



Mountlake Terrace Planning Commission

Meeting Agenda

Monday, November 24, 2025, 7:00 PM

Mountlake Terrace City Hall, and via Telephone or
Teleconference

AGENDA

1. Call to Order
2. Attendance Roll Call
3. Approval of the 11/10/2025 Meeting Minutes
4. Public Comment (No person shall make personal attacks, or threatening remarks while addressing the Planning Commission, which disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting. Any person who is engaging in conduct that disturbs, disrupts, or impedes the business of the Planning Commission or whose comments have been ruled out of order by the presiding officer, shall immediately cease and refrain from further improper comments or inappropriate conduct. All hate speech will be construed as threatening remarks.)
5. Code Compliance Update
6. Director's Report
7. Miscellaneous Business by Call of Planning Commissioners
8. Adjournment

If the public would like to listen via telephone, call 1-253-215-8782. To watch the meeting online: 1) Go to <https://zoom.us/join>; 2) Enter meeting ID 832 0588 1330 and click "join" (you will be prompted to install the Zoom application if you do not already have it).

The City of Mountlake Terrace strives to provide access and services to all members of the public. Please notify the City at least one week prior to the event if reasonable accommodations are needed.

City of Mountlake Terrace Guidelines on Addressing the Planning Commission

The Planning Commission welcomes public input at the appropriate time during a public meeting. If you wish to address the Commission, you will be called on when your hand is raised and recognized by the Planning Commission Secretary.

Anyone who is addressing the Planning Commission will need to state their name and address at the beginning of their testimony, or comments.

To comment on an item not listed on the agenda, please address the Planning Commission at the time listed on the agenda as public comment.

To comment on an item listed on the agenda, please do so when the Chair calls for public comment during that particular agenda item.

Unless the Planning Commission Chair directs otherwise, comments on any item should not exceed five minutes per person.

To give public hearing testimony remotely (via Zoom), complete the Request Form for Remote Public Comment on the city's Planning Commission web page, at least 24 hours before the meeting. You will then be contacted via email to confirm your participation. Your reply to the confirmation email must be received by 4 p.m. on the day of meeting to be acknowledged that same evening. To give public hearing testimony at a meeting in-person, sign up at the meeting (no 24-hour notice required).

To submit written public hearing testimony, mail to/drop off at City Hall (23204 58th Avenue W., Mountlake Terrace, WA 98043) or email remarks to Shannon Olsen, solsen@mltwa.gov, no later than 4 p.m. on the public hearing date.

Purpose of Work Sessions

Occasionally the Planning Commission will discuss City topics in the form of a Work Session. The purpose of Work Sessions is for the Commission to collectively discuss ideas with each other, as well as observe staff presentations on selected topics. While the Planning Commission cannot take any official actions during a Work Session, the public is welcome to speak regarding an item before the Work Session begins. The public is always welcome to attend and monitor Planning Commission Work Sessions.



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Code Compliance Update

Planning Commission Meeting: November 24, 2025

Code Compliance Officer Laura Stevenson, CED

PURPOSE

This is an update on Code Compliance since the last presentation with the Planning Commission.
(January 2025-October 2025)

