



PLANNING COMMISSION SPECIAL MEETING

**Wednesday, July 12, 2023
at 6:00 p.m.**

In person at the Snohomish Carnegie 105 Cedar Avenue, Snohomish
and remote on-line/telephone access via *Zoom*
ONLINE Zoom remote meeting access: <https://us02web.zoom.us/j/81842988370>
or call in at (253) 215-8782 and use Meeting ID# 818 4298 8370

AGENDA

- 1. CALL TO ORDER**
 - a. Roll Call
 - b. Flag Salute
- 2. PUBLIC COMMENT on items not on the agenda**
- 3. APPROVE AGENDA contents and order**
- 4. APPROVE MINUTES of previous meeting(s)**
 - a. June 7, 2023 Regular Meeting Minutes
- 5. DISCUSSION ITEMS**
 - a. Commercial Uses in Multi-Family Developments
 - b. Comprehensive Plan Periodic Update
- 6. COMMISSIONER COMMENTS**
- 7. DIRECTOR'S REPORT**
- 8. ADJOURN**

NEXT MEETING: The next regular meeting is 6 p.m. Wednesday, August 2, 2023, at the Snohomish Carnegie, 105 Cedar Avenue, Snohomish, and online via Zoom.

Specialized accommodations will be provided with 5 days advanced notice. Contact the City Clerk's Office at 360-568-3115. This organization is an Equal Opportunity Provider.

**CITY OF SNOHOMISH
REGULAR MEETING OF THE PLANNING COMMISSION
MEETING MINUTES
June 7, 2023**

1. CALL TO ORDER: Chair Terry Lippincott opened the regular meeting of the Planning Commission at 6:00 p.m. on Wednesday, June 7, 2023.

a. Roll Call

COMMISSIONERS PRESENT:

Terry Lippincott, Chair
Gordon Cole
Mitch Cornelison
Hank Eskridge
Nick Gottuso
Merritt Weese

STAFF:

Brooke Eidem, Planning Director
Thomas Kreinbring, Assistant Planner

COMMISSIONERS ABSENT:

Christine Wakefield Nichols

b. Flag Salute

2. PUBLIC COMMENT

Jim Lewis commented on rezoning a portion of the Pilchuck District.

3. APPROVE AGENDA contents and order

Hearing no objections, Chair Lippincott stated the agenda order stood as presented.

4. APPROVE MINUTES of the May 3, 2023, regular meeting.

Chair Lippincott noted the minutes are revised to state that Commissioner Gottuso was present. Commissioner Gottuso moved to approve the minutes of the May 3, 2023, meeting as revised. Commissioner Eskridge seconded the motion, which passed 6-0.

5. DISCUSSION ITEMS

a. Middle Housing Analysis Update

Planning Director Eidem presented an update on the middle housing analysis project and referenced the memorandum from LDC who presented it at last night's City Council meeting. She provided an overview of the results of the housing survey, and the Commission discussed and asked questions. Director Eidem stated she would clarify if the answer to the question as to whether the housing stock data for multi-family within the City--34%--was by units or by building. Further, she stated she would get back to the Commission on how many cities in Snohomish County were awarded the grant that provided for this middle housing analysis.

Director Eidem provided a summary of the menu of strategies provided by LDC. The Commission discussed and asked questions. Director Eidem stated a more detailed discussion of House Bill 1337, the ADU bill, would be forthcoming.

b. Small-Scale Commercial Uses in Residential Areas

Director Eidem presented background information regarding small-scale commercial uses in residential areas. Two regulatory strategies were presented, including implementation of the Neighborhood Business zone, and allowing limited commercial uses as accessory to multi-family developments. The Commission asked questions, discussed, and provided feedback regarding allowed uses: adding personal services and restaurants, limiting the size of fitness centers, and removing equipment rental and pet store. The Commission discussed different parameters and limitations such as location, parking, signs, lighting, and noise.

The Commission agreed that moving forward with both regulatory strategies is unnecessary to meet City Council goals and requested that staff return with details on either one or the other, preferably the strategy that was easier to administer. Director Eidem stated she would discuss the options with the staff code team and return with more information.

c. Comprehensive Plan Engagement Update

Director Eidem provided an update on the robust public engagement for the comprehensive plan update. She would share the presentation the students from the UW Livable City Year program recently presented to City Council with the Commission. The Commission discussed and asked questions. Director Eidem described the upcoming Our Future Snohomish Carnival and asked the Commission to help in the event by volunteering if they were available.

6. COMMISSIONER COMMENTS

In response to Commissioner Eskridge's inquiry, Director Eidem indicated she would provide links for the abundant information available on the City's website.

Commissioner Cole asked about the July meeting. Director Eidem stated it will be held on July 12, 2023, at 6 p.m. He remarked on term limits of the Planning Commission members, which generated much discussion on the proposed changes.

