



CITY OF SNOHOMISH

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NOTICE OF REGULAR MEETING

PLANNING COMMISSION

In the
George Gilbertson Boardroom
Snohomish School District Resource Center
1601 Avenue D

WEDNESDAY
June 1, 2016
6:00 p.m.

- 6:00 1. **CALL TO ORDER** – Roll Call
- 6:05 2. **APPROVE** the minutes of:
- a. March 2, 2016 regular meeting (*P.1*)
 - b. May 4, 2016 regular meeting (*P.7*)
- 6:10 3. **CITIZEN COMMENTS** on items not on the agenda
4. **PUBLIC HEARINGS**
- 6:20 a. Community-Based Theaters (*P.9*)
 - 6:40 b. Deferral of Impact Fees (*P.19*)
- 7:00 5. **DISCUSSION ITEM** – Planning Commission Values Statement (*P.35*)
- 9:00 6. **ADJOURN**

NEXT MEETING: The next regular meeting is **Wednesday, July 6, 2016**, at 6:00 p.m. in the George Gilbertson Boardroom, Snohomish School District Resource Center, 1601 Avenue D.

AGENDA ITEM 2a

**CITY OF SNOHOMISH
REGULAR MEETING OF THE PLANNING COMMISSION
MEETING MINUTES
March 2, 2016**

1. CALL TO ORDER: The regular meeting of the Planning Commission was called to order by Vice Chair Eskridge at 6:05 p.m. in the George Gilbertson Boardroom, 1601 Avenue D. The assemblage joined in the flag salute and roll was taken.

PLANNING COMMISSION

MEMBERS PRESENT:

Gordon Cole
Hank Eskridge
Steve Dana
Terry Lippincott
Van Tormohlen

STAFF:

Owen Dennison, Planning Director
Katie Hoole, Permit Coordinator

OTHERS PRESENT:

Lisa Utter, Thumbnail Theatre Boardmember

MEMBERS ABSENT:

Christine Wakefield Nichols
Laura Scott, Chair

2. **APPROVE** the minutes of the February 3, 2016 regular meeting

Mr. Cole moved to approve the February 3, 2016, minutes as written; Ms. Lippincott seconded, and the motion was approved, 5-0.

Mr. Eskridge thanked Mr. Dennison for his hard work on the wireless communication facilities (WCF) ordinance. Mr. Dennison said the Council ultimately adopted the Commission's recommendation, with the change that WCFs be prohibited in parks. There was also a direction to staff to come back with an amendment to establish a notification sign size standard to use the extra large one (brought in for the cell tower hearing) for Tier 3 and 4 proposals.

Ms. Lippincott asked about the recommendation for an RF engineer and Mr. Dennison said staff recommended an attorney with engineering expertise; the thought was that the City would probably gain more benefit from an attorney. The price of a thorough review was fairly similar: \$5,000 for an engineer versus \$7,000-10,000 for an attorney; however, the Council did not want to take on that expense. They were confident in the ordinance and wanted to give it a try. If issues were identified after one or two applications, then they would send it to an attorney. Mr. Dennison added that every time an issue has been brought up, he checked the federal code and had not found a problem.

Mr. Eskridge confirmed that tower lighting was determined by the FAA. Mr. Dennison said the preference in the Code is for a red beacon rather than white.

Mr. Dennison said the Commissioners did a good job. The five arduous months were well spent, and he felt good about the product.

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3. CITIZEN COMMENTS on items not on the agenda

There were no citizen comments on items not on the agenda.

4. DISCUSSION ITEM – Various Potential Amendments to Title 14 SMC

Mr. Dennison explained that this topic covers several potential code amendments; the majority were issues raised in an audit by the Washington Cities Insurance Authority (WCIA). The first one is from the Federal Religious Land Use and Institutionalized Persons Act, which addresses regulations that may place a substantial burden on religious exercise; the best example is signs. Certain signs can be regulated because there are public safety issues, but for things like sign dimensions, an institution could conceivably argue that our size regulations are prohibiting them from communicating with the public. Staff has proposed that instead of changing the regulations, we acknowledge that under a substantial burden claim, an exception may be granted to the standard application of our regulations. It requires the applicant to specify which standards are at issue and what the minimum relief is that they need for their religious exercise. The decision is administrative but appealable to the Hearing Examiner by either the applicant or someone who disagrees. This would be placed in SMC 14.55 for provisions applicable to all permits.

The second potential amendment is a state law that says a code city cannot take any action that prohibits homeless encampments on religious properties. When we did the group quarters revision, it seemed appropriate to update the definitions of church, synagogue, temple or mosque. At that time, we excluded homeless encampments, but were unaware that doing so was a violation of state law. This would correct that.

The next amendment relates to state law that says recreational vehicles must be allowed in any mobile home park. The City has a definition of “mobile home park” and no provisions in the mobile home park requirements that address recreational vehicles. There is no specific prohibition, but to be on the safe side, staff felt it should be added. This amendment also corrects the multifamily zoning reference for consistency.

The fourth proposed amendment is in regard to childcare; the City currently has two kinds of childcare: in-home—where an occupant of the residence has a business to watch up to 6 children, or 6-12 children including their own family; and childcare—which is not in a residence and can be in any appropriately-zoned commercial space. State law says a city cannot create impediments to allowing family childcare up to 12 kids.

Currently the City requires a Conditional Use Permit (CUP) for 7-12 children, and under 6 is permitted in most zones (except Public Park). According to state law, the CUP would be an impediment. Staff’s proposal is to collapse the two family childcare categories into one, if we’re not creating a process distinction, and call it family childcare. It would have to be licensed by the state. Part 3 of the proposed amendment states the City may require proof of written notification by the provider that immediate property owners have been notified of the facility, and any dispute would be mediated by the state.

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Commissioners were concerned that the language said the state “*may provide a forum to resolve the dispute.*” Mr. Dennison explained the state also has some latitude in denial of licenses; the state could decide to not renew if there were issues.

At some point, Mr. Cole would like to think about adult day care, which is not addressed in our Code but is a growing need in our society. The Code mentions retirement homes, but he’s talking specifically about respite/day care. Mr. Dennison said it could potentially be addressed through the childcare designation, and it could be changed to “daycare” or “care.” It is a good idea and something that could be docketed in another package of amendments—it could even be combined with the current group of amendments, if they were revised to be a little more inclusive. He suspects the regulations would be fairly similar to childcare. Mr. Cole recommended including it unless staff discovers some problem with it.

Mr. Dennison confirmed Commissioners were in favor of including the provision requiring proof of written notification of the intent to locate a childcare facility.

The final amendment pertains to Community Based Theatres, discussed last August and in 2010 as part of a work plan considering various uses and structures, in the Historic District in particular, where the original use has vacated and there is no good alternative consistent with the range of uses permitted in a single family zone. Churches are the prime example. The nonprofit at 331 Avenue D (alternately addressed as 1211 Fourth Street) is currently a theatre; theatres are not among the list of uses permitted outright or conditionally in the single family zone. A theatre is similar in nature to a church in that it is an assembly use, albeit with different hours and perhaps in use during more days of the week. No formal code violation complaints have been filed; if a complaint was filed, the City would be in position of shutting it down.

The proposal would create a new land use for Community Based Theatres that would be subject to certain limitations: a maximum floor area to maintain the scale of a single family neighborhood; restricted to the Historic District; adjacent to a collector or minor arterial; and any land use that transitions would have to show compliance with the parking code.

