

PLANNING COMMISSION

MEETING MINUTES

JUNE 21, 2022

APPROVED: kmd



1. ROLL CALL

Acting Chair Christine Lavra called the meeting to order. Commissioners in attendance: Adam Yanasak, Carly McGinn, Kevin Ballard, Demi Chatters, and Charles Adkins.

Commissioners Absent: Michael Zelinski and Michael Finch

Staff Present: Yorik Stevens-Wajda, Becky McCrary, and Kathy Davis

Guest: Richard Tarry,

2. APPROVAL OF MINUTES

Motion: Commissioner Ballard made a motion to approve the May 17, 2022, meeting minutes.

Commissioner Adkins seconded the motion.

Vote: Commissioner Adkins, yes; Commissioner Ballard, yes; Commissioner Chatters, yes; Commissioner McGinn, yes; Commissioner Yanasak, yes; and Acting Chair Lavra; yes.

Motion Carried.

3. REPORTS OF MEMBERS AND COMMITTEES

Commissioner Adkins reported that he had a new job as the legislative policy analyst for the Tulalip Tribes.

4. STAFF COMMENTS

Yorik Stevens-Wajda, Planning Director, provided information on funding for comprehensive plan update planning and the Department of Commerce grant award for housing implementation and the City submittal for middle housing grant funds.

5. OPEN PUBLIC COMMENT

None

6. TRANSPORTATION IMPROVEMENT PROGRAM ANNUAL UPDATE

Richard Tarry, Public Works Engineering Services Manager, stated that the city annually updates the Transportation Improvement Program (TIP) list as required by State Law. The TIP is an unconstrained project list that is an appendix to the City's Transportation Element of the Comprehensive Plan. City Council approval of the TIP list authorizes staff to seek funding for transportation improvements.

Motion: Commissioner McGinn made a motion recommending approval of Planning Commission Resolution 22-01. Commissioner Adkins seconded the motion.

Vote: Commissioner Adkins, yes; Commissioner Ballard, yes; Commissioner Chatters, yes; Commissioner McGinn, yes; Commissioner Yanasak, yes; and Acting Chair Lavra; yes.

Motion Carried.

7.A. CENTERING AND ADVANCING EQUITY IN OUR WORK

Mr. Stevens-Wajda introduced Kay Barnes, the City's Equity Manager who presented information on the City's work in response to the Mayoral Directive on building unity, addressing racism, and promoting equity for all. Ms. Barnes presented information on the Diversity Wheel, a tool to assist City staff in building connections and fostering inclusion with each other and the community.

7.B. REVISING REGULATIONS FOR HOMELESS SHELTERS AND HOUSING – CONTINUED

Becky McCrary, Long Range Planning Manager, and Mr. Stevens-Wajda presented information on changes made to the code amendments since the May Planning Commission meeting, and next steps.

Commission Discussion

Commissioner Adkins referred to the definitions and asked about the Cocoon House use. Ms. McCrary responded that the use would fall under emergency shelter or possibly permanent supportive housing for that age group. Commissioner Adkins referred to EMC 15.02.140.A.1 and asked if the public information meeting would also apply to emergency weather shelters. Ms. McCrary responded no. Mr. Stevens-Wajda added that temporary extreme weather shelters would be a permitted use within the commercial zones of the city so that those could be opened immediately given compliance with City Fire codes. In the residential zones, that use would require a review process with public notice.

Commissioner Ballard asked if there were any discussions on permitting emergency housing in the residential zones. Ms. McCrary responded that during discussions with the community development team who manage the homeless programs in the city, it was important to have a management plan and to have some oversight and protections in place for the shelter group and the community in the residential zones. Mr. Stevens-Wajda added that the proposed amendment changes the review process from a conditional use permit to an administrative use permit.

Commissioner Ballard asked if staff had discussions with Cocoon House or the Gospel Mission on the proposed amendments. Mr. McCrary responded no; however, the proposed amendments would be distributed to the service providers prior Planning Commission public hearing.

Citizen Comments

None

7.C. REMOVING LIMIT ON RESIDENTS IN A DWELLING – CONTINUED

Becky McCrary, Long Range Planning Manager, and Mr. Stevens-Wajda presented information on the proposed code amendments on removing the limits on the numbers of residents in a dwelling, and next steps.

Commission Discussion

Commissioner Yanasak asked about the short-term rental limitation of 8 guests given that state law exempts short term rentals from the limitation. Mr. Stevens-Wajda responded that limitation was probably based on past regulations on the number of unrelated adults living in a dwelling unit to limit the possible negative impacts to a neighborhood. Commissioner Yanasak asked about the parking requirements for short-term rentals. Mr. Stevens-Wajda responded that there was a more conservative parking approach for short-term rentals.

Commissioner Yanasak referred to the elimination of the family definition and asked if staff had considered a different terminology for single family, multiple family, and adult family home. Mr. Stevens-Wajda responded that staff went through every single place where the word “family” existed in the Code to make sure the regulation didn’t rely on the code definition. The focus for staff was on the definition of dwelling unit because that’s what gets applied in a code enforcement case in response to citizen complaints of too many people living in a dwelling unit. Terms like adult family home, single family and multiple family were currently in State law and would be worth looking at more broadly in addressing equity issues.

Commissioner Chatters asked for clarification on short-term rental parking, and specifically what the regulation was for a dwelling that was both owner-occupied and short-term rental. Mr. Stevens-Wajda responded he intended the parking regulations to be clear. He stated that if the entire dwelling unit was rented, the parking requirement would remain the same as if it was occupied by the homeowner. The current parking requirement ignores the size of the unit or use. The intent of the code amendment was initially to remove the limit on the number of residents in a dwelling.

Commissioner Yanasak commented that if rooms were rented out in a two-bedroom house for more than 30 days, two parking spots were required; however, if the rental was for 10 days an additional parking space was required. How do we justify the different treatment for short-term rentals? Commissioner Adkins stated that the Rethink Housing Action Plan included recommendations about reducing parking minimums. Mr. Yorik Stevens-Wajda responded that parking would be considered as part of the Comprehensive Plan Update; however, parking was a very contentious issue and could be one of the potential barriers to providing affordable housing types. He added that staff would review the planning background documents to find out more information about the short-term rental parking minimum requirement and consider if there was something more appropriate for that use.

Commissioner Adkins asked about the short-term rental license. Mr. Stevens-Wajda responded that they use would require a business license. Commissioner Adkins asked about enforcement. Mr. Stevens-Wajda responded that enforcement would be complaint based. Commissioner Yanasak stated

that the city would not want to make short-term rentals more onerous because that could discourage people from going through the proper license procedure. Mr. Stevens-Wajda responded that staff will review short-term rentals and bring a slightly revised proposal back to Commission for the next meeting.

Mr. Stevens -Wajda reviewed the next steps leading up to the public hearing on July 19 with City Council consideration in August.


Citizen Comments

None

ADJOURNED 8:55 PM




Planning Commission Secretary



Date



Administrative Coordinator



Date