



Snohomish County

Planning Commission

Planning and Development Services

3000 Rockefeller Avenue, M/S #604, Everett, WA 98201
Clerk Email: Megan.Moore@snoco.org

REGULAR SESSION
FEBRUARY 22, 2022
MINUTES

For access to supporting documents reviewed by the Planning Commission, visit the Snohomish County Planning Commission webpage at <https://snohomishcountywa.gov/164>

A. CALL TO ORDER AND ROLL CALL

Commissioner Robert Larsen, Planning Commission Chair, called the meeting to order at 5:35 p.m.

Of the ten (10) currently appointed commissioners, eight (8) were in attendance (a quorum being six (6) members and a majority being six (6) members):

Commissioners Present

Rosanna Brown
Tom Campbell
Leah Everett
Mark James
Robert Larsen
Keri Moore
Neil Pedersen @5:40 pm
Raymond Sheldon

Commissioners Absent

Merle Ash
Tom Norcott

David Killingstad, PDS, Long Range Planning Manager served as the Planning Commission Secretary for this meeting.

A. PUBLIC COMMENT

No public comment was given.

B. APPROVAL OF MINUTES

The minutes of [January 25, 2022](#) were unanimously approved.

C. STATUS OF FUTURE AGENDA ITEMS AND PAST RECOMMENDATIONS

- [Upcoming Planning Commission Meeting Topics](#)
- [County Council Actions on Planning Commission Recommendations](#)

D. UNFINISHED BUSINESS

E. NEW BUSINESS



1. Notice Requirements for Type 1 and Type 2 Permits: Briefing

Sarah Titcomb, PDS Principal Planner, Sarah.Titcomb@snoco.org

Sarah Titcomb briefed the Planning Commission on proposed code amendments to Chapters 30.71 and 30.72 of the Snohomish County Code (SCC) related to appeal hearing notice requirements. The proposed amendments would work to streamline the noticing process for Type 1 permit open record appeal hearings by identifying one responsible party and one method. The proposed amendments would also allow the responsible party to email notice of Type 1 and Type 2 permit appeal hearings to parties of record.

After the briefing there were several questions from commissioners including tax-payer notification radius for type 1 permit appeals, hearing requirements for type 1 permits, and clarification on the notification process.

For further information, please review the following:

- [Staff Presentation dated 2/22/2022](#)
- [Briefing Staff Report dated 2/22/2022](#)

2. Subdivisions and Short Subdivisions: Briefing

Sarah Titcomb, PDS Principal Planner, Sarah.Titcomb@snoco.org

Sarah Titcomb briefed the Planning Commission on proposed code amendments to Chapters 30.41A and 30.41B of the Snohomish County Code (SCC) relating to subdivisions and short subdivisions. The proposed code amendments will increase consistency between the subdivision and short subdivision chapters, as well as with other Title 30 chapters, the Snohomish County Comprehensive Plan, and a recent administrative rule. The proposal also includes housekeeping changes for internal code consistency.

After the briefing there were several questions from commissioners including the approval process from preliminary approval for short subdivisions to final approval for short subdivisions, Tribal noticing, and protections for geologically hazardous and critical areas.

For further information, please review the following:

- [Staff Presentation dated 2/22/2022](#)
- [Briefing Staff Report dated 2/22/2022](#)

F. OPEN PUBLIC RECORDS, OPEN PUBLIC MEETINGS, AND ROBERT'S RULES OF ORDER TRAINING

David Killingstad, PDS, Long Range Planning Manager, David.Killingstad@snoco.org

Matthew Otten, Deputy Prosecuting Attorney, Matthew.Otten@snoco.org

Alex Witenberg, Deputy Prosecuting Attorney, Alex.Witenberg@snoco.org

Matt Otten, Deputy Prosecuting Attorney, presented on the Open Public Meetings Act (OPMA).

- [Open Public Meetings Act Presentation dated 2/22/2022](#)



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Alex Witenberg, Deputy Prosecuting Attorney, presented on Open Public Records.

- [Open Public Records Presentation dated 2/22/2022](#)

David Killingstad, Long Range Planning Manager, presented on Parliamentary Procedures.

- [Parliamentary Procedures Presentation dated 2/22/2022](#)

G. ADJOURN

The meeting was adjourned at 8:12 p.m.



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PLANNING COMMISSION'S RANGE OF POSSIBLE ACTIONS:

At the conclusion of its public hearing, the County Planning Commission will consider transmitting a formal recommendation to County Council concerning adoption of the proposal. The Commission may make a recommendation to adopt or to not adopt the proposal. The Commission's recommendation may also propose amendments to the proposal. The Planning Commission is an advisory body and the final decision rests with the County Council.

PARTY OF RECORD / PUBLIC TESTIMONY:

You may become a party of record for any specific topic that comes before the Planning Commission by submitting a written request or testimony to Megan Moore, Planning Commission Clerk, PDS, M/S 604, 3000 Rockefeller Avenue, Everett, WA 98201 or email at Megan.Moore@snoco.org.

WHERE TO GET COPIES OF DOCUMENTS AND WEBSITE ACCESS:

Please check www.snohomishcountywa.gov for additional information or the Snohomish County Department of Planning and Developmental Services, Reception Desk, 2nd Floor, County Administration Building East, 3000 Rockefeller Avenue, Everett, WA 98201 or email at Megan.Moore@snoco.org.

AMERICANS WITH DISABILITIES ACT NOTICE:

Snohomish County facilities are accessible. The county strives to provide access and services to all members of the public. Sign language interpreters and communication materials in alternate form will be provided upon request of one calendar week. Contact Angela Anderson at 425-262-2206 Voice, or 425-388-3700 TDD.

Snohomish County Planning Commissioners:

<i>Merle Ash, District 1</i>	<i>Tom Campbell, District 4</i>
<i>Mark James, District 1</i>	<i>Neil Pedersen, District 4</i>
<i>Tom Norcott, District 2</i>	<i>Rosanna Brown, District 5</i>
<i>Raymond Sheldon, Jr., District 2</i>	<i>Leah Everett, District 5</i>
<i>Robert Larsen, District 3</i>	<i>Keri Moore, Executive Appointee</i>
<i>Vacant, District 3</i>	

Commission Staff (from Planning and Development Services (PDS) Department):

<i>David Killingstad, Commission Secretary</i>	<i>Megan Moore, Commission Clerk</i>
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