Mr. Cole asked for confirmation that if one of these larger churches is converted to a single family residence, it couldn’t be converted back to a theatre; Mr. Dennison said that would be true if the use was abandoned for 12 months.

Mr. Dana wasn’t sure there was a demand for five community theatres; Mr. Cole added that three of the five locations in the agenda weren’t adjacent to an arterial so they wouldn’t be permitted as theatres, and Mr. Dennison noted that a fourth was too large.

Mr. Dana would prefer to have regulations that apply to all of these identified properties, rather than creating language that specifically calls for community theatres when an appropriate use may be something else, such as an adult daycare center. We don’t want to tear down these old church buildings because there aren’t any legal uses for them. How can we write regulations that apply to these properties only?

Mr. Dennison noted it was important to have concern for what the neighbors wanted to see as well; Mr. Dana said the Conditional Use Permit was used in the old days to mitigate the

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neighbor's concerns, and the differences were reconciled right in the CUP meeting. He wants a process that applies to just these buildings, giving a range of uses that may be allowed.

Mr. Dennison said the City has something comparable for home occupations. The code doesn't say what the range of uses are, but is more performance-based and has conditions that must be met to preserve the residential nature of the neighborhood. It is harder to regulate because it requires a detailed understanding of not only what the use is, but how a use could conceivably grow into something with more impact. The enforceability is largely complaint-driven for home occupations, and the applicants are informed that continued approval of the home occupation depends on the neighbors not objecting.

Ms. Lippincott agreed with Mr. Dana's proposal regarding looking at other options for what can be done with the buildings when they are no longer used as churches; it doesn't need to be written tonight, but it is worth pursuing. Mr. Cole also agreed and said this particular set of regulations may only apply to one building, and they could move forward with it if there is no serious downside; however, as a future issue, the Commissioners should look at what can be done to allow these other buildings to transition to other uses. Mr. Cole recommended staff bring back an ordinance for review.

Mr. Dennison asked if there were any citizen comments.

Lisa Utter, 18828 46th Avenue West, Lynnwood, added that some adult care facilities were starting to provide night care as well. Ms. Utter is on the Board of the Tim Noah Thumbnail Theatre, which has met with the neighbors to hear their parking concerns. They talked to their regular patrons and performers about parking further away, and it has been about 4-5 months since there have been any reported issues. It is public property, so people are allowed to park there, but the Theatre has a loyal fan base with lot of repeat attendees, so the Board has been asking them to move further away. The Theatre Board is anxious about being a non-conforming use, as it puts them in an awkward position; the issue comes up pretty regularly.

Mr. Dennison added that it is also a public and prominent use; people come here for it.

Mr. Dana was concerned this was written so narrowly that it seemed like spot zoning; Mr. Dennison said all of the standards of the criteria can be justified, but as it turned out, it applied to only one property.

Ms. Utter noted, and Mr. Dennison confirmed, that a portion of the Zion property could be used.

Mr. Cole moved to direct staff to prepare an ordinance based on the preliminary staff report and bring back materials for discussion of the other properties. Mr. Dana seconded. The motion passed unanimously (5-0).

Mr. Dennison had a formality that needed addressing. He submitted the Comprehensive Plan to the state in July 2015, and they had 60 days to review it. Every time he's worked on a GMA Comp Plan, the Department of Commerce has compiled comments from various state agencies and drafted a letter stating what they liked and didn't like; he has been waiting for the

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letter. Finally, a month ago, he called to ask where the letter was, and they said it was fine; they had no comments.

The City is actually under a bit of a time constraint. An adopted plan has to be certified by the Puget Sound Regional Council, and they had a couple tweaks—they wanted to add a little more language, and as part of the process, he had to send it out for consultation to the pilots association, the airport, and others. Our last day to adopt it, get it certified, and remain eligible for federal funds is the 15th, the same day it is scheduled for adoption. He drafted the ordinance language and realized the Commission never took action on it. The idea was that it would come back for a final blessing, but suddenly we ran out of time. He asked if the Commission would like to formally recommend that the City Council adopt the Planning Commission recommended Comprehensive Plan.

Mr. Cole asked what changes were made since they last saw it. Mr. Dennison said one was a policy they had removed that was confusing and made no sense; WSDOT had liked it, so it went back in. The policy was that when changes to the development code or the comprehensive plan are proposed, the City will consult with the airport. There were two other airport-related items, including policy language for the notice for new residential development in the flight path.

Mr. Dennison asked if Commissioners would recommend approval of the version they reviewed.

Mr. Cole moved to recommend the City Council adopt the final revised Comprehensive Plan that was developed by the Planning Commission. Mr. Eskridge seconded. The motion passed unanimously, 5-0.

5. ADJOURN

The meeting adjourned at 7:18 p.m.

Approved this 1st day of June, 2016

By: _____
Commissioner Laura Scott, Chair

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AGENDA ITEM 2b

**CITY OF SNOHOMISH
PLANNING COMMISSION
May 4, 2016**

The meeting was opened by Chair Scott at 6:12 p.m. in the George Gilbertson Boardroom, 1601 Avenue D. The assemblage joined in the flag salute and roll was taken.

PLANNING COMMISSION

MEMBERS PRESENT:

Gordon Cole
Laura Scott, Chair
Steve Dana

STAFF:

Clay White, Interim Planning Director
Brooke Eidem, Associate Planner
Katie Hoole, Permit Coordinator

MEMBERS ABSENT:

Christine Wakefield Nichols
Hank Eskridge
Terry Lippincott
Van Tormohlen

OTHERS PRESENT:

Barbara Berg
Bob Bazley
David Douglas
Debbie Emge, Economic Development Manager
Jason Sanders, EDC Member
Lindsey Douglas, Thumbnail Theatre Board
Mary Dessen
Zach Swartzmiller, EDC Member

2. **APPROVE** the minutes of the March 2, 2016, regular meeting

The minutes of the last meeting were not discussed due to the lack of a quorum.

3. **CITIZEN COMMENTS** on items not on the agenda

There were no comments on items not on the agenda.

4. **DISCUSSION ITEMS**

- a. Planning Commission Assistance with Planning Director Recruitment

Interim Planning Director Clay White asked for one or two Planning Commissioners to consider participating in the interview process for the recruitment of the new Planning Director. Ms. Scott volunteered and Mr. Cole offered to be her back up.

- d. Community Based Theaters

To accommodate public interest, Discussion Item D was discussed next. Ms. Eidem presented the background of the topic and outlined the sections of the Snohomish Municipal Code that would be impacted. As currently drafted, the regulations had very limited applicability. The Planning Commission previously suggested looking at non-conforming uses on a broader scale; however, staff recommends moving forward at this time with the current amendment as a sort of test of how these regulations would work, leaving open the opportunity to discuss the addition of regulations for other non-conforming uses in the future. This will be brought back next month for a public hearing.

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CITIZEN COMMENTS:

Jason Sanders lives next door to the theatre and appreciates the Planning Commission's consideration of this issue. He has concerns about what happens if the theatre leaves; who would move in next? The theatre has been an incredible neighbor: they involved all the neighbors in discussions on how things are going; picked up cigarette butts after events; and asked patrons to move their cars. He supports what the theatre is doing and would love to see how we can support them.

