

PLANNING COMMISSION MEETING AGENDA



City of Lake Stevens Vision Statement

We are a thriving community that promotes a vibrant economy, preserves natural beauty, and supports an exceptional quality of life for all.

November 6, 2024 - 6:00 PM

Hybrid - via Zoom or at The Mill

Join Zoom Meeting: <https://lakestevenswa.zoom.us/j/89066094821>

or call in at: 253-215-8782 Meeting ID: 890 6609 4821

- 1. Call to Order**
- 2. Roll Call**
- 3. Guest Business**
- 4. Discussion Items**
 - A. Approve DRAFT Minutes of Planning Commission Public Hearing of October 2 and October 9, 2024
 - B. Puget Sound Energy Clean Energy Transformation Presentation
 - C. Planning & Community Development 2025 Work Plan Russ Wright
- 5. Commissioner Report**
- 6. Planning Director's Report**
- 7. Adjourn**

THE PUBLIC IS INVITED TO ATTEND

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 STAFF REPORT



Agenda Date: 11/6/2024

Subject: Approve DRAFT Minutes of Planning Commission Public Hearing of October 2 and October 9, 2024

Contact Person/Department: , Community Development

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

PLANNING COMMISSION STAFF REPORT



Agenda Date: 11/6/2024

Subject: Puget Sound Energy Clean Energy Transformation Presentation

Contact Person/Department: , Community Development

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

PLANNING COMMISSION STAFF REPORT



Agenda Date: 11/6/2024

Subject: Planning & Community Development 2025 Work Plan

Contact Person/Department: Russ Wright, Community Development

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

No formal action is required. The Planning Commission is asked to review and discuss the draft 2025 Long-Range Planning Work Program (Attachment 1) as presented. The Planning Commission will hold a joint meeting with City Council in January 2025 to discuss and provide feedback on the 2025 work program and review tasks completed in 2024.

SUMMARY/BACKGROUND:

Each year, staff develops a Long-Range Planning Work Program that is reviewed and approved by City Council and includes items such as Comprehensive Plan amendments, development code amendments, annexations and other long-range planning projects. The draft 2025 work program is made up primarily of the Planning Commission's and department's (PCD's) proposed long-range work plan (Attachment 1). Dates identified in the work program are subject to change, depending on feedback from the Planning Commission and City Council that may result in additional research, workshops or committees. Staff is currently working with the City Clerk to identify a date in early 2025 for a joint meeting with City Council to discuss the work program. In addition to the long-range work program, PCD is also responsible for current planning and building projects. This includes processing an average (two year 2022-2023) of 200 land use development applications, 1,073 building permits and 53 active code enforcement complaints and 153 active cases as well as working on economic development projects and responding to public record requests. Large scale internal projects for 2025 include website updates, code process updates to all forms, implementation of new fees and a file mitigation software.

Proposed Work Program

The draft 2025 work plan has been restructured to combine carry-over items with mandatory updates to comply with state law and for consistency with recent changes to the Comprehensive Plan as adopted by the City Council on October 22, 2024.

