

**Community  
Development**



**501 Delta Ave  
Marysville, WA 98270**

**Planning  
Commission  
Meeting Minutes**

**September 23, 2025**

**CALL TO ORDER**

Chair Leifer called the meeting to order at 6:30 p.m. noting the excused absence of Commissioner Raymond Miller.

**1) ROLL CALL**

**Present:**

Commission: Chair Stephen Leifer, Commissioner Gary Kemp, Commissioner Jerry Andes, Commissioner Shanon Jordan, Vice Chair Brandon Whitaker, Commissioner John Ray

Staff: Principal Planner Angela Gemmer, Interim Community Development Director Jeff Wilson, Engineering Services Director Jeff Laycock

**Excused:** Commissioner Raymond Miller

**2) APPROVAL OF MINUTES**

2.1 Approval of August 12, 2025 Minutes

**PC Minutes 8.12.25**

**Motion** to approve the August 12, 2025 Planning Commission meeting minutes moved by Commissioner Gary Kemp seconded by Commissioner Jerry Andes.

**AYES: ALL**

**3) AUDIENCE PARTICIPATION**

None

## 4) PUBLIC HEARING

### 4.1 Unit Lot Subdivision Final Regulations

#### **Memo re. Public Hearing Unit Lot Subdivisions**

#### **DRAFT Final Ord. Unit Lot Subdivisions**

Principal Planner Angela Gemmer made the presentation regarding Unit Lot Subdivisions noting that staff had taken some extra time to meet with stakeholders regarding some concerns they had brought up. She highlighted changes that had been made to the draft regulations as a result of discussions with the development community. She responded to concerns raised by Master Builders regarding parking, ULS road standards, and private open space requirements. Staff is requesting additional work with the Chair prior to taking this to Council regarding an exception to the townhouse open space and language regarding the multifamily drive aisle sidewalk requirements.

Chair Leifer asked about the reasoning for different parking requirements for over 30 units. Ms. Gemmer explained it had to do with the scale of the project.

Staff responded to questions regarding additional parking requirements for over 30 units, drive aisle widths, triggers for private drive aisles versus public streets, addressing, and parking on private multifamily drive aisles.

Chair Leifer reconvened the public hearing at 6:48 p.m. and invited public testimony.

#### Public Comments:

Russell Joe, Master Builders, 335 116th Avenue SE, Bellevue, thanked staff for accommodating multiple conversations about Unit Lot Subdivisions. He pointed out that the parking reform and modernization act needs to be adhered to by 2028, but it is on the work schedule for 2027. They deeply appreciate the willingness to move from a 10% to a 20% duplex unit trigger related to drive aisles. They are supportive of the other changes that were made. He thanked the Planning Commission for all their time and effort.

The public hearing was closed at 6:52 p.m.

#### Commission Discussion:

Vice Chair Whitaker said he understands the reason for Unit Lot Subdivisions but noted he also sees the challenges.

The hearing was reconvened at 6:56 p.m. for online comments. Seeing none, the hearing was closed at 6:57 p.m.

Commissioner Ray expressed concern about the requests made in a letter from Russell Joe of Master Builders. Ms. Gemmer noted that the changes were reviewed by staff and most appeared reasonable. She reiterated the request regarding parking. No change is being proposed. There are a lot of changes to parking that the state is mandating and will be looked at in 2027. Regarding the mix of uses, Master Builders requested a mix of 50% duplexes instead of 10%. Staff is comfortable with limiting it to 10-20% of the units being duplexes. There was discussion about staff's desire to tightly constrain the number of duplexes in these developments. Commissioners were generally in support of allowing 20%.

Commissioner Jordan commented on open space that never gets used and suggested having that space be used as parking.

Commissioner Kemp asked how common it would be to have the duplexes. Mr. Joe explained it depends on the project, but it is important to have that flexibility.

Regarding drive aisles, staff is asking that there be sidewalks on both sides of the drive aisle if there are units on both sides of the drive aisle. Master Builders asked to exempt situations where the development abuts another undeveloped property.

**Motion** to recommend approval of the Unit Lot Subdivision Final Regulations to City Council for adoption by Ordinance and to authorize staff to craft code changes as discussed tonight regarding a reciprocal easement related to the sidewalk construction, synchronizing open space setback expectations, and the percentage of duplex mix to be capped at 20% moved by Vice Chair Brandon Whitaker seconded by Commissioner Shanon Jordan.

**AYES: ALL**

5) OLD BUSINESS

6) NEW BUSINESS

6.1 Tree Canopy Assessment

**Memo re. Tree Canopy Assessment**

**Tree Canopy Assessment**

Principal Planner Gemmer made a presentation regarding Marysville Tree Canopy Analysis which is a Growth Management Act requirement as part of the City's Park Element. She reviewed the purpose of the requirement and method for monitoring. The current tree canopy level is approximately 24%. She highlighted the canopy levels by neighborhood, by zone, and within parks. She discussed potential tree planting sites and city population. Right now, the goal is to keep the tree canopy at its current percent of the city because there is so much development happening. Once development slows down staff is proposing setting a tree canopy goal 2% higher than the current tree canopy.

Clarification questions and answers followed. Vice Chair Whitaker asked if they are looking at certain types of tree species when they are assessing the canopy or looking at projects, so they are not causing future damage. Ms. Gemmer noted that the Streets Department knows which trees are and are not appropriate to plant. Planning also has administrative landscape guidelines which consider the appropriateness of certain trees based on soil types, the presence of overhead lines, etc.

Chair Leifer asked how many acres of trees might be set aside for tax reduction as reserved for forest lands in the UGA. Ms. Gemmer was not sure but noted these are mostly in the Smokey Point and Lakewood areas because that tax designation is designed for both timber and agricultural land. She thought most of those are likely to be converted at some point.

**Motion** to set a public hearing for this item for October 14 moved by Vice Chair Brandon Whitaker seconded by Commissioner Gary Kemp.

**AYES: ALL**

#### **7) DIRECTOR'S COMMENTS**

Director Wilson noted that Community Development is going through some staffing transitions so things will be a bit hectic for a while. He requested patience as they work through this. He expressed appreciation for the work Angela Gemmer has done, for the public dialogue, and for the Planning Commission's work.

#### **8) ADJOURNMENT**

**Motion** to adjourn moved by Vice Chair Brandon Whitaker seconded by Commissioner Gary Kemp.

**AYES: ALL**

**The meeting was adjourned at 7:42 p.m.**

***Stacy Jones for***

**Laurie Hugdahl, Recording Secretary**

#### **9) NEXT MEETING - October 14, 2025**