Bob Bazley agreed.

b. Mobile Food Vendors

Mr. White provided an informational briefing on the draft Mobile Food Vendor licensing and siting requirements. This topic would not be brought to the Planning Commission for a recommendation as it was not a land use regulation subject to the Growth Management Act; however, the topic had already been discussed by the City Council and Economic Development Committee, and the Commission's perspective would be helpful. Based on feedback from these briefings, prior to the next Council briefing later this month, Mr. White will: 1) confirm that applicants will be required to identify restroom facilities locations for each spot where they will operate; 2) consider changing the parking limit from 6 to 8 hours per day; 3) send a letter explaining the draft regulations to restaurants within 300 feet of the proposed siting areas; and 4) probably remove E.4 from section 5.30.050, as it appears to be redundant. The regulations will hopefully go to Council for approval on June 21. Any additional comments are welcome.

c. 2016 Comprehensive Plan Docket

Ms. Eidem explained the annual Comprehensive Plan amendment cycle and the one application received this year which is a request to rezone 2501 Bickford Avenue from Business Park to High Density Residential. If the docket is approved by the Council in June, the proposal will come back to the Planning Commission for a public hearing.

e. Deferred Impact Fees

Mr. White provided background on how the City is allowed to collect impact fees and why the City is required to adopt a deferral of impact fees process. He explained the City's current building permit procedure and how it would work with the new impact fee deferral process, which would apply to single family residence applicants, but it would not apply to subdivisions. The topic is tentatively scheduled to come back to the Commission for public hearing on June 1st; Council is required to adopt a process no later than September 1st.

5. ADJOURN

The meeting adjourned at 7:08 p.m.

Approved this 1st day of June, 2016

By: _____
Commissioner Laura Scott, Chair

PUBLIC HEARING 4a

Date: June 1, 2016
To: Planning Commission
From: Brooke Eidem, Associate Planner
Subject: **Public Hearing – Community-Based Theaters**

INTRODUCTION

This agenda item provides a public hearing on proposed amendments to Title 14 SMC addressing *community-based theaters*. The Planning Commission has discussed identifying community-based theaters as a separate land use to allow adaptive re-use of historic, non-residential structures in the Single Family zone. Under the draft language included as Attachment B, the regulations would have limited applicability.

BACKGROUND

The purpose of the proposed amendments is to establish a mechanism for certain nonconforming uses in the Single Family designation, such as the Thumbnail Theater, to achieve conformity with the land use code. Consistent with the intent to encourage preservation of historic structures, the regulations would limit the use to the Historic District. The proposed definition would require such facilities to be owned and operated by a non-profit organization. The use would be listed as a conditional use only for the Single Family designation. In addition to the conditional use criteria of SMC 14.65.020, proposed conditions would restrict the use to a maximum floor area of 4,000 square feet to maintain a single family scale, and location within the Historic District and on a collector arterial or minor arterial.

PROPOSAL

The Recreational/Cultural Land Use Table in SMC 14.207.130 currently has two theater listings: *Plays/theatrical production* and *Theater*. Neither use is defined in the code, although staff interprets the *Theater* use to mean movie houses. Staff proposes to collapse *Plays/theatrical production* and *Theater* into one *Theater* listing, and add a definition for *Theater* to Chapter 14.100 SMC.

Historic District sites eligible for the new use will be limited, in large part, to properties where adequate parking exists or where the prior use had an equal or larger parking requirement than the community-based theater use. Parking standards would be the same as the current requirement of one stall per every four seats listed for *Theater, Plays* in SMC 14.235.230. Staff proposes to revise this Land Use type to *Theaters* to encompass all theater uses.

The proposed amendments to Title 14 SMC meet the objective of addressing nonconforming uses in the residential neighborhoods of the Historic District on a somewhat limited scale.

RECOMMENDED FINDINGS OF FACT AND CONCLUSIONS

Attachment A contains staff recommended findings of fact and conclusions that demonstrate compliance with state law and implementation of goals and policies in the Comprehensive Plan

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to support the proposed amendments to Title 14. The recommended findings of fact and conclusions would be incorporated into a subsequent ordinance containing the Planning Commission's recommendation to be transmitted to the City Council.

ENVIRONMENTAL REVIEW

Pursuant to WAC 197-11-800(19)(b) this proposal is exempt from State Environmental Policy Act (SEPA) review.

NOTIFICATION TO STATE AGENCIES

Pursuant to RCW 36.70A.106, staff prepared a notice of intent to adopt the proposed regulations to the Washington State Department of Commerce for distribution to state agencies in April 2016.

ACTION REQUESTED

The Planning Commission is requested to hold a public hearing, consider the proposed amendments, and provide a recommendation to the City Council. The Planning Commission can recommend approval of the amendments with supporting findings of fact as proposed or modified, denial of the proposed findings, or amend the proposal with appropriate findings.

NEXT STEPS

The City Council is scheduled to hold a briefing on the proposed amendments on June 21, 2016.

ATTACHMENTS

- A. Recommended Findings of Fact and Conclusions
- B. Draft code sections from Chapters 14.100, 14.207, 14.235 SMC
- C. Map of potential locations for community-based theaters
- D. Analysis of site characteristics for eligible locations

ATTACHMENT A

**Recommended Findings of Fact and Conclusions for Planning Commission Hearing on
Community-Based Theaters**

The Department of Planning and Development Services (PDS) makes the following recommendations for findings of fact to be considered by the Planning Commission in support of the proposed amendments.

A. Findings of Fact

1. The City of Snohomish Planning Commission held a discussion on March 2, 2016 and a briefing on May 4, 2016, concerning the proposed amendments.
2. The Planning Commission held a public hearing on June 1, 2016, to receive public testimony concerning the proposed amendments.
3. At the conclusion of the public hearing, the Planning Commission voted _____ to approve the proposed amendments.
4. The proposed amendments will accommodate a new land use for community-based theaters in existing structures in the single family zone of the Historic District as a conditional use, subject to a separate, site-specific permitting process.
5. The proposed amendments to Title 14 SMC will:
 - a. Amend Chapter 14.100 SMC (Definitions) to add definitions for community-based theaters and theaters.
 - b. Amend SMC 14.207.130 (Recreational/Cultural Land Use Table) to clarify that community-based theaters are conditionally approved in the Single Family land use designation.
 - c. Amend SMC 14.207.135 (Recreational/Cultural Land Uses: Regulations) to impose conditions including: 1) a 4,000 square foot maximum floor area; 2) that the building must be located in the Historic District; and 3) that the site must have direct access to an arterial.
 - d. Amend SMC 14.235.230 (Parking for Recreational/Cultural Land Uses) to remove “plays” from the Theater listing, to clarify that the parking standard applies to all theater uses.
6. The proposed amendments implement GMA planning goal 13 related to historic preservation, “(13) Historic preservation. Identify and encourage the preservation of lands, sites, and structures, that have historical or archaeological significance.”
7. The proposed amendments implement the following goals and policies contained in the Snohomish Comprehensive Plan:

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- a. Goal LU 2: Manage growth and community change in accordance with the values and vision of the Snohomish community of residents, land owners, and business people, and consistent with the Growth Management Act.
 - b. Policy LU 2.1: Innovative zoning. Utilize innovative zoning models to increase density and achieve other policy goals where it will not adversely affect the character of existing neighborhoods.
 - c. Policy SF 4.4: Neighborhood character. The predominant character of Single Family designations should be a detached single-family neighborhood. Non-residential uses, where permitted, should be designed to maintain and continue the residential character.
 - d. Goal ED 3: Foster a high quality of life in the City to attract and retain economic activity.
 - e. Policy ED 3.5: Historic Resources. Preserve and promote historic resources of the City and continue the community character as new development occurs.
8. Procedural requirements.
- a. The proposed amendments are consistent with state law.
 - b. Pursuant to RCW 36.70A.106(1), a notice of intent to adopt the proposed amendments was transmitted to the Washington State Department of Commerce for distribution to state agencies on April 27, 2016.
 - c. Pursuant to WAC 197-11-800(19)(b), the proposal is exempt from State Environmental Policy Act (SEPA) review.
 - d. The public process used in the adoption of the proposed amendments has complied with all applicable requirements of the GMA and the SMC.