- **Process Code Update** – The Process Code update aims to streamline the processes identified in Chapter 14.16A and 14.16B along with a comprehensive review of processing requirements found throughout titles 14, 16 and 17. This project will consist of two sub-phases.
 1. The first phase focuses on adopting review time frames and improving/consolidating existing code language to comply with SB 5290 (permitting processes), which become effective on January 1, 2025. Staff is proposing adoption of an interim ordinance by the City Council in December 2024; a public hearing within 60 days of that ordinance; and development of a work plan that outlines the remainder of the process code update project, as required by state law.
 2. The second phase addresses recent state legislation such as HB 1293 (design review), which becomes effective on June 1, 2025, along with an extensive audit of process and decision-making language throughout the municipal code.
- **Streets and Sidewalk, Parking, Concurrency and Subarea Code** – Following the update to the Comprehensive Plan Transportation Element, staff will work with a consultant and the Public Works Department to update Chapters 14.38 Subareas, 14.56 Streets, 14.72 Parking, 14.110 Concurrency and 14.112 Traffic Impact Fees concurrently with updates to the city's Engineering Development and Design Standards (EDDS). The goal of the project is to ensure the city's code and standards reflect best practices for design and administration, promote multimodal traffic, ensure appropriate flexibility and are sustainable.
- **Housing Action Plan Implementation** – Staff will evaluate its mixed-use regulations to provide more clarity on topics such as horizontal vs. vertical mixed-use components and review its infill code including cottage housing to ascertain if adequate housing options are provided for all income levels. Concurrently, we will review incentive options. In addition to work on middle housing, the city must revise its code to comply with updates to the Growth Management Act as amended by HB 1220 (2021) and adopt regulations for permanent supportive housing (PSH) and emergency housing. The city will also update its temporary encampment regulations in Chapter 14.
- **Lake Stevens Industrial Center Implementation**– Staff has identified several potential updates to various sections of the code to implement the analysis completed in 2023 for the Lake Stevens Industrial Center (LSIC). The code industrial code updates will include public/owner outreach and participation along with subcommittee(s) to determine what the new industrial zoning and design standards will be to implement Lake Stevens Industrial Center Analysis.

- As an interim step, staff will issue a code interpretation on allowed uses and bulk regulations found in Chapters 14.40 and 14.48 to clarify revised land use and zoning map regulations following the adoption of the Comprehensive Plan to consolidate the industrial land use and zoning designations.
- **Critical Area Regulations (CAR) Update** – Mandatory update of Chapter 14.88 to ensure our critical areas regulations comply with approved state law (RCW 36.70A.172) and associated federal standards for wetlands, fish and wildlife conservation areas, frequently flooded areas, geologically hazardous areas and critical aquifers with consultant support. As a related project, we will update our critical areas inventory map as resources allow.
- **Park Impact Fee Review** – Following adoption of a revised Parks, Recreation and Open Space Plan, staff will work with the Parks and Recreation Department to update Chapter 14.120, which governs how impacts and park mitigation fees are calculated.

Comprehensive Plan

- **2025 Docket and Parks and Recreation and Open Space Element Updates** - Process citizen and city-initiated docket requests. As part of the 2025 docket, revisions to the Capital Facilities Element will occur and a major update to the Parks, Recreation and Open Space Element will take place leading to a Parks, Recreation and Open Space Plan.
- **Utilities Element/Sewer Plan Update** – This is a placeholder project as future task to revise the public services element and potential code changes to the utilities chapter.

Annexations and Miscellaneous Projects

- **Annexations** – The city will continue to review and process annexation petitions from individual property owners, and work with the City Council to identify a strategy and timeline for annexing the remaining areas of its UGA. There are three remaining areas of UGA (SR 92, 12th St NE, and south of 20th St SE) which the city may consider for annexation.

Miscellaneous Projects

- **Other Miscellaneous Items** – Staff will continue to participate in regional planning efforts such as Snohomish County Tomorrow (SCT) and the Alliance for Housing Affordability (AHA), as well as undertake economic development efforts as well as continue the sales and development of city-owned properties.

Staff is ready to discuss any of the work plan items. It should be noted, the work plan is subject to change and addition as the city receives citizen-initiated code amendments

that the City Council may want to consider, or other code changes initiated by the city in response to case law or legislative changes. As noted, staff is working to schedule a joint meeting with the City Council in January 2025 to discuss the work program, with the City Council expected to approve the work program later in the month.

