

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.

August 18, 2025 - 6:00 PM
In-Person at the Mill or Remote via ZOOM
Join Zoom Meeting: [ZOOM LINK](#)
or call in at: 253-215-8782 Meeting ID: 89791179180

1. **Call to Order**
2. **Roll Call**
3. **Guest Business**
4. **Action Items**
 - A. Approve Planning Commission Meeting minutes of August 4, 2025
5. **Discussion Items**
 - A. Draft STEP Housing Code Language David Levitan
6. **Commissioner Report**
7. **Planning Director's Report**
8. **Adjourn**

THE PUBLIC IS INVITED TO ATTEND

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PLANNING COMMISSION STAFF REPORT



Agenda Date: 8/18/2025

Subject: Approve Planning Commission Meeting minutes of August 4, 2025

Contact Person/Department: , Community Development

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. 8-4-25 Planning Commission Meeting minutes

PLANNING COMMISSION MEETING MINUTES



HYBRID/REMOTE AND IN-PERSON AT THE MILL

August 4, 2025

CALL TO ORDER: 6:00 PM by Chair Janice Huxford

MEMBERS PRESENT: Chair Janice Huxford, Vice-Chair Jennifer Davis, Commissioner Bruce Morton, Commissioner Mike Duerr, Commissioner Connor Davis, Commissioner Nathan Packard, Commissioner Murika Matz (via phone), and Council Liaison Ryan Donoghue (remote)

MEMBERS ABSENT: No members were absent.

STAFF PRESENT: Planning Manager Christi Schmidt, Senior Planner Amber Brokenshire, Director Russ Wright, Administrative Assistant Dawn Erickson

OTHERS PRESENT: Intern Ella Barnard

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

Roll Call: As noted above.

Guest business: None. Director Wright took a moment to introduce Planning's new Senior Planner, Amber Brokenshire, joining staff for tonight's presentation and City Intern Ella Barnard, who was in the audience.

Approval of Minutes: The June 23, 2025, meeting minutes were approved as written. Commissioner Connor Davis made the motion, and Commissioner Duerr seconded. The motion passed unanimously.

Discussion Items: Senior Planner Amber Brokenshire provided an update on the proposed revisions to the LSMC Process Code and the proposed revisions to the LSMC Design Guidelines. Planning Manager Schmidt provided a summary sheet of recently passed land use legislation YTD. Senior Planner Brokenshire then reviewed proposed changes to the Design Review Guidelines, which aim to remove subjective language from existing design review criteria, and process changes to integrate the review process into the development review process logically. It was noted that staff believe the current guidelines to be generally compliant, and staff will focus on minor changes primarily to subjective words. Director Wright summarized the process staff will use for process code and design guideline updates. Schmidt briefly reviewed the process to date on the Streets & Parking updates for the Commissioners, which we will see again in early September. Planning Manager Schmidt commented that Public Works is also updating their EDDs standards, so the city is trying to update Streets and Parking codes concurrently, since they are intertwined.

After the presentation, the commissioners were asked for questions and comments. Commissioner Connor Davis asked where he could access the EDDS standard and whether bicycle paths are part of the Streets, Sidewalks and Parking. Planning Manager Schmidt said staff would send out a link to the website section on EDDS and a link to the draft chapters.

Commissioner Jennifer Davis thought the color-coded matrices that staff provided were very helpful. She also asked if there would be a public hearing at PC before forwarding recommendations to the Council. Wright said there would probably be multiple public hearings.

Commissioner Morton expressed concern about some of the changes in the design guidelines' language, which make them more like requirements and more difficult for those seeking permits. Director Wright said the city intends to keep the design guidelines from becoming standards, keeping them menu-based and flexible. Chair Huxford drew a distinction between individual homeowners and developers. Planning Manager Schmidt explained that the guidelines do not apply to SFHs; they are specifically for commercial uses. Senior Planner Brokenshire stated the design guidelines apply to new commercial/industrial buildings, PRDs, and planned neighborhood developments; SHFs are exempted.

Commissioner Connor Davis suggested extending the exemption to MFH affordable housing. Senior Planner Brokenshire pointed out that HB 1183 specified development types, which include affordable housing, to reduce the burden on developers who wish to build that kind of development.

Commissioner Reports:

Commissioner Duerr reported that he had worked at the city's booth at Aquafest and had engaged well with the public, particularly on traffic/sidewalk issues.