PDS makes the following recommendations for conclusions to be considered by the Planning Commission in support of the proposed amendments.

B. Conclusions

1. The proposed amendments provide a mechanism for adaptive reuse of historic structures in the Single Family zone.
2. The proposed amendments are consistent with Washington State law and the SMC.
3. The proposed amendments implement and are consistent with the goals and policies of the Comprehensive Plan.
4. The project is exempt from SEPA requirements.

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ATTACHMENT B

Draft code sections from Chapters 14.100, 14.207, 14.235 SMC

Chapter 14.100

DEFINITIONS

(...)

Community-based theater means a land use where musical and dramatic performances are staged for public audiences. The term includes only those facilities owned and operated by a non-profit organization. Accessory uses may include arts education, assembly uses, ticket sales, and concessions.

(...)

Theater means an establishment primarily engaged in the indoor exhibition of motion pictures or of live theatrical presentations.

(...)

14.207.130 Recreational/Cultural Land Use Table.

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Land Use	Open Space	Public Park	Urban Horticulture	Single Family Residential	Low Density Residential	Medium Density Residential	High Density Residential	Commercial	Neighborhood Business	Historic Business District	Business Park	Industrial	Airport Industry	Mixed Use
Parks and Recreation														
Campgrounds	p	p												
Community stables		c	c											
Destination resorts		p						p		p			p	
Marina		p	c					p		p				
Public park	p	p	p	p	p	p	p	p		p	p	p	p	p
Public trails	p	p	p	p	p	p	p	p		p	p	p	p	p
Recreational center		p						p			p			
Recreational vehicle park		c						p2						
Amusement/Entertainment														
Amusement arcades								p		p	p	p		p
Bowling center								p			p			
Golf driving range		c											c	
Golf facility		c						p						
((Plays/theatrical production)) Community-based theater		((p))		c8				((p))		((p))	((p))			((p))
Shoot range												c6		
Sports club		p						p		p	p	p		p
Theater		p						p		p	p			
Cultural														
Arboretum		p7		p	p	p	p	p		p	p	p	p	p
Conference center		p7						p		p	p	p	p	p
Library		p7		c	c	c	c	p		p				p
Museum		p7		c	c	c	c	p		p	p	p		p

14.207.135 Recreational/Cultural Land Uses: Regulations.

(...)

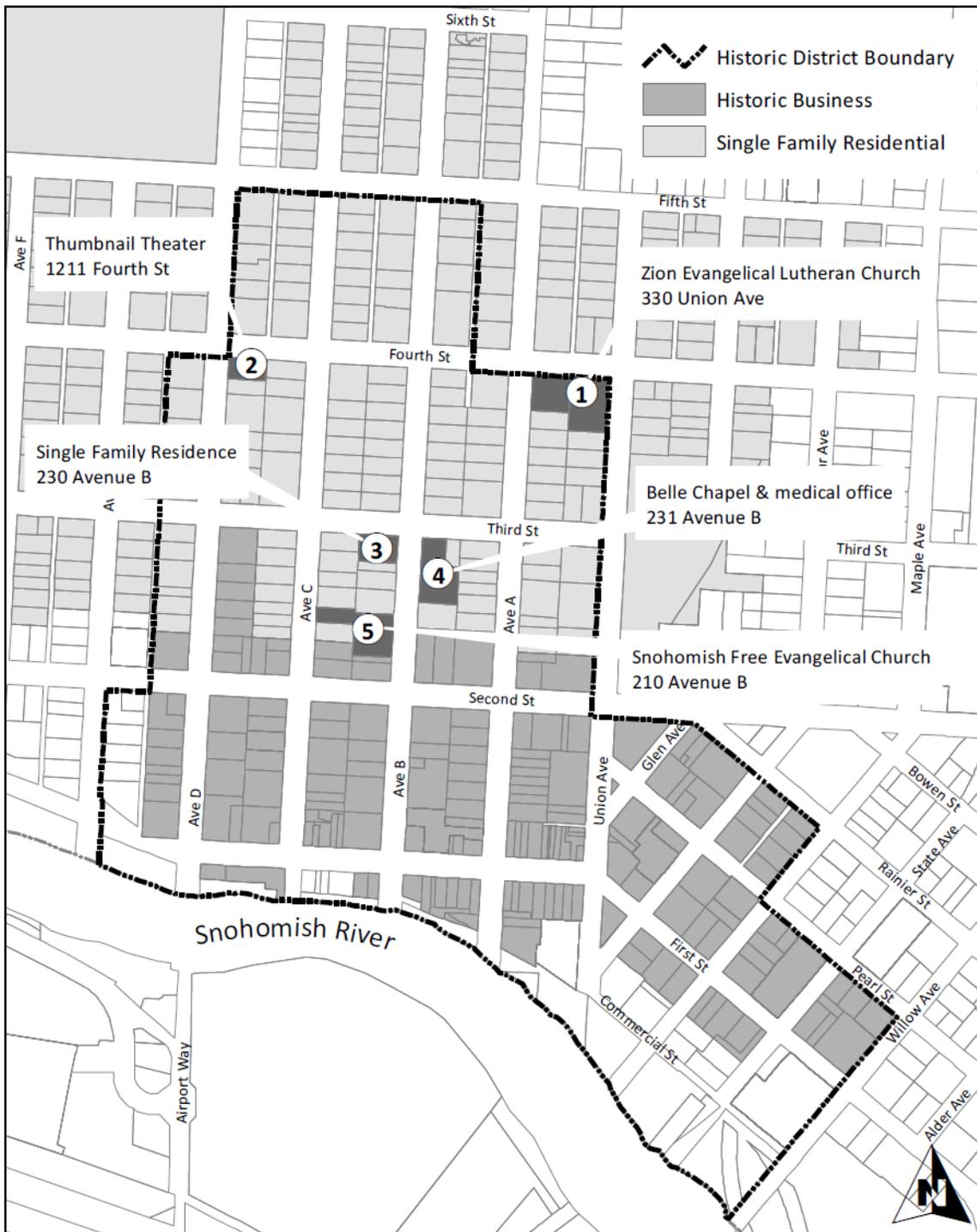
8. The following conditions and limitations shall apply to community-based theaters:

- a. The floor area of the facility is limited to 4,000 square feet.
- b. The facility shall be located within the Historic District.
- c. The site shall have direct access to a street designated as a collector arterial or minor arterial.

