



CITY OF
MUKILTEO

*Planning and Community
Development Department*

Planning Commission

**Mukilteo City Hall
Council Chambers
November 17, 2022**

The Planning Commission meeting will be held in the City Council Chambers, 11930 Cyrus Way. For those who wish to participate remotely, live streaming of the meeting is available via Zoom.

Zoom: <https://us02web.zoom.us/j/85879033470>
Meeting ID: 858 7903 3470 | By Phone: (253) 215-8782

CALL TO ORDER - 7:00 p.m.

FLAG SALUTE

ROLL CALL

INTRODUCTION OF COMMUNITY DEVELOPMENT DIRECTOR – ANDY GALUSKA

AGENDA ORDER

APPROVAL OF MINUTES FROM:

- October 20, 2022

PUBLIC COMMENTS

MEETING ITEMS

1. Staff Update
2. 2023 Work Plan
3. 2023 Docket Process

NEXT MEETING:

- December 15, 2022 (confirm quorum and meeting date)

ADJOURNMENT

The meeting packet is available [online](#). For accessibility information and for accommodation requests, please contact the ADA Coordinator at 425-263-8003 (or TRS 800-833-6384 or dial 711) or visit [the website](#).

APPROVAL OF MINUTES
October 20, 2022

CITY OF MUKILTEO, WASHINGTON
PLANNING COMMISSION MEETING MINUTES
OCTOBER 20, 2022

City Council Chambers - 11930 Cyrus Way / Virtual Meeting via Zoom

- CALL TO ORDER** Chairperson Thomsen called the meeting to order at 7:01 PM and led the flag salute.
- ATTENDANCE** Commissioners
Chairperson Thomsen, Vice-Chairperson Hammerman, Commissioners Ferderber, Krivanek, and Marmaduke all appeared in person. Commissioner Cooper appeared remotely.
- Commissioner Bush was excused.
- City Staff
City Administrator Powers, Senior Planner Ritter, Assistant Planner Kress, Permit Services Assistants Martinis, and Reyes.
- AGENDA ORDER** No changes.
- APPROVAL OF MINUTES** MOTION: To approve the minutes of June 16, 2022.
MADE BY: Commissioner Ferderber
SECONDED: Commissioner Marmaduke
ABSTAINED: Commissioner Hammerman
ACTION: PASSED 5-1
- PUBLIC COMMENTS** None.
- MEETING ITEMS**
- 1. Community Development Department Staffing Update**
City Administrator Steve Powers informed the Commission of staffing shortages and the task of filling these positions. He acknowledged two key items approved by City Council:
 - New Community Development Director - Andrew Galuska, who is expected to start in November.
 - Hiring Incentive Plan - Allocation of ARPA funds to retain and recruit employees.

Commissioner Krivanek acknowledged the staff and Community Development department's efforts. Seconded by Chairperson Thomsen.
 - 2. Docket Status/Update**
Administrator Powers informed the commission of the 2018 docket relating to industrial design standards in the Planned Industrial Zone. Some items with key interests by City Council members were the food truck code amendment and the Japanese Gulch Master Plan.
 - 3. CA-2020-003 – Food Truck Amendment Docket Status/Update**
Administrator Powers discussed the Planning Commission and Agenda Report of May 19, 2022, pertaining to the Food Truck Code Amendment.
 - Concerns with the code amendment include sanitation, safety, disposal, hours of operations, fire, associations, noise variances, licensing, zoning, time.

- Acting Fire Marshal McNulty provided context to the Commission regarding other regulations in different jurisdictions.

REPORTS

1. Community Development Department Weekly Council Update Report (FYI)

- Commissioner Cooper requested a copy of the current Comprehensive Plan for the next meeting.

NEXT MEETING

November 17, 2022

ADJOURNMENT

MOTION: To adjourn the meeting at 8:12 PM.
MADE BY: Vice-Chair Thomsen
SECONDED: Commissioner Cooper
ACTION: PASSED UNANIMOUSLY 6-0

These minutes are excerpts from the Planning Commission proceedings. An audio recording of the meeting was made.