INTRODUCTION

Code Compliance Officer

Laura Stevenson

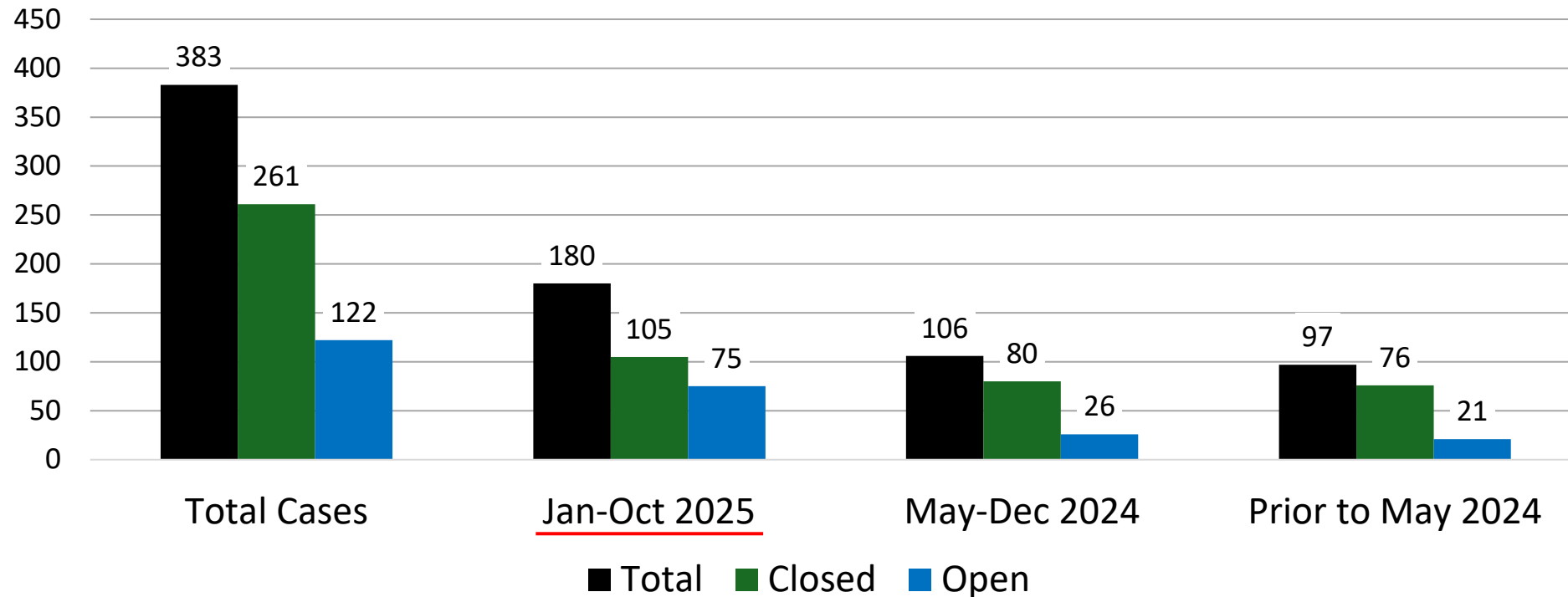
- 6 years in Public Works
- Moved to CED May 2024



AGENDA

- Code Case Statistics
- Coming Soon
- Collaborative Tools
- High-Impact Cases
- Direction