Commissioner Connor Davis said he has heard some negative feedback regarding the storage unit being built at Grade Road and SR92, emphasizing that it provides no real benefits to the city.

Chair Huxford had questions about the recent treatment of invasive species on the lake and the timing of the treatment. Commissioner Morton explained that the smell on shore was due to the higher water temperature and the clams' sensitivity to the warmer water, and the timing couldn't be avoided. Planning Manager Schmidt advised that staff would send out a link tomorrow with information about the event. Chair Huxford also said she had received a complaint from someone wanting to respond to a potential rezoning land use notice to submit comments, but was unable to because the planner they were directed to was on vacation. Planning Manager Schmidt advised that there are always multiple opportunities and methods to submit comments, and that they can be submitted to anyone in Planning & Community Development.

Additional discussion was held about methodology for communicating with the public, including potentially sending out a monthly or quarterly newsletter to connect with those who may not have an online presence, but no decisions were made.

Director's Report

Director Wright announced that the museum permits are under review, and groundbreaking is anticipated this fall. The new Civic Campus has initial designs. The next step will be to have the interior renovations permitted, and the city hopes to start the renovation this winter.

Adjourn: Motion by Commissioner Duerr, with a second by Commissioner Packard, to adjourn the meeting at 7:01 p.m. The motion carried unanimously.

Respectfully,

Dawn Erickson, Administrative Assistant

PLANNING COMMISSION STAFF REPORT



Agenda Date: 8/18/2025

Subject: Draft STEP Housing Code Language

Contact Person/Department: David Levitan, Community Development

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

No action is required. Staff has prepared STEP housing code language based on previous Commission input and guidance and is requesting initial feedback and proposed changes in advance of moving forward with the public hearing.

SUMMARY/BACKGROUND:

At the Planning Commission's [May 21, 2025 meeting](#), staff introduced the topic of [STEP housing](#) and identified options for code amendments to comply with state requirements, most notably from the implementation of HB 1220 (2021). As a reminder, HB 1220 amended the GMA to require local jurisdictions to permit STEP housing (emergency shelters, transitional housing, emergency housing, and permanent supportive housing) in certain zones within the city while also allowing them to adopt local ordinances to regulate occupancy, spacing and intensity of use.

The [May 21 staff report](#) includes additional information about, and definitions of, STEP housing. The meeting packet also included examples of STEP housing code language from three cities - Edmonds, Lynnwood, and Redmond – whose approaches to STEP housing regulation represent a range of options regarding the development review process, application and public notice requirements, and buffers/site separation. Commissioners continued the discussion during their [June 2, 2025 meeting](#), during which time they were introduced to additional examples from [Everett](#), [Marysville](#) and [Shoreline](#).

The Planning Commission's May 21 ([see video here](#)) and June 2 ([see video here](#))

discussion were robust and provided staff with general guidance to develop draft code language, which included as **Attachment 1**. While there wasn't consensus reached during the two meetings, there was some common ground that served as the framework for the draft code amendments shown in **Attachment 1**, including new supplementary use regulations in LSMC 14.44.100. This includes:

- Differentiating between Permanent Supportive Housing (PSH)/transitional housing and emergency housing/shelters when it comes to the review process and application requirements, with the former requiring a less stringent/complex review process than the latter. All four STEP housing types are outright permitted in the required zones, but only emergency housing and emergency standards are subject to the supplementary use regulations in the proposed new Section 14.44.100. Transitional housing and PSH are proposed to be treated/reviewed similar to Level I healthcare facilities (group homes, adult family homes, foster homes, etc.), which are more residential in nature and don't require additional review standards.
- Establishing a buffer between individual emergency housing and shelter uses (500 feet) but not for transitional housing or PSH.
- Creating supplementary use regulations that are as clear, objective and concise as possible while providing a nexus between the regulations and potential impacts to residents, businesses, and city infrastructure. Staff used the short-term rental regulations in LSMC 14.44.064 as a template, including for the nuisance language. The short-term rental regulations have been in effect for approximately two years and have been working effectively with few complaints received.