Prepared by:

DRAFT

Permit Services Assistant Reyes

PLANNING COMMISSION AGENDA REPORT	
SUBJECT TITLE: Community Development Department Staffing Update	Meeting Date: November 17, 2022
Department Director: Andy Galuska, Community Development Director	EXHIBIT: 1. None
Contact Staff: Andy Galuska, Community Development Director	
Prior Planning Commission Discussion: October 20, 2022	

SUMMARY

Staff will provide an update on the Community Development Department staffing at the November 17, 2022 meeting. In addition to being of general interest, this information has a bearing on the status of projects within the Department.

RECOMMENDED ACTION

Planning Commission to ask questions, if any.

MUKILTEO PLANNING COMMISSION AGENDA REPORT	
SUBJECT TITLE: 2023 Work Plan Discussion	FOR AGENDA OF: November 17, 2022
Department Director: Andy Galuska, Community Development Director	EXHIBITS: 1. 2022 Work Plan Items 2. 2021 Work Plan Items
Contact Staff: Andy Galuska, Community Development Director	

SUMMARY/BACKGROUND

As provided for in the Planning Commission by-laws, each year staff presents the Planning Commission with a draft annual Planning Commission Work Plan (see **Exhibit 1 and 2**). The draft Planning Commission Work Plan identifies items staff anticipates bringing before the Planning Commission during 2023. Solicitation of Planning Commission input on the Work Plan items will occur at the January 2023 meeting.

PROPOSED WORK PLAN AND TENTATIVE SCHEDULE

The work plan includes a combination of code amendments, map amendments and comprehensive plan amendments. Certain amendments respond to State law requirements. Known Work Plan items from previous years are briefly summarized in **Exhibits 1 and 2**.

As is often the case, the Planning Commission Work Plan is subject to change during the course of the year. Unanticipated work items, emerging issues and/or a lack of resources may result in the need to adjust the Work Plan accordingly.

RECOMMENDATION

None. This is informational only; Planning Commission can review and discuss work plan items and suggest adding or deleting items in preparation for January 2023.

Exhibit 1

2022 Planning Commission Work Plan Elements

TOPIC	DESCRIPTION
PLANNED WORK ITEMS	
Sign Code Amendment	Complete update to the Mukilteo Sign Code to: <ol style="list-style-type: none"> 1. Simplify the code and improve readability 2. Respond to the US Supreme Court Reed v. Gilbert decision 3. Implement improvements based on public outreach
Industrial Design Standards Code Amendment (2018 Docket)	Code amendment to add building and site design standards for properties in the various industrial zones.
Food Truck Code Amendment (2020 Docket)	Amend the zoning code to allow food trucks within certain zoning districts.
Tree Code Amendment	Define needs and goals for an update to tree regulations.
Comprehensive Plan and Japanese Gulch Master Plan Map and Text Updates (2020 Docket)	<ol style="list-style-type: none"> 1. 4407 76th Street - Japanese Gulch 76th Street Trailhead. Comprehensive Plan Map Amendment from “Parks and Open Space” to “Commercial” with a concurrent rezone from “Open Space” to “Public/Semi-Public” and amendments to the Japanese Gulch Master Plan to address existing language regarding a senior center at this site. 2. Cannon Property - Parcel # 00567000001202. Comprehensive Plan Map Amendment from “Single Family Residential - High Density” to “Parks and Open Space” with a concurrent rezone from “RD 7.5” to “Open Space” and amendments to the Japanese Gulch Master Plan. This property was acquired by the City in 2019.
Hawthorne Hall Rezone (2021 Docket)	1134 2nd Street – Hawthorne Hall. Comprehensive Plan Map Amendment from “Single Family Residential High Density” to “Commercial” with a concurrent rezone from “RD 7.5-Single Family Residential” to “Public/Semi-Public”.