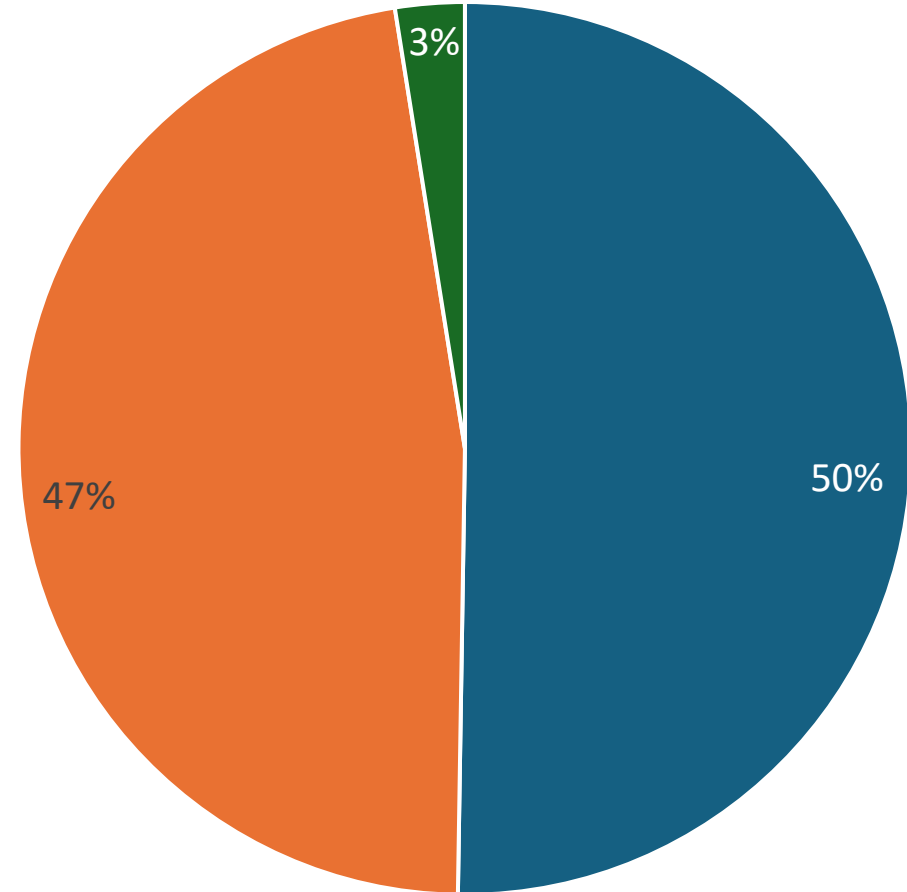
CODE CASE STATISTICS



CODE CASE STATISTICS

Case Types: All

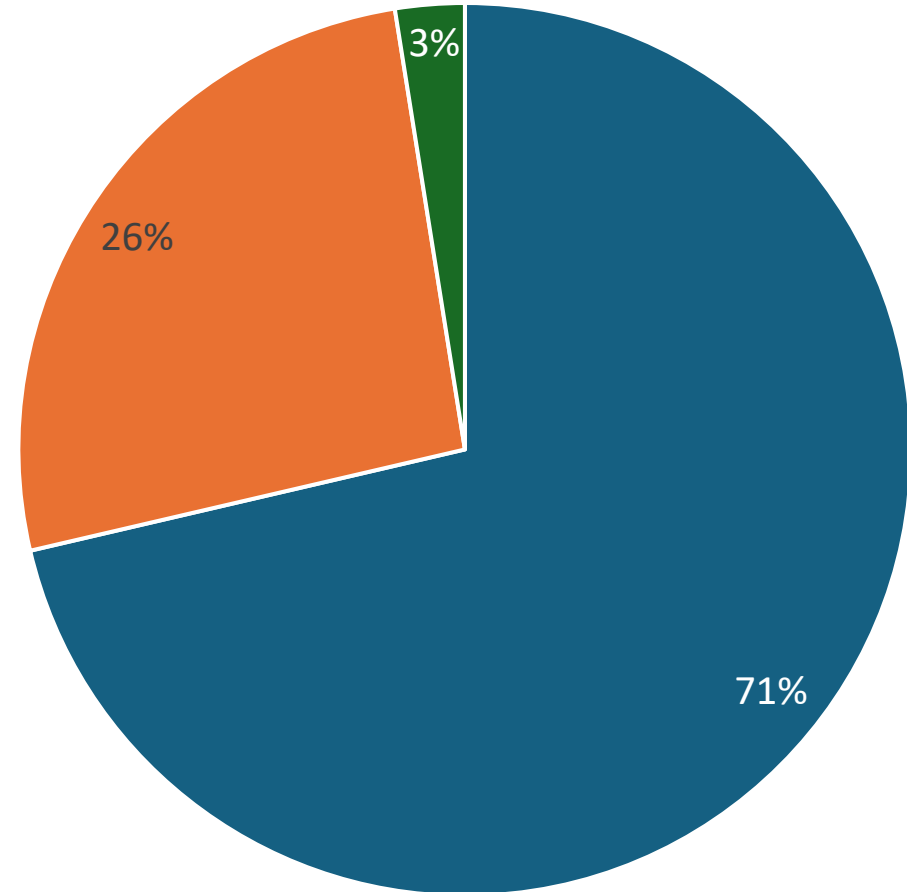
- Building: 50%
- Nuisances: 47%
- Zoning/Planning: 3%