As a reminder, changes to comply with STEP housing requirements must be adopted by December 31, 2025. As staff move forward with code development and make the draft regulations available for public review and input, it is requesting the following Commission feedback:

- Are commissioners comfortable with the separate approaches for 1) transitional/PSH and 2) emergency housing/shelters?
- Are there components of proposed Section 14.44.100 that the PC would like to add/delete/modify? Potential changes include:
 1. Adding a maximum occupancy for emergency housing and shelters (which is permitted) as opposed to limiting occupancy based on development standards and the building/fire code. Redmond, Shoreline, and other cities researched do not have a prescriptive maximum number of residents for emergency housing.
 2. Modifying the public notice requirements (which currently matches that in place for short term rentals), including the requirement to notice adjacent property owners.

3. Including a mandatory buffer between emergency housing/shelters and uses such as schools and parks (which is permitted).
- Are there issues/concerns not addressed by the proposed Site Management Plan requirement?
 - How often should the application/Site Management Plan be required to be renewed (the current proposal is every two years)?

Next Steps

Staff will incorporate Planning Commission feedback into revised code language that will be made available for public review and feedback, in advance of holding a public hearing in Fall 2025.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Attachment 1 - Draft STEP Housing Code Language

14.08 – Definitions

New Definitions

Emergency housing. Temporary indoor accommodations for individuals or families who are homeless or at imminent risk of becoming homeless and is intended to address basic health, food, clothing, and personal hygiene needs of individuals or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement (RCW 36.70A.030(14)).

Emergency shelter. A facility that provides a temporary shelter for individuals or families who are currently homeless. Emergency shelter may not require occupants to enter into a lease or an occupancy agreement. Emergency shelter facilities may include day and warming centers that do not provide overnight accommodations (RCW 36.70A.030(15)).

Permanent supportive housing. Subsidized, leased housing with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy. It utilizes admissions practices designed to use lower barriers to entry than typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors. Permanent supportive housing is paired with on-site or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was at imminent risk of homelessness prior to moving into housing to retain their housing and be a successful tenant in a housing arrangement, improve the resident's health status, and connect the resident of the housing with community-based health care, treatment, or employment services (RCW 36.70A.030(31)).

Tiny Houses. Dwellings, including those on wheels, to be used as permanent housing with permanent provisions for living, sleeping, eating, cooking and sanitation built in accordance with the state building code (RCW 35.21.686).

Transitional housing. A project that provides housing and supportive services to homeless persons or families for up to two years and that has as its purpose facilitating the movement of homeless persons and families into independent living.

Table 14.16A-I: Classification of Permits and Decisions

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
TYPE I Administrative without Public Notice	• Administrative Deviation • Administrative Modifications • Associated Land Use Determinations • Boundary Line Adjustments • Change of Use • Code Interpretations • Design Review • Emergency Housing and Shelter Permit • Events • Floodplain Development Permits	None	None	Department director or designee	Hearing Examiner, except shoreline permits to State Shoreline Hearings Board, and Open Record

14.38.020 Zoning Districts.

The following zoning districts implement the goals, policies and distribution of land uses set forth in the subarea plans:

(a) Business District (BD). The purpose of this district is to promote community and regional employment and accommodate land uses such as corporate offices, general offices, research and development, medical clinics, technology, and light manufacturing and assembly. Secondary uses include warehousing, storage and distribution associated with a principal use and small-scale retail and services that support the principal uses and objectives of the district. This district should be located in areas with direct access to highways and arterials in addition to transit facilities, adequate public services and traffic capacity.

(1) Principal Uses.

- (i) Educational services (colleges and/or technical schools);
- (ii) Finance and insurance;
- (iii) Health care services;
- (iv) Light manufacturing and assembly;
- (v) Management of companies and enterprises;
- (vi) Professional, scientific, and technical services; and
- (vii) Transit-oriented development (including transit facilities/stops).

(2) Secondary Uses.

- (i) Food services;
- (ii) Information services;
- (iii) Personal services;
- (iv) Retail trade;
- (v) Wholesale trade;
- (vi) Warehousing, storage and distribution;
- (vii) Small wireless facilities/towers and antennas 50 feet tall or less; ~~and~~
- (viii) Eligible facility modifications;
- (ix) Transitional housing and permanent supportive housing, as defined in Chapter 14.08; and
- (x) Emergency shelters and emergency housing, as defined in Chapter 14.08 and subject to the supplementary use criteria in LSMC 14.44.100.

(b) Commercial District (CD). The purpose of this district is to accommodate the high-intensity retail needs of the community and regional market by attracting a mix of large to small format retail stores and restaurants to create a vibrant and unified regional shopping center. Transportation accessibility, exposure to highways and arterials with adequate public services and traffic capacity characterize this district.