TOPIC	DESCRIPTION
Comprehensive Plan Text Amendments (2021 Docket)	Add an acknowledgement of indigenous peoples; and add text, narratives and policies related to climate change.
Other City-Initiated Development Regulations	The Municipal Code allows the City to initiate development regulation amendments outside of the docket process.
2022 Comprehensive Plan Docket	Docket applications for 2022 to the Comprehensive Plan and/or development regulations amendments are being accepted until February 10, 2022, to be followed by a City Council docket hearing. This would be a Planning Commission briefing on the 2022 final docket items approved by the City Council.
Comprehensive Plan – Transportation Element Update	Begin work on the update to the Transportation Element of the Comprehensive Plan to ensure consistency with Puget Sound Regional Council’s (PSRC’s) <i>Vision 2050</i> and regional transportation plans by June 2024.
Comprehensive Surface Water Management Plan Update	Briefing on the Comprehensive Surface Water Management Plan Update, to address new permit requirements and programs.
DELAYED WORK ITEMS	
Semi-Annual Code Amendments	Reinitiate Semi-Annual Code amendment process. Semi-annual code amendment process is intended to incorporate various Mukilteo Municipal Code (MMC) code amendments to address code clarity issues, improve customer service and permit processes.

Exhibit 2

2021 Planning Commission Work Plan Elements

TOPIC	DESCRIPTION
PLANNED WORK ITEMS	
Housing Action Plan (HAP)	<p>The Housing Action Plan (“HAP”) responds to a 2019 State legislative affordable housing bill (ESHB 1923). ESHB 1923 amended the Growth Management Act (GMA) and encourages local government actions to increase residential building capacity, specifically the construction of additional affordable and market rate housing. Local governments are encouraged to:</p> <ol style="list-style-type: none"> 1. Take at least two actions from a menu of choices; and/or 2. Prepare/adopt a Housing Action Plan (HAP). <p>The primary goal of the HAP is to encourage the construction of additional affordable and market rate housing in a greater variety of housing types and at prices accessible to a greater variety of incomes. This includes strategies aimed at the for-profit single-family home market.</p> <p>To incentivize its implementation, ESHB 1923 provides for grant funds. The City was awarded a \$100,000 grant in November 2019. Staff expects the HAP to support how the City will approach GMA buildable land requirements and the mandated GMA update due in June 2024. Council accepted the consultant contract on July 6, 2020.</p>
Sign Code	<p>Complete update to the Mukilteo Sign Code to:</p> <ol style="list-style-type: none"> 1. Simplify the code and improve readability 2. Respond to the US Supreme Court Reed v. Gilbert decision 3. Implement improvements based on public outreach
Food Truck Code Amendment (2020 Docket)	Amend the zoning code to allow food trucks within certain zoning districts.
6-Year Capital Facilities Plan Update (2020 Docket)	Update the 6-Year Capital Facilities Plan.

TOPIC	DESCRIPTION
ADU Code Update	<p>Amend the code to comply with RCW 36.70A.696 – 699, which requires cities to eliminate parking requirements for ADUs within ¼ mile of major transit stops, with limited exceptions.</p> <p>Ask for guidance from Commerce / check MRSC, build map</p>
Industrial Design Standards (2018 Docket) FALL	<p>Code amendment request to improve industrial design and aesthetics. Amend landscaping requirements for parking areas in the Planned Industrial (PI) zone from 5’ of Type III landscaping to 10’ of Type III landscaping. This would require revisions in section MMC 17.56.130(C).</p> <p>Adopt design standards for properties zoned Industrial. As applied, this would require revisions in section MMC 17.20.025 to apply the standards from MMC 17.25C.040 to the identified properties.</p>
DELAYED WORK ITEMS	
Japanese Gulch 76th Street Trailhead Rezone (2020 Docket)	<p>4407 76th Street - Japanese Gulch 76th Street Trailhead. Comprehensive Plan Map Amendment from “Parks and Open Space” to “Commercial” with a concurrent rezone from “Open Space” to “Public/Semi-Public” and amendments to the Japanese Gulch Master Plan to address existing language regarding a senior center at this site.</p>
Cannon Property Rezone (2020 Docket)	<p>Cannon Property - Parcel # 00567000001202. Comprehensive Plan Map Amendment from “Single Family Residential - High Density” to “Parks and Open Space” with a concurrent rezone from “RD 7.5” to “Open Space” and amendments to the Japanese Gulch Master Plan. This property was acquired by the City in 2019.</p>
Semi-Annual Code Amendments	<p>Reinitiate Semi-Annual Code amendment process. Semi-annual code amendment process is intended to incorporate various Mukilteo Municipal Code (MMC) code amendments to address code clarity issues, improve customer service and permit processes.</p>
2021 Comprehensive Plan Docket	TBD

