



Mountlake Terrace Planning Commission

Meeting Agenda

Monday, January 26, 2026, 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 1/12/26 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. Review 2026 Work Plan
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.

MOUNTLAKE TERRACE PLANNING COMMISSION
MEETING MINUTES



JANUARY 12, 2026

1. Call to Order

Chair Bautista called the meeting to order at 7:04 pm.

2. Attendance Roll Call

Commissioners Present

Chair Bautista

Vice Chair Bettcher

Commissioner Stenson

Commissioner Wu (via Zoom)

Commissioner Morgan (via Zoom)

Commissioner Finch

Commissioners Absent

Commissioner Thompson

A **motion** was made and seconded to excuse Commissioner Thompson. **Motion** passed 6-0.

Consulting Staff

None

City Staff Present

Community and Economic Development Director Christy Osborn

Civil Engineer Lucas Kragt

Planning Commission Secretary Shannon Olsen

3. Approval of the 12/22/25 Meeting Minutes

The 12/22/25 meeting minutes were accepted as presented.

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.)

None.

5. Chair and Vice Chair Elections

A **motion** was made and seconded to elect the Chair. Commissioner Bautista was nominated. **Motion** passed 6-0.

A **motion** was made and seconded to elect Vice Chair. Commissioner Bettcher was nominated. **Motion** passed 6-0.

6. Presentation of Engineering Development Manual (EDM) & Associated Code Amendments

Civil Engineer Lucas Kragt presented on this topic to include a review of the presentation given on 12/22/25 to refresh the topic.

Kragt and Community and Economic Director Christy Osborn responded to questions and comments from the Planning Commission.

7. 2026 Work Plan and Recommendations

Community and Economic Development Director Christy Osborn presented on this topic to include upcoming projects and their priorities in 2026 including plan updates, code updates, and other miscellaneous updates.

Osborn responded to questions and comments from the Planning Commission.

8. Director's Report

Community and Economic Development Director Christy Osborn presented on this topic to include her upcoming retirement and the search for the new CED director, the new mayor, the parking explanation campaign, over the counter permits, and challenges with the permitting system.

Osborn responded to questions and comments from the Planning Commission.

9. Miscellaneous Business by Call of Planning Commissioners

None presented.

10. Adjournment

Meeting adjourned at 8:37 pm.

These minutes are subject to approval at the next Mountlake Terrace Planning Commission meeting.

**2026 DRAFT PLANNING COMMISSION WORK PROGRAM
01-26-26**

| Plan Amendments | | Proposed By: | Description | Anticipated Start - Completion Date | Staff Lead |
|-----------------|--|-------------------------|--|-------------------------------------|------------------------|
| Priority | 2026 Plan Updates | | | | |
| High | Water and Sewer Comprehensive Plan Updates | Engineering | Required updates to Water and Sewer Comprehensive Plans. | Late Fall 2025-2026 | Public Works |
| High | Subarea Plan Updates | PC/CED | Update two subareas of the city as determined by the Planning Commission | May 2026-December 2026 | CED Director |
| High | Comprehensive Plan Docketing Process | GMA/Annual Amendments | Conduct the annual Comprehensive Plan docketing process for approval by City Council for items to be included in 2027 amendment review. | Start: Oct. 2026; Complete Dec 2026 | CED Director |
| Priority | 2026 Code Updates | | | | |
| High | Zoning Code/Map Amendments | GMA/State Legislation | Preparation of Zoning Code and Zoning Map amendments to implement land use map designations contained in Vision 2044 and to address legislative rerequirements (Phase II Zoning) | Winter 2026-Summer 2026 | CED Director/Mirna Ali |
| Med | Short Term Rentals | City Council | Prepare requirements for short-term rental requirements | Winter 2026-Spring 2026 | Matthew Gisle |
| High | Adopt Washington Code Council amendments for amendments to Chapters 15.05 and 15.10 | Legislative Requirement | Amend Chapters 15.05 and 15.10 as required by changes enacted by the Washington Code Council for building and fire requirements | Spring 2026-Fall 2026 | Matthew Gisle |
| High | Amend Chapter 18.05-Administration and Procedures | Legislative Requirement | Amend administrative procedures to implement SB 5290 for newly required permit review processing timelines. | Feb 2026 - Fall 2026 | Sara Pizzo |
| Med | Engineering Design Manual | Engineering | Review proposed updates to the Engineering Design Manual | Winter 2026-Winter 2026 | Rich Meredith |
| Priority | 2026 Other Projects | | | | |
| Med | Development Review Update | Planning Commission | Review currently development activities and projects on a 6-month basis. | Spring/Fall 2026 | Staff |