



# CITY OF SNOHOMISH

*Founded 1859, Incorporated 1890*

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## NOTICE OF SPECIAL MEETING

**Joint Workshop with the**  
**SNOHOMISH CITY COUNCIL**  
**and**  
**PLANNING COMMISSION**  
in the  
George Gilbertson Boardroom  
1601 Avenue D

**TUESDAY**  
**January 17, 2017**  
**6:00 p.m.**

## WORKSHOP AGENDA

- 6:00 1. **CALL TO ORDER**
2. **DISCUSSION ITEM - REVIEW** and **DISCUSS** the 2016 Annual Report and 2017 Work Program (*P.I*)
- 6:55 3. **ADJOURN**



## **DISCUSSION ITEM 2**

**Date:** January 17, 2017  
**To:** City Council  
**From:** Glen Pickus, AICP, Planning Director  
**Subject:** **2016 Planning Commission Annual Report to the City Council  
Proposed 2017 Planning Commission Work Program**

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**SUMMARY:** The Planning Commission approved a 2016 Annual Report to the City Council and a proposed 2017 Work Program at its January 4, 2017 meeting. At this joint workshop, the City Council and Planning Commission will discuss the two documents.

**BACKGROUND:** One of the City Council's 2017 goals is to, "Establish an ongoing invitation to community organizations and City boards and commissions to review their annual goals with the City Council to enhance collaboration and coordination." This joint workshop meeting with the Planning Commission supports that goal.

Snohomish Municipal Code 2.16.060 requires the Planning Commission provide an annual report to the City Council on its previous year's activities. The Planning Commission approved the attached report to comply with the code's requirements.

Chapter 2.16 Snohomish Municipal Code (SMC) created and empowered the Planning Commission. The role of the Commission is to serve in an advisory capacity to the Snohomish City Council on land use, regional and comprehensive plan issues. While not explicitly stated in SMC 2.16 that the Council should approve the Planning Commission's work program, to do so will ensure the Planning Commission's efforts are in line with the City Council's needs and expectations.

**ANALYSIS:** It appears the intent of the annual report required by SMC 2.16.060 is merely to be a tool to provide information to the City Council. The code does not provide specific guidance as to what information the annual report should contain other than requiring the Planning Commission to state "on its activities". For the 2016 Annual Report, the Planning Commission chose to highlight its activities that required a vote.

A work program is for guidance and planning purposes only. In the work program, the Commission and staff are projecting which projects the Planning Commission will be engaged with in 2017 and how long it is expected for each project to be processed. The work program does not bind the Planning Commission. If a listed project ends up taking longer than expected, other listed projects will be affected. Those affected projects could be delayed to later in the year or postponed to 2018. Similarly, if new unlisted projects come along that demand the Commission's attention they will be added to the work program. The work program should be viewed as a living document that through the year will adjusted and modified.

## **DISCUSSION ITEM 2**

Based on its experience and expertise, staff projected which land use, regional and comprehensive plan projects will require the City's attention in 2017. Those projections were then used to draft an initial 2017 Planning Commission Work Program. At its January 4, 2017 meeting, the Planning Commission discussed the draft work program, reviewing the listed projects and their timing. They considered whether any projects should be removed or added to the program.

**BUDGETARY IMPACTS:** None

**STRATEGIC PLAN REFERENCE:** Not applicable

**RECOMMENDATION:** That the City Council **DISCUSS** both the 2016 Planning Commission Annual Report to the City Council and the proposed 2017 Planning Commission Work Program. Since the Annual Report is merely provided to the Council for its information, no changes should be offered. However, the 2017 Work Program is a guiding document so the discussion should include whether to add or delete projects listed on the Work Program.

**ATTACHMENTS:**

- A. 2016 Planning Commission Annual Report to the City Council
- B. Proposed 2017 Planning Commission Work Program

**REFERENCE DOCUMENT:** SMC 2.16.060  
<http://www.codepublishing.com/WA/Snohomish/#!/2.16.html#2.16.060>

## Planning Commission 2016 Annual Report to City Council

Despite a change in leadership of the City's Department of Planning & Development Services and the uncertainty that created, 2016 was a productive year for the Planning Commission. We had a total of nine meetings, although at one meeting we did not have a quorum.

The first part of the year the Commission worked on a code amendment to adopt comprehensive regulations for wireless telecommunications facilities. In February we held a public hearing after which the Commission recommended City Council approval of the proposed amendment.

In June, two public hearings were held. One was to consider a code amendment ordinance to allow for deferred collection of park, traffic, and school impact mitigation fees. This code amendment was necessary to comply with recent State legislation. The second hearing was to consider a code amendment that created a new land use called "community-based theaters". The amendment allows community-based theaters to be located in single family residential zones with a conditional use permit. The Commission recommended City Council approval of both ordinances.

Also at the June meeting, the Planning Commission approved a values statement in response to the Open Government Committee's recommendation to ensure consistency between the values of the various City boards and commissions.

At our August meeting we were introduced to the City's new Planning Director.

During the second half of the year the Planning Commission focused its efforts primarily on state-mandated code amendments related to stormwater regulations and encouraging the use of low impact development best management practices. This included creating a new chapter in Snohomish Municipal Code to regulate clearing and grading. Also included was adoption of the Washington State Department of Ecology's 2012 Stormwater Management Manual for Western Washington. After two workshops, a public hearing was held in October after which the Commission recommended City Council approval of the code amendments and adoption of the stormwater manual.

In November, a public hearing was held to consider the sole 2016 docket item. That item was a request to amend the Comprehensive Plan by changing the land use designation for 2501 Bickford Ave. to High Density Multi-family Residential from Business Park. The Planning Commission recommended the City Council approve the request.

Respectfully submitted,

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Hank Eskridge, Chair  
Snohomish Planning Commission

ATTACHMENT B

2017 Planning Commission Work Program (proposed)

Project	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Shoreline Master Program				pc		PC						
Development Agreements	pc	PC										
Fences	pc	PC										
Vesting (SMC 14.55.012)			pc		PC							
Construction Noise			pc									
Categorical Exemptions			pc		PC							
Docketing Process (SMC 14.15)						pc		PC				
Consolidate Permit Processes (SMC 14.15)						pc				PC		
Comp Plan/Title 14 Relationship (SMC 14.05.090)							pc			pc		
Notice of Adoption of Code Amendments							PC					
Docket/Comp Plan Amendments*											PC	
Critical Areas Code									pc			

pc = Planning Commission work shop  
 PC = Planning Commission public hearing  
 \* Annual project