Commissioner Gottuso agreed with a point previously made by Commissioner Wakefield Nichols regarding Commissioners as representatives of the public.

Chair Lippincott stated she would be sorry to lose the historical knowledge that may occur with a turnover of Commissioners, and posited that an Emeritus position would be nice to consider.

7. DIRECTOR'S REPORT

Director Eidem shared that at its May 16, 2023 meeting, the City Council adopted the proposed amendments to Chapter 14.65 Site Development Plans, and SMC 14.295.100 Level-of-Service Requirements and Concurrency Determinations as recommended by the

Planning Commission.

8. ADJOURN The meeting adjourned at 7:51 p.m.

Approved this 12th day of July, 2023.

By: _____
Commissioner Terry Lippincott, Chair



PLANNING COMMISSION STAFF REPORT

Date: July 12, 2023

Agenda Section: DISCUSSION ITEMS

From: Brooke Eidem, AICP, Planning & Development Services Director

Subject: Commercial Uses in Multi-Family Developments

SUMMARY: At the June meeting, the Planning Commission discussed two different strategies to allow small-scale commercial uses in residential areas. The discussion was focused on promoting and improving walkability, quality of life, and convenience for residents by integrating commercial uses in neighborhoods while minimizing negative impacts to nearby residential uses.

Both strategies had been previously discussed as part of the 2022 Comprehensive Plan amendments:

- Expanding the existing limited regulations for the Neighborhood Business zone (currently a placeholder and not appearing on the Zoning Map); and
- Allowing commercial uses in multi-family developments.

These strategies are supported by City Council goals and Comprehensive Plan policies LU 2.15, MF 6.8, CO 6.1b, and CO 6.8.

BACKGROUND & ANALYSIS:

During discussion in June, the Planning Commission agreed that potential commercial uses should include personal services, restaurants, fitness centers, retail, and offices, all with limitations controlling the scale and intensity. Equipment retail facilities were determined to be inappropriate in a residential area, and pet stores were also removed. The Planning Commission requested that staff investigate the two options and return with a single preferred strategy that would be the simpler to administer.

Staff from Planning, Building, Permitting, Engineering, and Public Works discussed the two strategies and are proposing to move forward with commercial uses in multi-family developments due to equity and its ease of administration.

As the Multi-Family zoning districts are applied to the zoning map citywide, any adopted changes would be applicable wherever land is zoned LDR, MDR, or HDR. As discussed at the June meeting, potentially appropriate commercial uses could include the following:

- Fitness center
- Grocery store
- Personal services
- Restaurant
- Restaurant, drive-thru/walk-up
- Retail
- Social services

As currently proposed, all permitted land uses would be subject to limitations applied through a footnote in the land use tables. The staff team also reviewed the 2022 preliminary draft and made some revisions to it, shown below in strikethrough and underline.

Commercial uses in multi-family zones shall:

- Be accessory to a multi-family development on the same development site or within the same building.
- ~~Be limited to primarily serving the neighborhood.~~
- Not exceed ~~X square feet in floor area or 25% of the total building floor area footprint all structures on a lot or that comprise a single unified development, whichever is less.~~
- Each commercial tenant space is limited to 2,000 square feet.
- Only occupy the ground level of a structure.
- Not be required to provide any additional parking spaces.
- Not include drive-through restaurants.

Other items to consider include whether to leave the placeholder regulations for Neighborhood Business or remove it from the municipal code, and whether revised dimensional standards should be considered for the commercial element of a development, such as decreased setbacks.

In addition to the Land Use Tables (Chapter 14.207 SMC) and the draft code provided above, this item would result in the following amendments:

- SMC 14.30.010 Establishment of Zoning Districts. Remove Neighborhood Business (*optional*).
- SMC 14.30.040(B) Purpose of Zoning Districts, Multifamily Residential Zoning Districts. Add language to clarify that small-scale commercial uses are allowed in conjunction with a residential use.
- Chapter 14.210 SMC, Dimensional Standards (*potential*).

RECOMMENDATION: That the Planning Commission discuss, ask questions, and provide direction to staff for drafting code amendments to review in August, with a potential Public Hearing in September.



PLANNING COMMISSION STAFF REPORT

Date: July 12, 2023

Agenda Section: DISCUSSION ITEMS

From: Brooke Eidem, AICP, Planning & Development Services Director

Subject: Comprehensive Plan Periodic Update

SUMMARY:

The Planning Commission discussed the engagement plan for the Comprehensive Plan in June. This agenda item provides an opportunity to discuss the update strategy and schedule for 2024 in greater detail.

BACKGROUND & ANALYSIS:

Public Engagement Update

The public engagement efforts continue to be successful, and the City is public input is coming in regularly. As discussed in June, there are several parallel initiatives underway to ensure robust outreach on the City's part, and multiple avenues for engagement to increase opportunity and visibility for the community.