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14.235.230 Parking for Recreational/Cultural Land Uses.			
	Land Use	Parking Requirement	Supplemental Requirements
Parks and Recreation			
	Park	To be determined based on use	
	Trails	To be determined based on use	
	Campgrounds	1 space per camp site	
	Community stables	1 space per horse if at maximum capacity	
	Destination resorts	1 space per 200 gsf	
	Recreational vehicle park	1 stall per space	
Amusement/Entertainment			
	Theater(,-Plays))	1 space per every 4 seats	
	Bowling center	1 space per maximum design capacity for use	1 space per 200 sf of gfa not incl. in calculation
	Sports club	1 space per 200 sf enclosed gfa	plus 1 space for every 3 persons at maximum capacity use
	Golf facility	1 space per 300 sf of area	1 space per 200 sf of enclosed gfa
	Golf driving range	1 space per tee	1 space per 200 sf of enclosed gfa
	Shooting range (indoor)	1 space per 400 enclosed gsf	
	Amusement arcades	1 space per 200 sf gfa	
Cultural			
	Library, Museum	1 space per 300 sf of gfa	
	Arboretum	to be determined	
	Conference center	1 space per 200 gfa	

Map of potential locations for community-based theaters



Potential Sites for Community-Based Theaters

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ATTACHMENT D

Analysis of site characteristics for eligible locations

Map #	Address	Size (acres)	Former use	Present use	Parking	Floor Area	Year built	Arterial location
1	330 Union Ave	0.88	church	Zion Lutheran Church	32	12,562 (chapel); 14,900 (annex)	1922; 1960	no
2	1211 Fourth St	0.21	church	Thumbnail Theater	1	3,698	1930	yes
3	230 Avenue B	0.26	church	Single Family Residence	3	4,368 (chapel) 3,212 (rectory)	1890	no
4	231 Avenue B	0.53	church	Belle Chapel; Compass Health	30	2,752 (Chapel); 4,856 (office)	1900; 1967	no
5	210 Avenue B	0.56	church	Snohomish Evangelical Free Church	30	5,700 (chapel); 2,912 (annex)	1956	no

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PUBLIC HEARING 4b

Date: June 1, 2016
To: Planning Commission
From: Clay White, Interim Planning Director
Subject: **Deferral of Impact Fees**

INTRODUCTION

This agenda item provides for a public hearing on proposed amendments to 14.290 (School Impact Fees), 14.295 (Traffic Impact Fees) and 14.300 (Park Impact Fees) regarding the optional deferral of school, traffic, and park impact fees for single-family attached and detached residential construction. A briefing was provided to the Commission at the May 4, 2016 meeting.

BACKGROUND

RCW 82.02 provides the statutory authority for the collection of impact fees. The collection of impact fees is optional for Growth Management Act counties, cities, and towns but many use this option as a way to offset the impacts of new development. RCW 82.02.050 describes the purpose for impact fee collection. It states:

(1) It is the intent of the legislature:

(a) To ensure that adequate facilities are available to serve new growth and development;

(b) To promote orderly growth and development by establishing standards by which counties, cities, and towns may require, by ordinance, that new growth and development pay a proportionate share of the cost of new facilities needed to serve new growth and development; and

(c) To ensure that impact fees are imposed through established procedures and criteria so that specific developments do not pay arbitrary fees or duplicative fees for the same impact.

Most jurisdictions that collect impact fees do so at the time of permit issuance, including the City of Snohomish. The idea of deferring impact fee collection until later in the development process became popular during the recession. By deferring collection, applicants could hold on to their money until a time closer to the point of sale. This was especially important to developers who were building many houses at one time as the cost of impact fees can add up. Several jurisdictions adopted deferral processes but it was still an optional process to do so.

This changed in 2015, when the legislature passed Engrossed Senate Bill (ESB) 5923. The Bill requires that the City of Snohomish (and all other jurisdictions that collect impact fees under RCW 82.02) adopt an optional process for the deferral of impacts fees.

Currently, the City of Snohomish requires collection of impact fees prior to building permit issuance or prior to final plat approval. These can include traffic, park, and school impact fees (the Snohomish School District does not currently require impact fees for new development but it could in the future). Although not an impact fee, the City does have a process for deferring utility connection fees. A change in the code for impact fees could run similar to the process currently outlined in 15.04 SMC for utilities.

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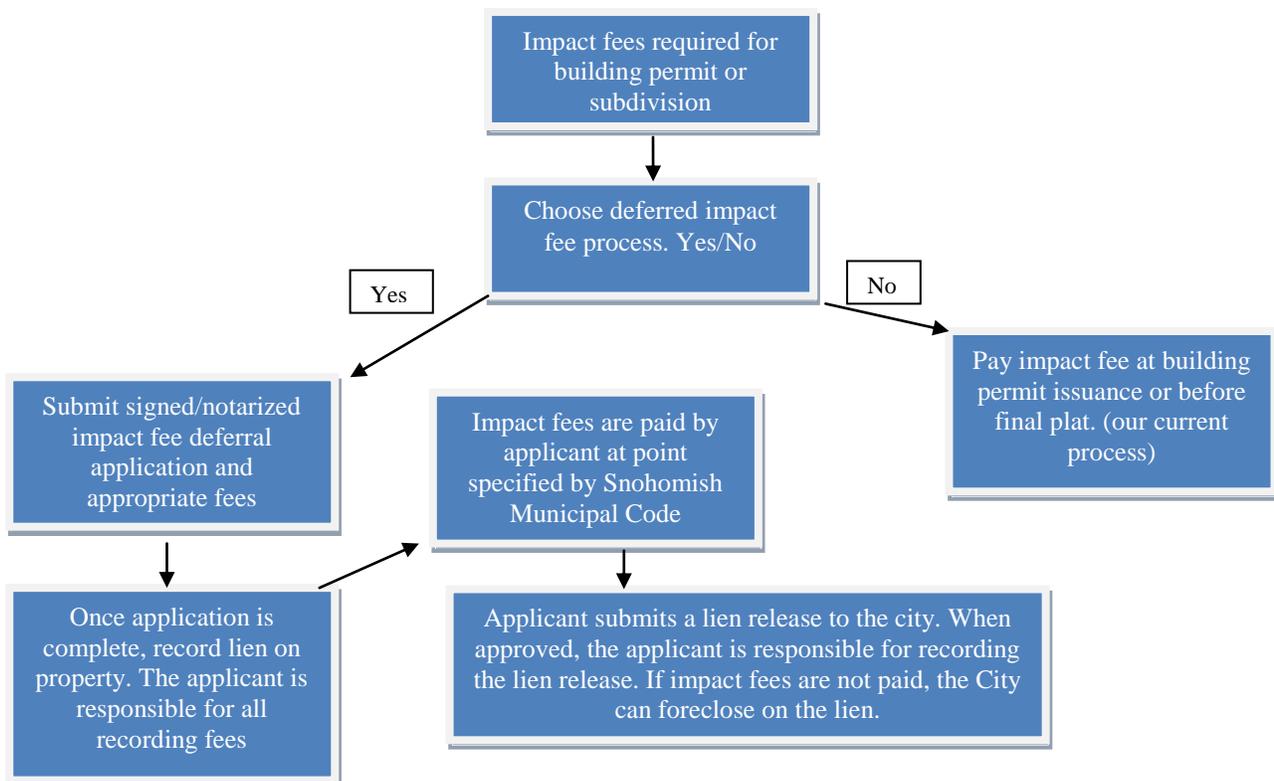
Under ESB 5923, we are required to provide an optional process for applicants to defer fees for single-family attached and detached residential construction until one of these steps in the permit process:

- Final inspection
- Issuance of a certificate of occupancy
- Closing of the first sale of the property occurring after the issuance of the applicable building permit

Based upon feedback from the Commission on May 4 and recommendation from the building official, the draft code has been written to require payment before final inspection. No matter which point of the process we choose to collect impact fees for building permits, they cannot be deferred longer than 18 months from building permit submittal. It is also important to note that the final inspection and the certificate of occupancy processes are often completed at or near the same time. New regulations must be adopted by the City Council no later than September 1, 2016.