(1) Principal Uses.

- (i) Accommodation services;
- (ii) Arts and entertainment;
- (iii) Food services;
- (iv) Retail trade; and
- (v) Transit-oriented development (including transit facilities/stops).

(2) Secondary Uses.

- (i) Amusement and recreation industries;
- (ii) Commercial parking structures/lots;
- (iii) Educational services (colleges and/or technical schools);
- (iv) Finance and insurance;
- (v) Health care services;
- (vi) Information services;
- (vii) Personal services;
- (viii) Professional, scientific, and technical services;
- (ix) Public administration;
- (x) Warehousing, storage and distribution;
- (xi) Small wireless facilities/towers and antennas 50 feet tall or less; and
- (xii) Eligible facility modifications.

(3) Residential Uses.

- (i) Mixed use multifamily residential units including apartments, condominiums, and live/work units, where the majority of residential units are located above commercial uses;:-

(ii) Transitional housing and permanent supportive housing, as defined in Chapter 14.08; and
(iii) Emergency shelters and emergency housing, as defined in Chapter 14.08 and subject to the supplementary use criteria in LSMC 14.44.100.

(e) Central Business District (CBD). The purpose of this district is to provide pedestrian-oriented commercial uses that serve the community and region by attracting a variety of small to mid-sized businesses along with high-density residential uses in proximity to other retail and residential areas. Building design and pedestrian-oriented features would support an active and pleasant streetscape. This district should include enhanced sidewalks, public spaces and amenities for pedestrians and cyclists that emphasize pedestrian movement over vehicular movement.

(1) Principal Uses.

- (i) Amusement and recreation;
- (ii) Arts and entertainment;
- (iii) Food services;
- (iv) Hospitality and lodging;
- (v) Personal services; and
- (vi) Small to mid-size retail trade.

(2) Secondary Uses.

- (i) Commercial parking structures/lots;
- (ii) Finance and insurance;
- (iii) Health care services;
- (iv) Professional, scientific, and technical services;
- (v) Public administration;
- (vi) Small wireless facilities/towers and antennas 50 feet tall or less; and
- (vii) Eligible facility modifications.

(3) Residential Uses.

- (i) Mixed use multifamily residential units including apartments, condominiums, and live/work units, where the residential units are located above or behind commercial uses;

(ii) Transitional housing and permanent supportive housing, as defined in Chapter 14.08; and

(iii) Emergency shelters and emergency housing, as defined in Chapter 14.08 and subject to the supplementary use criteria in LSMC 14.44.100.

14.40 – Permissible Uses

Table 14.40-I: Table of Residential 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	R4	WR	R6	R8-12	MFR	LB	MU ¹	PBD ²	BD	CBD	CD	LI	GI	P/SP
MISCELLANEOUS AND ACCESSORY USES															
	Emergency Housing¹⁵						P		P		P	P			
	Emergency Shelter¹⁵						P		P		P	P			
	Permanent Supportive Housing	P	P	P	P	P	P		P		P	P			
N/A	Recovery housing	P	P	P	P	P			P						
	Transitional Housing	P	P	P	P	P	P		P		P	P			
	Hotels, motels						P		P	P	P	P			A

[15. Subject to supplementary use regulations in LSMC 14.44.100.](#)

14.44.100 Emergency Housing and Emergency Shelters

(a) Purpose and Restrictions.

(1) The supplementary use regulations for emergency housing and emergency shelters, as defined in Chapter 14.08, are intended to provide clear and objective criteria to allow emergency housing while mitigating potential impacts to city residents, businesses, land uses and infrastructure.

(2) Restrictions.

(i) Applicants for emergency housing or emergency shelters shall obtain an emergency housing and shelter permit issued by the Department of Planning and Community Development.

(ii) Emergency housing and shelter permits are not transferable to another operator or location.

(b) Licensing and Registration.

(1) Emergency housing and emergency shelters are allowed in the zoning districts identified in Section 14.38.020 and Table 14.40-I LSMC.

(2) Emergency housing and emergency shelters require a Type I emergency housing and shelter permit application per Table 14.16A-I, applicable fees per the city's fee resolution, and a Site Management Plan as detailed in subsection (c).