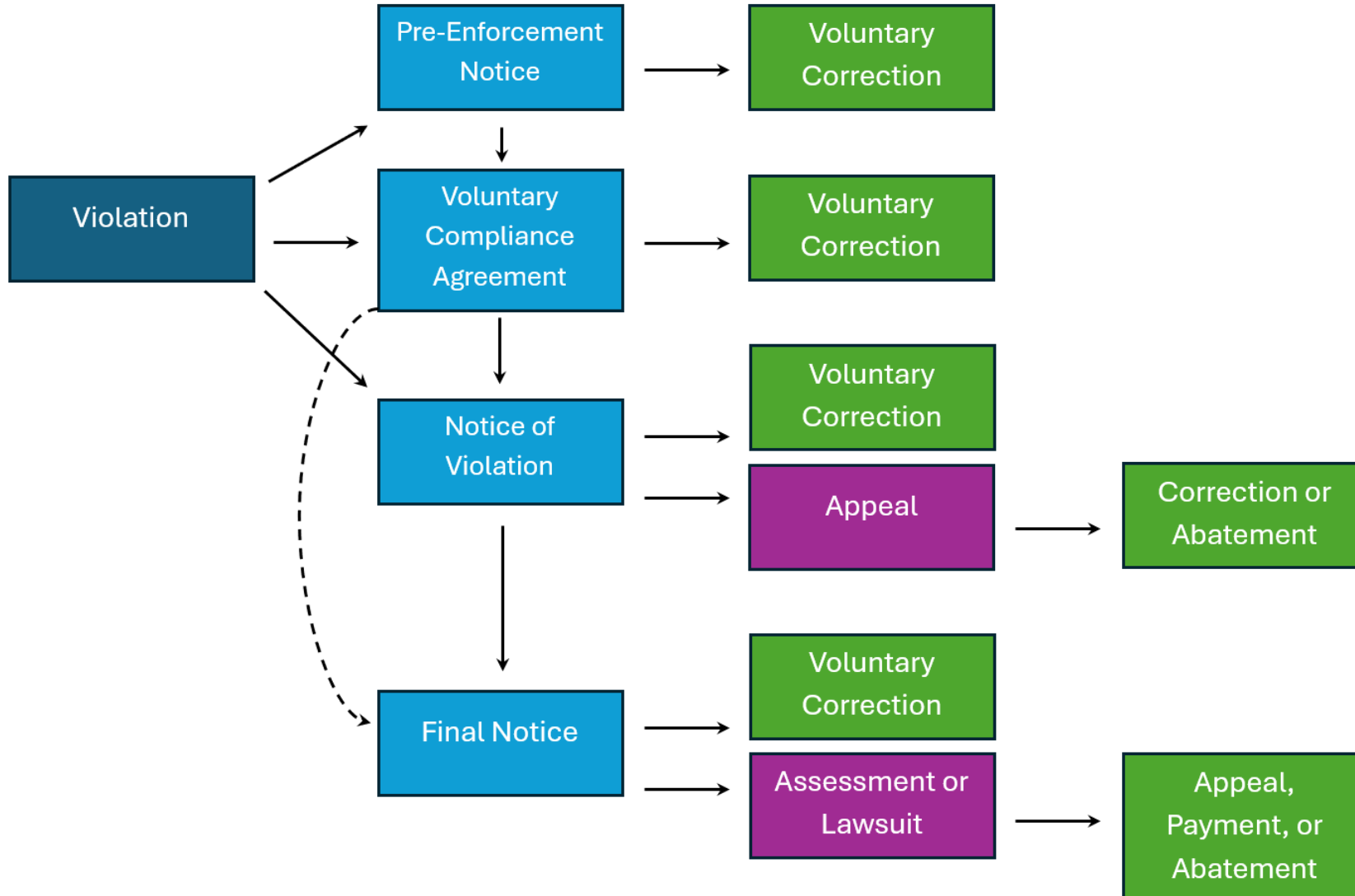
CODE CASE STATISTICS

Case Types: Open

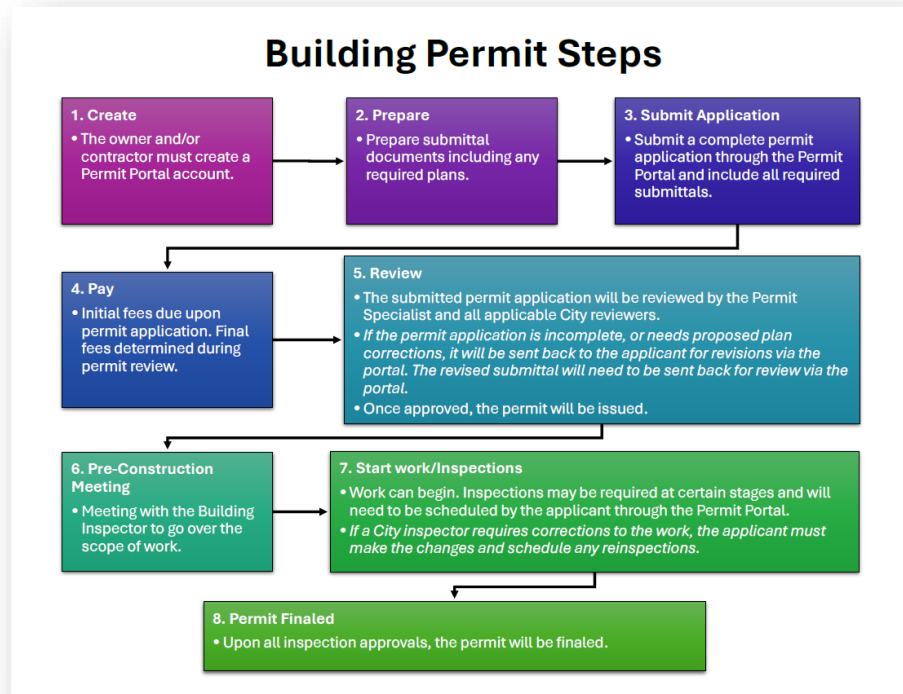
- Building: 71%
- Nuisances: 26%
- Zoning/Planning: 3%