PROPOSAL

ESB 5923 provides very few areas of discretion for the Planning Commission and Council to consider. As described above, the City currently collects impact fees prior building permit issuance or final plat approval. The optional deferral process will be much more cumbersome. The following describes both processes when impact fees are required:



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ENVIRONMENTAL REVIEW

Pursuant to WAC 197-11-800(19), this proposal is exempt from State Environmental Policy Act (SEPA) review.

NOTIFICATION TO STATE AGENCIES

Pursuant to RCW 36.70A.106, staff sent the 60 day notice of intent to adopt the proposed regulations to the Washington State Department of Commerce on April 25th, 2016.

ACTION REQUESTED

The Planning Commission is requested to hold a public hearing, consider the proposed amendments, and provide a recommendation to the City Council. The Planning Commission can recommend approval of the amendments with supporting findings of fact as proposed or modified, denial of the proposed findings, or amend the proposal with appropriate findings.

NEXT STEPS

The City Council is scheduled to hold a briefing on the proposed amendments on June 21, 2016.

ATTACHMENTS

- A. Recommended Findings of Fact and Conclusions
- B. Draft changes - 14.290 SMC (School Impact Fees)
- C. Draft changes - 14.295 SMC (Traffic Impact Fees)
- D. Draft changes - 14.300 SMC (Park Impact Fees)

ATTACHMENT A

**Recommended Findings of Fact and Conclusions for Planning Commission Hearing on
Deferred Impact Fees**

The Department of Planning and Development Services (PDS) makes the following recommendations for findings of fact to be considered by the Planning Commission in support of the proposed amendments.

A. Findings of Fact

1. RCW 82.02.050 and 82.02.060 authorize cities to adopt by ordinance a schedule of impact fees to ensure that adequate facilities are available to serve new growth and development.
2. RCW 82.02.050(2) authorizes cities that are required to plan under RCW 36.70A.040, which includes the City of Snohomish, to impose impact fees on development activity as part of the financing of public facilities, provided that the financing for system improvements to serve new development must provide for a balance between impact fees and other sources of public funds and cannot rely solely on impact fees.
3. RCW 82.02.050(4) authorizes impact fees to be collected and spent only for the public facilities defined in RCW 82.02.090 addressed in a capital facilities plan element of a comprehensive land use plan adopted pursuant to the provisions of RCW 36.70A.070 that identifies: (a) deficiencies in public facilities serving existing development and the means by which existing deficiencies will be eliminated within a reasonable period of time; (b) additional demands placed on existing public facilities by new development; and (c) additional public facility improvements required to serve new development.
4. The City has adopted 14.290 SMC, related to the collection of School Impact Fees, 14.295 SMC related to the collection of Traffic Impact Fees, and 14.300 SMC related to the collect of Park Impact Fees.
5. The Washington State Legislature passed Engrossed Senate Bill (ESB) 5923 as part of the 2015 legislative session.
6. ESB 5923 requires cities and counties, collecting impact fees authorized by RCW 82.02, to provide an optional process for the deferred collection of impact fees for single family attached or detached residences.
7. Pursuant to SMC 14.15.070 and RCW 36.70A.106, the City has notified the Washington State Department of Commerce of the City's intent to adopt the proposed amendments to the City's Development Code.
8. Acting as the City of Snohomish SEPA Responsible Official, the City Planning Director reviewed the proposed amendments and determined the proposal is exempt

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- from SEPA review pursuant to Section 197-11-800(19) of the Washington Administrative Code and Snohomish Municipal Code.
9. The City of Snohomish Planning Commission held a briefing on May 4, 2016, concerning the proposed amendments.
 10. The Planning Commission held a public hearing on June 1, 2016, to receive public testimony concerning the proposed amendments.
 11. The Planning Commission hearing was properly advertised and noticed as required by Snohomish Municipal Code.
 12. The proposed amendments are consistent with goals and policies contained in the Snohomish Comprehensive Plan:
 - a. **HO 6.2: Impact fees.** Impact fees should add no more to the cost of each housing unit than a fairly-derived proportionate share of the cost of new public facilities necessary to accommodate the housing unit.
 - b. **PRO 1.5: Impact fees.** All new residential development shall provide park impact fees and/or appropriate parkland to ensure new development does not diminish the City's adopted level of service standards.
 - c. **PRO 6.4: Level of service.** Ensure that new development is accommodated without reducing the LOS established for critical municipal services, including parks, recreation, and open space through the utilization of a GMA-based parks impact fee and other resources.
 - d. **TR 23: Development review.** Review all land use and development proposals for compliance with the Transportation Element.
 - e. **TR 34: Finance options.** Use grants, local taxes, impact fees, and other funding sources to implement capital projects identified in the City's transportation improvement program.
 - f. **CF 2.2: Maintain LOS.** A developer is responsible for ensuring adequate capacity to adequately serve the proposed development without reducing service to existing users below adopted levels. If the City requires improvements to increase system capacity to serve future users, the City may participate in the cost of the excess system improvements.
 13. At the conclusion of the public hearing, the Planning Commission voted _____ to approve the proposed amendments.

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PDS makes the following recommendations for conclusions to be considered by the Planning Commission in support of the proposed amendments.

B. Conclusions

1. The proposed amendments to 14.290 (School Impact Fees), 14.295 (Traffic Impact Fees) and 14.300 (Park Impact Fees) implement the requirements found in ESB 5923 for the optional deferment of single family attached and detached residential impact fees imposed by the city as authorized by RCW 82.02.
2. The proposed code amendments were processed as required by the Snohomish Municipal Code.
3. The proposed amendments are consistent with polices contained in the Comprehensive Plan.
4. The proposed changes are consistent with Growth Management Act and the State Environmental Policy Act requirements.
5. The proposed changes are in the interest of the public health, safety, and welfare of Snohomish residents.

ATTACHMENT B

Chapter 14.290

SCHOOL IMPACT FEES

Sections:

14.290.010	Purpose
14.290.020	Applicability
14.290.030	Incorporation of School District Capital Facilities Plan as a Sub-Element of the City Capital Facilities Plan
14.290.040	Establishment of Impact Fees
14.290.050	Exemptions from Impact Fees
14.290.060	Procedure for Determining Mitigation Impacts
14.290.070	Method for Calculating Impact Fees
14.290.080	Administrative Adjustment of Fee Amount
14.290.090	School District Impact Area
14.290.100	Comparable In-Kind Mitigation Option
14.290.110	Credit for Payment or Obligation Previously Incurred
14.290.120	Time of Performance for Mitigation of Impact
<u>14.290.125</u>	<u>Single-Family Residential Deferral Program.</u>
14.290.130	Use of Impact Mitigation Funds
14.290.140	Unacceptable Impact Levels
14.290.150	Impact Fee Schedule Exemptions
14.290.160	Impact Fee Limitations
14.290.170	Revision of School District CFP
14.290.180	Annual Report
14.290.190	Appeals

14.290.120 Time of Performance for Mitigation of Impact. Payment of any required school impact fees or in-kind contribution shall be made prior to the issuance of a building permit unless the project proponent elects to defer payment utilizing the process outlined in 14.290.125. A project proponent may elect to pay before the final plat is approved for the lots within a subdivision or residential development. Such election to pay shall be noted by a covenant placed on the deed for each affected lot within the subdivision or residential development. When a subdivision or residential development is conditioned upon the performance of a comparable in-kind mitigation, a final plat shall not be recorded, and no building permit for any individual lot shall be issued until the School District indicates in writing to the City that such in-kind mitigation has been satisfactorily completed.