(3) A renewal application shall be required every two years following initial application approval. The renewal shall be subject to any fees established by the city's fee resolution and shall document any changes to site operations from those described in the initial application.

(4) Any substantive changes to site operations, such as an increase in the number of residents served or the duration of stay, shall require a new application.

(5) Individual emergency housing and emergency shelter uses shall be separated by at least 500 feet between parcel boundaries, as confirmed by the city, based upon the Snohomish County Assessor's parcel data. Distance shall be measured as a radius from the edge of the parcel boundaries of the site.

(c) Site Management Plan Required

(1) The applicant shall prepare a Site Management Plan that includes the following information:

(i) The name, phone number, email address and postal address providing valid current contact information for the site operator. Any changes to the name or telephone number(s) of contact(s) must be submitted to the Department of Planning and Community Development within 14 days of the change and upon license renewal;

(ii) An Operations and Safety Plan that details:

- a. The target population served by the use (individuals, families, minors, etc.)
- b. The background/screening process for site residents
- c. The maximum and anticipated average duration of stay for residents
- d. The maximum number of residents, including for individual rooms/units/suites
- e. Entry, site access and security controls, including any limitations on hours of ingress/egress for residents and staff
- f. Any Code of Conduct (or similar) required to be signed by residents
- g. The number of employees/volunteers serving the site
- h. Supportive services (medical, social, etc.) provided at the site

(iii) A parking analysis documenting the number of parking spaces needed to meet the project's operational needs based on the number of residents and employees, anticipated vehicle ownership rate, average duration of stay and proximity to transit.

(d) Public Notice and Input

(1) Applicants for emergency housing or emergency shelters shall provide written notification to property owners in proximity to the project site that share a common boundary and properties immediately across a street or other public right-of-way, on a form provided by the city that details the proposed site operations. The applicant shall sign and return a copy of this notice to the Department of Planning and Community Development, as part of the Type I review.

(e) Health and Safety

- (1) All uses shall provide fire extinguishers, smoke detectors, carbon monoxide detectors and clearly marked exits and meet all other State building code and fire code requirements.
- (2) The city reserves the right to conduct inspections in response to health and safety complaints, subject to any fees identified in the current fees resolution.

(f) Nuisance Activity.

- (1) It shall constitute a public nuisance to allow any operations or activities that result in violation of Chapter 9.56 LSMC, Noise Control, or allow other nuisance activities as described in Chapter 9.60 LSMC, Nuisance Activity, or other applicable sections of this code.
- (2) All conditions which are determined by the Director or designee to be a nuisance activity shall be subject to enforcement pursuant to LSMC Title 17.

(f) Complaints and Enforcement.

- (1) Complaints and enforcement are subject to the processes identified in Chapter 4.04 LSMC and LSMC Title 17 including any applicable fines and penalties.
- (2) A new emergency housing and shelter permit will not be issued to the operator of a revoked emergency housing and shelter permit and business license until one year from the time of revocation has passed.
- (3) Permits issued based on applications containing misrepresented or misleading information may be revoked.

Table 14.72-I: Table of Parking Requirements

Use	Parking Requirement
Multifamily residences.	2 spaces per unit plus 1 additional space for every four units in the development, except multifamily units limited to senior citizens require only 1 space per unit.
Level I health and social service facility.	3 spaces for every 5 beds except for uses exclusively serving children under 16, in which case 1 space for every 3 beds shall be required.
Level II and III health and social service facility.	To be determined by the Planning Director on a case-by-case basis.
Group homes for juvenile offenders	1 space for each staff person on site during the maximum shift plus 1 space for each facility vehicle plus 1 space for every 3 beds.
Rooming and boarding houses.	1 space for each bedroom.
Short-term rentals.	1 space per every 2 bedrooms rented plus 2 spaces for owner/agent when occupied.
Hotels and motels.	1 space for each room to be rented plus additional space (in accordance with other sections of this table) for restaurant or other facilities.

Use	Parking Requirement
Temporary emergency, construction, and repair residences.	2 spaces per dwelling unit plus one space per room rented out (see Accessory Uses, Section 14.40.040)
Emergency Housing and Emergency Shelters	Approval of a project-specific parking analysis is required as part of the required Site Management Plan, per LSMC 14.44.100(c).
Permanent Supportive Housing and Transitional Housing	To be determined by the Planning Director on a case-by-case basis, factoring in population served, access to street parking, availability of shared parking agreements, and other variables.