied or contrasting exterior building materials and detailing; screening blank walls; incorporating varied roof-lines among other features.

(3) For horizontal mixed-use facilities, the non-storage use(s) and primary entrance shall be located adjacent to the public right-of-way with the storage facility use located behind the non-storage use on the site.

(43) Storage facilities shall shield exterior lighting so as not to directly illuminate or create visible glare from adjacent residential properties subject to the requirements of Section 14.38.080.

(54) Storage facilities are subject to the screening requirements of a Type A screen, as described in Chapter 14.76, when abutting residential zoning districts.

(i) Open storage facilities must provide an additional Type C screen that includes trees, shrubs and ground cover or similar vegetation to screen the exterior of the open storage facility's enclosure. (Ord. 1016, Sec. 2, 2018)

(6) Loading docks, entrances, outdoor storage or exterior bay doors may not be located on a side of the building that faces a public street.

LSMC 14.08 – Definitions

~~Parking Structures/Lots, Commercial. Facilities that provide motor vehicle parking spaces on an hourly, daily, or monthly basis and/or valet parking services.~~

Automobile Parking Structures/Lots, Commercial. Facilities that provide automobile parking spaces on an hourly or daily basis and/or valet parking. This definition does not refer to enclosed or unenclosed vehicle or equipment storage areas leased on a longer term longer-term basis, which are covered under Personal Storage Facilities.

Personal Storage Facility. A facility that can be indoor (enclosed) or outdoor (open), constructed for the purpose of storing personal goods on an individual basis. for short- or long-term lease. Where allowed, storage facilities may also include long-term vehicle storage.

Warehousing, Storage and Distribution. Enterprises that provide facilities to store general merchandise, refrigerated goods, and other warehouse products. These establishments generally handle goods in containers, such as boxes, barrels, and/or drums, using equipment, such as forklifts, pallets, and racks. This definition does not apply to Personal Storage Facilities.

Table 14.40-II: Table of Nonresidential Uses by Zones

A blank box indicates a use is not allowed in a specific zone. Note: Reference numbers within matrix indicate special conditions apply. P – Permitted Use; A – Administrative Conditional Use; C – Conditional Use (See Section 14.40.070 for explanation of combinations)										
NAICS Code	Use	LB	MU ¹	PBD ²	BD	CBD	CD	LI	GI	P/SP
PERSONAL AND GENERAL SERVICES										
531130	Personal storage facilities ⁵	A ⁶					A ⁶ 11	A	A	

⁶ ~~Permitted outright in the Local Business zone on a road designated as a State route or State highway, per Section [14.44.044\(b\)](#)~~ Standalone storage facilities are not permitted in the LB and CD zones.

¹¹ Prohibited in subareas per LSMC Chapter 14.38. Distinct from warehousing, storage and distribution associated with a principal use in subareas.