ATTACHMENTS

Attachment 1 – Draft 2025 Long Range Planning Work Program

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Attachment 1 - 2025 Long Range Work Program



Lake Stevens 2025 Long Range Work Program – Project Status					
Amendment Type	1 st quarter	2 nd quarter	3 rd quarter	4 th quarter	Status / Notes
<i>Zoning Code and Comprehensive Plan Zoning Code Implementation Projects</i>					
1. Process Code Update - Phase II (Chapters 14.16A, 14.16B, etc.) <i>Adopt Interim Ordinance for SB 5290 timelines w/a work program to be adopted by City Council by December 2024.</i> <i>Comprehensive Process code update to include interim measures, design review and other elements to comply with HB 1293 compliance.</i>	PC/CC	PC/CC	PC/CC		Code updates to streamline the permit review process and design review code to include only “clear and objective standards” in accordance with new state law by January 1 and June 1, 2025.
2. Streets and Sidewalk, Parking, Concurrency, and Subarea Code • Chapter 14.38 LSMC • Chapter 14.56 LSMC • Chapter 14.72 LSMC • Chapter 14.110 LSMC • Chapter 14.112 LSMC • Engineering Design and Development Standards	PC/CC	PC/CC	PC/CC		Update street related codes to reflect transportation analysis, including multi-modal uses following the Comprehensive Plan. Concurrently, the city will update its EDDS.
3. LS Industrial Center Code Implementation (Various Sections) <i>Staff will issue a code interpretation on allowed uses and bulk regulations found in Chapters 14.40 and 14.48.to clarify revised land use and zoning map regulations as an interim step.</i> <i>Code update will start in 2nd quarter 2025 with consultant assistance.</i>		PC/CC	PC/CC	PC/CC	Code updates to implement Lake Stevens Industrial Center Analysis. Develop Industrial Zone and industrial center design standards. Public and Owner outreach and participation.
4. Housing Action Plan Implementation (Various Sections) <i>This amendment will consider the infill code / cottage housing, supportive / emergency housing, temporary encampments, mixed-use rules and related code updates.</i>			PC/CC	PC/CC	Update the city’s various housing; regulations to meet the requirements of HB 1220.

5. Critical Area Regulations (CAR) <i>Update Chapter 14.88 Critical Areas to ensure best available science is followed and adopt regulations for Critical Aquifer Resource Areas with consultant support.</i>			PC/CC	PC/CC	Mandatory update of Chapter 14.88 to ensure our regulations comply with approved state and federal standards for wetlands, fish and wildlife conservation areas, frequently flooded areas, geologically hazardous areas and critical aquifers
6. Park Impact Fees (Chapter 14.120) <i>Project will follow completion of revised Parks and Recreation Element of the Comprehensive Plan</i>					Staff will coordinate with the Parks and Recreation Department to update Parks Impact Fees in Chapter 14.120, including methodology and exemptions.
Comprehensive Plan					
7. 2025 Comprehensive Plan Docket <i>As part of the 2025 docket, revisions to the Capital Facilities Element will occur and a major update to the Parks, Recreation and Open Space Element will take place leading to a Parks, Recreation and Open Space Plan</i>	PC / CC	PC / CC	PC / CC	PC/CC	Process citizen and city-initiated docket requests, including updates and public engagement for the Parks and Recreation Element that must be adopted by December 2025.
8. Utilities Element / Sewer Plan Update. Place Holder.	TBD. Timeline likely 12-18 months, carrying forward into 2025.				Future task to revise public services element and potential code changes to the utilities chapter.



Annexations		
9. Explore Annexation of remaining portions of UGA	TBD - 2025	There are three remaining areas of UGA (SR 92, 12th St NE, and south of 20th St SE) which the city may consider for annexation.
10. Petition Placeholder	TBD	Process citizen-initiated annexations as requested
Miscellaneous		
11. Snohomish County Tomorrow / TAC / Alliance for Affordable Housing	Continue participation in SCT, TAC and AHA – report out to PC and Council on actions	
12. Economic Development Marketing Materials	Ongoing	
13. Sale and development of city properties	Ongoing	

*General Schedule – subject to change based on staffing and funding availability.

1st Quarter January through March

2nd Quarter April through June

3rd Quarter July through September

4th Quarter October through December