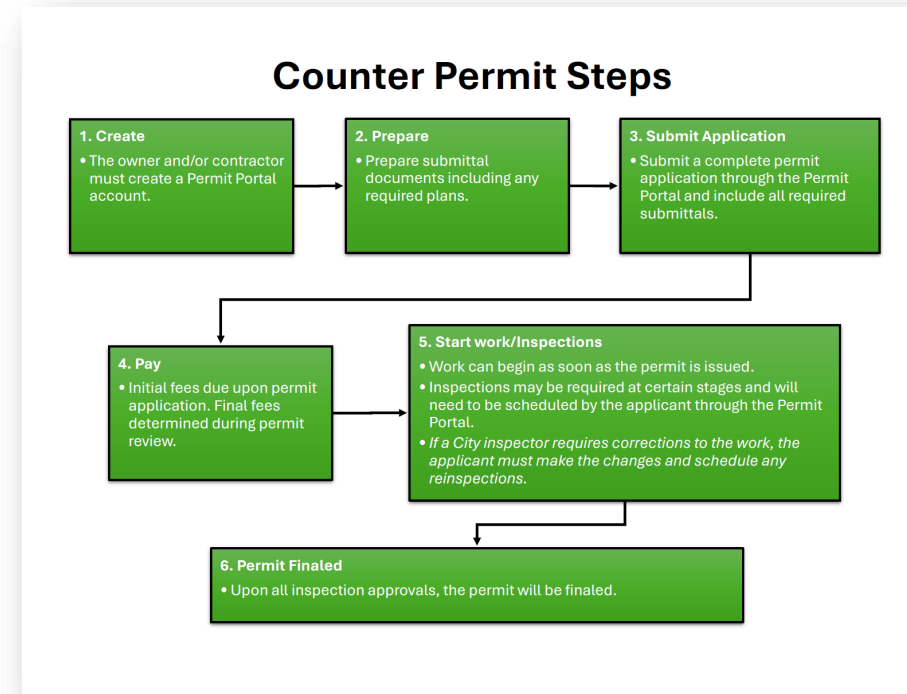
VIOLATION TO CORRECTION



COLLABORATIVE TOOLS



<https://www.cityofmlt.com/DocumentCenter/View/38297/Building-Permit-Steps>



<https://www.cityofmlt.com/DocumentCenter/View/38298/Counter-Permit-Steps>

COLLABORATIVE TOOLS

3 TIPS TO AVOID CONTRACTOR SCAMS IN MLT >>>>



1. Get at least 3 bids before making your final decision on a contractor.
2. Confirm that your potential contractor has an active license with Labor & Industries before signing a contract.
3. You or your contractor must get the correct *permit before work begins.

** A printed permit should be onsite at all times until the work is approved and finalized.*



RESPONSIBILITY

Help Reduce Rodents With These 5 Tips

Reported rodent issues are on the rise, likely due to the unusually mild winter. Now is the time to prevent rat infestations around your home with these basic tips:

- Help keep rats away by not feeding them. Feeding birds and squirrels with feeders, bread, and plates of leftovers has the unintended consequence of contributing to the rat population. Leaving food out that could lead

to infestation is also against the City's code.

- Seal access points. Close-off holes in your home or outbuildings that allow rats inside.
- Properly store food, including pet food.
- Clear outdoor clutter such as unruly piles of wood or other materials that could harbor rats.
- If you're dealing with an infestation, contact a pest control professional or take action yourself by using traps or other proven prevention methods.

For more tips and guidance, check out these Washington state resources: wdfw.wa.gov/species-habitats/living/species-facts/rats and doh.wa.gov/community-and-environment/pests/rodents.

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COMING SOON

CED will roll out a quarterly public training. Code Compliance specific training is set to be featured in Q2.

COMING SOON

The Code Compliance Policy and Procedure manual was recently re-written with the most current processes in mind. Changes are primarily due to the move from PD to CED and the later stages of code cases when not voluntarily corrected. The new manual is in review.

COMING SOON

Code Compliance will attempt to reduce the volume of vehicles parked on grass and dirt in yards throughout the City with a campaign to educate first. We will post to social media and distribute handouts with parking information. There will be a grace period after the pamphlets are distributed and before enforcement resumes.



HIGH-IMPACT CASES





Voluntary
Compliance

2 Months





Voluntary
Compliance

16 Months





Post Superior
Court decision in
the City's favor.

18 Months





Post Superior
Court decision in
the City's favor.

22 Months





DIRECTION

Case numbers are up, and even the toughest issues are moving forward. Real change takes time, but the City is starting to see tangible improvements in neighborhood conditions and overall community well-being.



QUESTIONS

Thank you