The *Our Future Snohomish Comprehensive Plan questionnaire* is open on the City website and will remain open until this winter. As of July 5 there were 24 responses, with no listserv engagement. The listserv notice and social media postings are scheduled for later in the week, and a link to the City homepage will also make it more visible and easier to find.

The *Our Future Snohomish Carnival* is scheduled for July 22 from noon to 4pm. Planning efforts continue, and partnerships with other agencies and community organizations are integral to making the event successful. Posters are being hung throughout the City, and a listserv notice has been published. Planning Commissioners are encouraged to volunteer at the event or attend. The City Clerk will publish a notice of special meeting, in case a quorum is present. Following the event, staff will analyze the data and present results to the Planning Commission and City Council.

Civic Ambassadors continue to engage with the community and report findings back to staff. Their methods are highly variable, as the program was designed. For example, one member frequently sets up at local coffee shops, and plans to branch out to other locations later in the summer. Another member discusses the Comprehensive Plan at their local neighborhood watch meetings. Yet another has written several letters to the editor, while another writes updates for their local church newsletter.

On June 20th a group of elementary school students presented their vision for the future to the City Council as part of the *Kids Design Snohomish* program. Ten students spoke about what they want to see in the Snohomish of 2044. Their ideas were innovative and thoughtful, and many of them spoke about community gathering places and making it easier to get around the city. Staff intends to continue

this program with middle and high school students when classes resume in the fall; a revised curriculum will be developed for an older age group.

Update Plan and Schedule

The current plan is to continue public engagement efforts into the winter of 2023. Concurrently, background and technical analysis is underway to update the inventory and assessments within each Element. Beginning in January, goals and policies will be discussed in depth with the Planning Commission. An analysis of engagement results will be presented with a gap analysis and assessment of each goal and policy, to inform and facilitate discussion. It is possible that special workshops will be required in order to complete the work.

Each quarter, staff hopes to complete review of three Elements. The current schedule is shown below. The strategies discussed are primarily for the completing the inventories and assessments sections, which are not expected to be discussed in detail by the Planning Commission. In all cases, similar to the 2015 update, discussions will be focused on ensuring goals and policies are aligned with community comments, regulatory requirements, and the long-term vision for the City.

Phase	Timeline	Element/Task	Strategy
1	2022-2024	Public engagement	As discussed
2	Q1 2024	Utilities	Use information from Water and Sewer Comprehensive Plans and information from outside purveyors (telecommunications, electricity, etc) to update previous Element.
		Climate & Environment	UW LCY planning studio has provided technical information, a GHG inventory, and recommended policies. Staff will work with the CRAB and UW capstone project students to review information and make recommendations for the Planning Commission.
		Strategic	Begin with the 2013 Strategic Plan as a starting point and integrate public engagement inputs.
3	Q2 2024	Housing	Work with AHA on collecting the most current data; use the Middle Housing and Racial Equity/Displacement analyses as well as 2022 HAGA data. Land Capacity Analysis currently being conducted by staff to inform future work.
		Capital Facilities	Consultant currently working on a facilities inventory and assessment.
		Land Use	Integrate results from public engagement, assessments from other Elements, and market/land use analysis of subareas.
4	Q3 2024	Parks	Parks Board is working on updating the PROS Plan.
		Transportation	Consultant currently working on this Element. A multi-modal LOS and Complete Streets will be integrated.
		Economic Development	UW LCY will be working with the Economic Development Coordinator on this Element in September 2023.
5	Q4 2024	Final reviews and adoption	Ensure internal consistency.

Policy Matrix

A policy matrix has been assembled using all goals and policies from the current Comprehensive Plan. The Shoreline Element has been removed because it is recent enough to avoid updating. The matrix is designed as a worksheet so that notes can be added. Results from two gap analyses have already been included; these are the analyses from LDC for the Middle Housing and Racial Equity & Displacement reports, and preliminary review data from the UW students as part of the climate planning studio project.

These notes highlight potential issues and challenges with goals and policies, where they conflict with GMA requirements or guidance. New recommended goals and policies are not included at this time.

At the meeting, each Planning Commissioner will receive a policy matrix document and will be asked to review the goals and policies on their own time for discussion later in the fall of 2023. Staff will collect the worksheets in October and synthesize results to facilitate that discussion.

Strategic Plan

The City has a Strategic Plan that has not been updated since 2013. It had a planning horizon of five years, so the plan is out of date. The City Council has directed staff and the Planning Commission to integrate the Strategic Plan into the Comprehensive Plan. This will make it easier to communicate the City's vision and policies through a single document and avoid potential conflicts and confusion, but it does present a challenge for the 2024 Periodic Update. Initiatives and policies from the 2013 Strategic Plan (most recent version) have been added to the policy matrix.

RECOMMENDATION: That the Planning Commission discuss and ask questions.
