



PLANNING ADVISORY COMMITTEE

Thursday, March 12, 2026

Zoom link: <https://us02web.zoom.us/j/82364007852>

1:00 – 3:00 p.m.

Meeting Minutes

Participating Jurisdictions/Members:

Bothell	Jason Greenspan
Edmonds	Mike Clugston
Everett	Yorik Stevens-Wajda
Granite Falls	Amy Hess
Gold Bar	Rich Norris
Lake Stevens	Russ Wright
Lynnwood	Karl Almgren
Mill Creek	Jeff Ryan
Mukilteo	Andy Galuska
Snohomish	Brooke Eidem
Snohomish County	Mike McCrary
Stanwood	Patricia Love
Sultan	Mark Newman
Woodway	Bill Trimm

Other Attendees/Presenters:

Snohomish County PDS	Henry Jennings
Naval Station Everett	Stephanie Minato
Department of Commerce	Jeff Aken
City of Everett	Frank Hong
Snohomish County Council	Deb Bell
PSRC	Nancy Ferber
City of Sultan	Abigail Newbold
Snohomish County PDS	Ann Larson, Darren Groth, Jacob Lambert, Eileen Canola, Steve Toy, Jennifer Cao, Samantha Wangsgard, Taylor Twiford, Shanan Bird
Snohomish County PW	Nathan Howard

1. Call to Order

Andy Galuska called the meeting to order at 1:00 pm.

2. Roll Call

Roll was taken as shown above.

3. Approval of Minutes (02-12-2026)

Karl Almgren moved to approve the minutes, and Russ Wright seconded; the motion passed unanimously.

4. Public Comments

No public comment was given.

5. Discussion/Update Items

a. *Pre-Approved Accessory Dwelling Unit (ADU) Plan Briefing*

Henry Jennings, Senior Planner, gave an update on pre-approved accessory dwelling unit plans. It is a new program that Snohomish County is starting, where if an applicant wants to expedite the process or does not want a site specific design, they select from a list of pre-approved plans, similar to the City of Seattle's ADU pre-approved plan database. The goals of this project are to create a program for applicants to utilize a pre-approved plan, that is a plan that has been reviewed by Snohomish County, has been pre-plan-reviewed, pre-stamped and everything and essentially, will just go directly to site plan review. Another goal of this is to expedite the permit review process, since the plan review is complete already. That essentially leaves just zoning review and any other relevant permitting steps.

[Pre Approved ADU Plans SCT PAC](#)

[Pre-Approved ADU Plan Submittal Checklist](#)

[Rule 25-02 Pre Approved ADU Plans Final](#)

b. *Naval Station Everett*

Stephanie Minato, Community Planning Liaison Officer (CPLO), gave an overview of Naval Station Everett (NSE). NSE is the most modern shore installation in the U.S. and is one of two Navy-owned deep-water ports on the continental West coast. Naval Station Everett functions as a "city within a city," hosting more than 50 tenant organizations and supporting ship maintenance, fleet readiness, and sailor quality of life. The installation also collaborates extensively with local governments, tribes, ports, and regional partners on infrastructure projects, grants, and community initiatives. Recent efforts include support for a City of Everett police boathouse project and development of new Navy family housing in Marysville. The presentation also emphasized the Navy's environmental stewardship programs and the station's significant economic impact as one of the largest employers in Snohomish County.

c. *Department of Commerce*

Jeff Aken, Senior Planner, gave an update from Commerce. As the session wraps up, Commerce will publish a full legislative update soon on its website with a breakdown of each bill relevant to local planners. In the meantime, please reach out to your regional planner with questions about what new legislation may mean for your community. Commerce's Defense Community Combability Account (DCCA) is now accepting applications for projects near Washington's military installations. DCCA grants provide funds for projects that affect the economy, environment or quality of life for communities influenced by military presence. Every jurisdiction should complete the short online reporting form whether the jurisdiction currently has an MFTE Program. Those jurisdictions who issued final certificates of tax exemption will also complete a detailed sheet. The reporting deadline is April 1, 2026. Commerce will host

workshops on specific elements of the periodic update process. These workshops provide valuable opportunities for local jurisdictions to understand and meet the requirements of the periodic update.

d. *Puget Sound Regional Council*

Nancy Ferber, Senior Planner, gave a quick update.

1. PSRC is seeking nominations for VISION 2050 Awards. This year they will only be accepting nominations directly from membership. Others seeking to nominate projects can do so through the member jurisdiction in which the project is located. PSRC will help connect potential nominees with local governments to help with the nomination process. Contact Michele Leslie with any questions.

2. Free upcoming Toolbox Webinar: Toolbox-March 20th 10- 11:30 am. Join for a conversation on expanding access to parks and green spaces to advance equity, strengthen communities, and support vibrant places. Speakers from the Trust for Public Land will share national perspectives on improving access to green spaces, followed by local examples from Parks Tacoma and the City of Renton highlighting how these ideas are coming to life in communities across the region.

3. PSRC's Summer Planning Academy (SPA) applications are opening Monday February 16th. SPA is a great leadership development opportunity, free of charge, to students who are encouraged to think creatively about how better planning can help make better communities.

4. Save the date for the PSRC 2026 General Assembly: Thursday, May 28, 2026, 10am-1:00 pm, Seattle Convention Center. Registration will open in early April.

6. Group Discussion

- a. Andy Galuska – working on staffing for building department so he will be sending out a short survey on what other jurisdictions see in the way of permit applications and inspections, and what staffing they have. City of Mukilteo will also be hopefully adopting its Critical Areas Ordinance next month.

7. Next Meeting Date

- a. PAC April 9, 2026, 1 PM – 3 PM
- b. PAC/ICC Joint meeting May 14, 2026, 1 PM – 3 PM
- c. SCT General Assembly, September 23, 2026, 4 PM – 6 PM

8. Adjourn

The meeting was adjourned at 2:05 p.m. by Andy Galuska.