MUKILTEO PLANNING COMMISSION AGENDA REPORT	
SUBJECT TITLE: 2023 Docket Process (FYI)	FOR AGENDA OF: November 17, 2022
Department Director: Andy Galuska, Community Development Director	EXHIBITS: 1. 2022 Docket Letter
Contact Staff: Andy Galuska, Community Development Director	

SUMMARY/BACKGROUND

The City of Mukilteo’s annual review process of its Comprehensive Plan starts with a call to residents and other interested parties for applications proposing amendments to the Comprehensive Plan and/or development regulations.

This process is referred to as “docketing” and ensures citizens and other interested parties have the opportunity to be involved in the shaping and planning of the City. All applications received through this process will constitute the “preliminary docket”. The City Council will hold a public hearing on preliminary docket items to determine which applications are to be placed on the “final docket”.

Placement on the “final docket” does not guarantee the proposal will be approved. It only means there will be further detailed analysis by city staff and a Planning Commission public hearing/recommendation. The Planning Commission recommendation will then be considered by the City Council for final action.

The City will be accepting docket applications for 2023 amendments to the Comprehensive Plan and/or development regulations in the upcoming months. A copy of the letter to be sent out regarding the docket process is attached for the Planning Commission’s information (see **Exhibit 1**).

RECOMMENDATION

None. This is for the Planning Commission’s information and will be discussed at a future Planning Commission meeting.



December 29, 2021

Re: Annual Comprehensive Plan Review – 2022 Docket Requests

Dear Interested Party:

This letter is being sent to you as someone who has previously expressed interest in the annual comprehensive plan amendment process.

Once each year, Washington State law allows cities to amend their comprehensive plans. During this time, interested parties and property owners may submit proposals to change language in the comprehensive plan, comprehensive plan land use designations, a concurrent change to a zoning designation, or changes to the development regulations (e.g. zoning, environmental, and construction codes).

This process is referred to as “docketing,” and provides the opportunity to get involved in the long-term planning of the City. “Preliminary docket” proposals are reviewed by staff, who provide recommendations to City Council at a public hearing, tentatively scheduled for spring 2022. City Council will make a decision at that hearing which items to move forward onto the “final docket.” A separate notice will be provided for the public hearing.

Placement on the “final docket” does not guarantee the proposal will be approved. It only means there will be further detailed analysis by city staff and the Planning Commission. The final recommendation of the Planning Commission will be considered by the City Council. Only proposals placed on the “final docket” may be considered for adoption.

Potential applicants are strongly encouraged to meet with staff prior to the application deadline to discuss their proposal and the docket process, including fees if an item is placed on the final docket. The City is accepting proposals between the date of this letter and **4:30 PM on Thursday, February 10, 2022**. Rezones that do not require a change to the comprehensive plan or land use designation may be submitted at any time of the year.

You can download the application and supporting materials on the City’s website (www.mukileowa.gov).

If you have any questions regarding the docketing process, please feel free to contact me at (425) 263-8043 or lritter@mukilteowa.gov.

Sincerely,

Lauren Balisky, Planning Manager for Linda Ritter, Senior Planner