14.290.125 Single-Family Residential Deferral Program. An applicant for a building permit for a single-family detached or attached residence may request a deferral of the full impact fee payment until final inspection or 18 months from the date of original building permit issuance, whichever occurs first. Deferral of impact fees are considered under the following conditions:

A. An applicant for deferral must request the deferral no later than the time of application for a

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building permit.

B. To receive a deferral, an applicant must:

1. Submit a deferred impact fee application and acknowledgment form for each single-family attached or detached residence for which the applicant wishes to defer payment of the impact fees on a form to be provided by the City;
2. Pay the applicable administrative fee as established by resolution or ordinance of the City;
3. Grant and record at the applicant's expense a deferred impact fee lien in a form approved by the City against the property in favor of the City in the amount of the deferred impact fee that:
 - a. Includes the legal description, tax account number, and address of the property;
 - b. Requires payment of the impact fees to the City prior to final inspection or 18 months from the date of original building permit issuance, whichever occurs first;
 - c. Is signed by all owners of the property, with all signatures acknowledged as required for a deed recorded in Snohomish County;
 - d. Binds all successors in title after the recordation; and
 - e. Is junior and subordinate to one mortgage for the purpose of construction upon the same real property granted by the person who applied for the deferral of impact fees.
4. The amount of impact fees deferred shall be determined by the fees in effect at the time the applicant applies for a deferral.
5. The City shall withhold final inspection until the impact fees have been paid in full. Upon receipt of final payment of impact fees deferred under this subsection, the City shall execute a release of deferred impact fee lien for each single-family attached or detached residence for which the impact fees have been received. The applicant, or property owner at the time of release, shall be responsible for recording the lien release at his or her expense.
6. The extinguishment of a deferred impact fee lien by the foreclosure of a lien having priority does not affect the obligation to pay the impact fees as a condition of final inspection.
7. If impact fees are not paid in accordance with the provisions of this chapter and in accordance with the term provisions established herein, the City may institute foreclosure proceedings in accordance with RCW 61.12.

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8. Each applicant for a single-family attached or detached residential construction permit, in accordance with his or her contractor registration number or other unique identification number, is entitled to annually receive deferrals under this section for the first 20 single-family residential construction building permits.

TRAFFIC IMPACT FEES AND MITIGATION

Sections:

- 14.295.010 Findings
- 14.295.020 Declaration of Purpose
- 14.295.030 Relationship to Environmental Impacts
- 14.295.040 Definitions
- 14.295.050 Street System Policy –General Provisions
- 14.295.060 Traffic Study
- 14.295.070 Determination of Street System Obligations
- 14.295.080 Street System Capacity Requirements
- 14.295.090 Traffic Impact Fee
- 14.295.095 Traffic Impact Fee Exemption
- 14.295.100 Level of Service and Concurrency Requirements
- 14.295.110 Inadequate Street Condition Requirements
- 14.295.120 Special Circumstances
- 14.295.130 Administration of Traffic Impact Fee Payments
- 14.295.135 Single-Family Residential Deferral Program
- 14.295.140 Administrative Appeals
- 14.295.150 Severability
- 14.295.160 No Special Duty

14.295.130 Administration of Traffic Impact Fee Payments.

A. Any traffic impact fee payment made pursuant to this Chapter shall be subject to the following provisions:

1. The payment is required prior to building permit issuance unless the project proponent elects to defer payment utilizing the process outlined in 14.295.135. Payment for the development is a subdivision or short subdivision, ~~in which case the payment shall be made prior to the recording of the final plat, provided that if no building permit will be associated with a change in occupancy or conditional use permit, then payment is required prior to approval of occupancy.~~
2. The payment shall be held in a reserve account and shall be expended to fund improvements on the street system.
3. An appropriate and reasonable portion of payments collected may be used for administration of this Chapter.
4. The fee payer may receive a refund of such fees, if the City fails to expend or encumber the impact fees within six (6) years of when the fees were paid or other such period of time established pursuant to RCW 82.02.070(3), for transportation facilities intended to benefit the development for which the transportation impact fees were paid, unless the City Council finds that there exists an extraordinary and compelling reason for fees to be

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held longer than six (6) years. Such findings shall be set forth in writing and approved by the City Council. In determining whether traffic impact fees have been encumbered, impact fees shall be considered encumbered on a first in/first out basis. The City shall notify potential claimants by first class mail deposited with the United States Postal Service at the last known address of claimants.

5. A request for a refund must be submitted by the applicant to the City in writing within ninety (90) days of the date the right to claim the refund arises, or the date that notice is given, whichever is later. Any traffic impact fees that are not expended within these time limitations, and for which no application for a refund has been made within this ninety (90) day period, shall be retained and expended on projects identified in the Transportation Facilities Plan. Refunds of traffic impact fee payments under this subsection shall include interest earned on the impact fees.

B. Credit for offsite improvements.

1. Offsite improvements include construction of improvements to mitigate an arterial unit in arrears and/or specific inadequate street condition locations.
2. If a developer chooses to construct improvements to mitigate an arterial unit in arrears or inadequate street condition problem, and the improvements constructed are part of the cost basis of any traffic impact fee imposed under this Chapter to mitigate the development's impact on the future capacity of City streets, the cost of these improvements will be credited against the traffic impact fee amount.

14.295.135 Single-Family Residential Deferral Program. An applicant for a building permit for a single-family detached or attached residence may request a deferral of the full impact fee payment until final inspection or 18 months from the date of original building permit issuance, whichever occurs first. Deferral of impact fees are considered under the following conditions:

- A. An applicant for deferral must request the deferral no later than the time of application for a building permit.
- B. To receive a deferral, an applicant must:
 1. Submit a deferred impact fee application and acknowledgment form for each single-family attached or detached residence for which the applicant wishes to defer payment of the impact fees on a form to be provided by the City;
 2. Pay the applicable administrative fee as established by resolution or ordinance of the City;
 3. Grant and record at the applicant's expense a deferred impact fee lien in a form approved by the City against the property in favor of the City in the amount of the deferred impact fee that:

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- a. Includes the legal description, tax account number, and address of the property;
 - b. Requires payment of the impact fees to the City prior to final inspection or 18 months from the date of original building permit issuance, whichever occurs first;
 - c. Is signed by all owners of the property, with all signatures acknowledged as required for a deed recorded in Snohomish County;
 - d. Binds all successors in title after the recordation; and
 - e. Is junior and subordinate to one mortgage for the purpose of construction upon the same real property granted by the person who applied for the deferral of impact fees.
4. The amount of impact fees deferred shall be determined by the fees in effect at the time the applicant applies for a deferral.
 5. The City shall withhold final inspection until the impact fees have been paid in full. Upon receipt of final payment of impact fees deferred under this subsection, the City shall execute a release of deferred impact fee lien for each single-family attached or detached residence for which the impact fees have been received. The applicant, or property owner at the time of release, shall be responsible for recording the lien release at his or her expense.
 6. The extinguishment of a deferred impact fee lien by the foreclosure of a lien having priority does not affect the obligation to pay the impact fees as a condition of final inspection.
 7. If impact fees are not paid in accordance with the provisions of this chapter and in accordance with the term provisions established herein, the City may institute foreclosure proceedings in accordance with RCW 61.12.
 8. Each applicant for a single-family attached or detached residential construction permit, in accordance with his or her contractor registration number or other unique identification number, is entitled to annually receive deferrals under this section for the first 20 single-family residential construction building permits.

