

**PLANNING COMMISSION  
REMOTE MEETING  
MEETING MINUTES  
MAY 17, 2022**



APPROVED: \_\_\_\_\_ *kmd* \_\_\_\_\_

**1. ROLL CALL**

Chair Michael Finch called the meeting to order. Commissioners in attendance: Adam Yanasak, Michael Zelinski, Christine Lavra, Carly McGinn, and Kevin Ballard.

Commissioners Absent at Roll Call: Demi Chatters and Charles Adkins  
Staff Present: Yorik Stevens-Wajda, Becky McCrary, and Kathy Davis

**2. APPROVAL OF MINUTES**

**Motion:** Commissioner Ballard made a motion to approve the April 19, 2022, meeting minutes.  
Commissioner McGinn seconded the motion.

**Vote:** Commissioner Ballard, yes; Commissioner McGinn, yes; Commissioner Lavra, yes; Commissioner Zelinski, yes; Commissioner Yanasak, abstain; and Chair Finch, yes.

**Motion Carried.**

Attendance

Commissioner Chatters and Commissioner Adkins joined the meeting after Approval of Minutes.

**3. REPORTS OF MEMBERS AND COMMITTEES**

Commissioner McGinn reported that the Northwest Neighborhood was moving forward with their native garden design located at Drew Nielsen Park. The neighborhood meets on Thursday, 6:30 p.m., at Everett Community College in Whitehorse Hall.

Commissioner Yanasak mentioned that the Herald had a front-page article on homelessness that was timely given the proposed code amendments under consideration.

**4. STAFF COMMENTS**

Yorik Stevens-Wajda, Planning Director, provided information on the future of in-person Planning Commission meetings, proposed agenda for the Planning Commission meeting in July, comprehensive plan periodic update process, comprehensive planning grant funds, Housing Action Plan implementation grant, and the Puget Sound Clean Air Agency strategic planning workshop in Snohomish County.

Chair Finch asked about periodic updates on key statistics or indicators relative to development around the city. Mr. Stevens-Wajda responded that staff were working on development metrics to track permit volumes, housing units, commercial development, and timelines. As soon as staff completes that work, that information would be provided to the Planning Commission for regular updates.

## **5. OPEN PUBLIC COMMENT**

None

## **6. REVISING REGULATIONS FOR HOMELESS SHELTERS AND HOUSING – BRIEFING**

Becky McCrary, Long Range Planning Manager, and Mr. Stevens-Wajda presented information on project update, policy guidance recap, recent State legislation recap, and proposed code amendments.

### Commission Discussion

Chair Finch asked about the difference between an administrative and conditional use permit. Mr. Stevens-Wajda responded that the main difference between the two review processes is the review authority.

Commissioner Ballard asked if the temporary extreme weather shelter was permitted outright in the business and mixed-use zones. Mr. Stevens-Wajda responded yes and that those facilities would be only short-term in response to inclement and extreme weather. Commissioner Ballard asked if that would require some type of facility oversight. Ms. McCrary stated that the requirements would include some level of inspection to make sure life safety issues were addressed. Mr. Stevens-Wajda added that would probably include a process for the Fire Marshall and Building Department to get involved. Ms. McCrary added that could be accomplished through a memorandum of understanding. Chair Finch asked who makes the determination about an extreme weather event. Ms. McCrary responded that she would follow-up on who makes the determination; however, most cold weather shelters have a temperature threshold that activates the shelter.

Commissioner Ballard asked about the limit of 40 on the number of shelter palettes. Ms. McCrary responded that currently staff were working with the City's community development team on the pallet shelter and the thought was that more than 40 could overwhelm the sponsor or managing agent and possibly emergency service providers.

### Citizen Comments

None

## **7. REMOVING LIMIT ON RESIDENTS IN A DWELLING – BRIEFING**

Yorik Stevens-Wajda, Planning Director, presented information on the removing the limits on the numbers of residents in a dwelling.

Commission Discussion

Commissioner Yanasak commented that the limit on number of residents in a dwelling appeared to be difficult to enforce except in the most obvious cases. Mr. Stevens-Wajda responded that the city had enforced on the limit of unrelated adults under the current family definition in the past but wasn't familiar with the Code Enforcement process.

Chair Finch stated that the legislation removed the prohibition on the number of residents in a dwelling; however, doesn't state that the city couldn't provide some level of regulation. For example, the regulation could say that in the event there were more than X number of related or unrelated adults in a dwelling unit, the dwelling unit would need to be inspected. The process could also include an off-street parking requirement.

Commissioner Zelinski asked if the Fire Code imposed occupancy limits on single family dwellings based on egress available to the house. Mr. Stevens-Wajda responded that he would follow-up on the building and fire code regulations in terms of number of people in a dwelling.

Commissioner Chatters asked how sober living facilities were regulated. She added that it would be helpful to define exactly what our interest is in regulating occupants beyond health and safety, fire and building codes. For example, sober living facilities already exist, which may have 10+ unrelated people sharing the dwelling. Aren't there already various safety driven codes that will continue to apply? Ms. McCrary responded those were permitted through a reasonable accommodation process. Commissioner Ballard commented that we shouldn't over analyze and try to regulate extremes but propose regulations that comply with the intent of the State law.

Citizen Comments

None

**ADJOURNED 8:06 PM**

  
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Planning Commission Secretary

6/22/22  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Administrative Coordinator

June 22, 2022  
\_\_\_\_\_  
Date