PARK IMPACT FEES

Sections:

- 14.300.010 Purpose
- 14.300.020 Establishment of Impact Fees and Fund
- 14.300.030 Incorporation of Parks Capital Facilities Plan
- 14.300.040 Applicability
- 14.300.050 Impact Fee Schedule Exemptions
- 14.300.060 Impact Fee Collection and Assessment
- 14.300.065 Single-Family Residential Deferral Program
- 14.300.070 Schedule of Park Impact Fees
- 14.300.080 In-Kind Mitigation Option
- 14.300.090 Credit for Payment or Obligation Previously Incurred
- 14.300.100 Administrative Adjustment of Fee Amount – Payment under Protest
- 14.300.110 Appeals
- 14.300.120 Service Area Established
- 14.300.130 Use of Funds
- 14.300.140 Refunds
- 14.300.150 Use and Disposition of Land
- 14.300.160 Annual Report
- 14.300.170 Definitions
- 14.300.180 Severability
- 14.300.190 No Special Duty

14.300.060 Impact Fee Collection and Assessment.

- A. Impact fee collection shall occur prior to building permit issuance unless the project proponent elects to defer payment utilizing the process outlined in 14.300.065. ~~Payment for the development is a subdivision or short subdivision, in which case the payment shall be made prior to approval of the final plat.~~ If the scope of work does not require a building permit, then payment is required prior to approval of occupancy.

- C. Assessment. City permit staff shall determine the total impact fee owed based on the fee schedule in effect at the time of permit issuance or, in the case of subdivisions, the fee schedule in effect at the time of final plat approval.

14.300.065 Single-Family Residential Deferral Program. An applicant for a building permit for a single-family detached or attached residence may request a deferral of the full impact fee payment until final inspection or 18 months from the date of original building permit issuance, whichever occurs first. Deferral of impact fees are considered under the following conditions:

- A. An applicant for deferral must request the deferral no later than the time of application for a building permit.

- B. To receive a deferral, an applicant must:

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1. Submit a deferred impact fee application and acknowledgment form for each single-family attached or detached residence for which the applicant wishes to defer payment of the impact fees on a form to be provided by the City;
2. Pay the applicable administrative fee as established by resolution or ordinance of the City;
3. Grant and record at the applicant's expense a deferred impact fee lien in a form approved by the City against the property in favor of the City in the amount of the deferred impact fee that:
 - a. Includes the legal description, tax account number, and address of the property;
 - b. Requires payment of the impact fees to the City prior to final inspection or 18 months from the date of original building permit issuance, whichever occurs first;
 - c. Is signed by all owners of the property, with all signatures acknowledged as required for a deed recorded in Snohomish County;
 - d. Binds all successors in title after the recordation; and
 - e. Is junior and subordinate to one mortgage for the purpose of construction upon the same real property granted by the person who applied for the deferral of impact fees.
4. The amount of impact fees deferred shall be determined by the fees in effect at the time the applicant applies for a deferral.
5. The City shall withhold final inspection until the impact fees have been paid in full. Upon receipt of final payment of impact fees deferred under this subsection, the City shall execute a release of deferred impact fee lien for each single-family attached or detached residence for which the impact fees have been received. The applicant, or property owner at the time of release, shall be responsible for recording the lien release at his or her expense.
6. The extinguishment of a deferred impact fee lien by the foreclosure of a lien having priority does not affect the obligation to pay the impact fees as a condition of final inspection.
7. If impact fees are not paid in accordance with the provisions of this chapter and in accordance with the term provisions established herein, the City may institute foreclosure proceedings in accordance with RCW 61.12.
8. Each applicant for a single-family attached or detached residential construction permit, in accordance with his or her contractor registration number or other unique identification number, is entitled to annually receive deferrals under this section for the first 20 single-family residential construction building permits.

DISCUSSION ITEM 5

Date: June 1, 2016
To: Planning Commission
From: Clay White, Interim Planning Director
Subject: Planning Commission Values Statement

In Brief: The City of Snohomish is in the process of concluding work with the Open Government Committee. The City and Committee have been working together on a report, which outlines recommendations that will assist in further connecting the City and citizens. One of the items the City is moving forward with immediately is the alignment of values between the boards and commissions that serve within the City.

Request of the Commission: Attached you will find a Values Statement template for Planning Commission consideration. With the exception of the purpose statement, you could agree to the Values Statement as is. For the purpose statement, I have included some language options to assist you in making changes. All of the wording has been taken from Chapter 2 SMC, which is the code that authorizes the Planning Commission. I have also provided some alternative language under the Regional Perspective section that may better capture your role.

The request of the Commission is that you discuss the attached statement and make changes where you deem appropriate. I can then forward your changes to the City Manager.

Lead Staff: Clay White, Interim Planning Director

Attachment: Draft Values Statement with staff alternatives

DISCUSSION ITEM 5

City of Snohomish Boards and Commissions

Values Statement

Snohomish Planning Commission

Purpose:

The Planning Commission is a citizens advisory committee appointed by the City Council dedicated to... *(to be completed by the Planning Commission)*

Staff alternative 1: The Planning Commission is created for the purpose of considering land-use, regional and comprehensive plan issues, and making recommendations to the City Council. The Planning Commission may recommend moratoria and/or interim land-use controls and hold public hearings as deemed necessary by the City Council.

Staff alternative 2: The Planning Commission is created to serve in an advisory capacity to the Snohomish City Council. It is created for the purpose of considering land-use, regional and comprehensive plan issues, and making recommendations to the City Council.

Staff alternative 3: The Planning Commission is a citizen's advisory committee appointed by the City Council and dedicated to considering land-use, regional and comprehensive plan issues, and making recommendations to the City Council.

Respect:

The Planning Commission believes that honesty, integrity, cooperation and civility are essential in maintaining respect for citizens and for their involvement in the decisions that are important for our community.

Community:

The Planning Commission honors its role in serving the community through a commitment to diversity, volunteerism and compassion.

Responsible Stewardship:

The Planning Commission embraces its responsibility for stewardship through respect for the natural environment, maintenance of an intact and small-town identity and growth that supports our historic character.

Excellence in Leadership:

The Planning Commission endeavors to excel in leadership through accountability, effectiveness and efficiency, honesty and veracity, and fairness and equity. In working for the greater good of the community, it values listening before making decisions, responding to and respecting diverse opinions and being constantly aware of changes in the community that may require the City's attention.

DISCUSSION ITEM 5

Regional Perspective:

The Planning Commission advocates within the region for the interests of our community through collaboration with all viable partners that can assist us in supporting the community's needs.

Staff alternative 1: The Planning Commission considers both the communities' need along with the affect that land-use and comprehensive plan decisions can have on the region when making recommendations to the City Council.

Respect for the Decision-Making Process:

The Planning Commission seeks in its operations as an advisory body to work in a spirit of cooperation and toleration of diverse opinions to make the best possible decisions on behalf of the community.

Open and Transparent:

The Planning Commission strives to engage the community through transparent processes, collaboration with citizens and public participation in its meetings.