



PLANNING COMMISSION

October 21, 2025

6:30 PM

Planning Commission

- a. Call to Order**
- b. Pledge of Allegiance**
- c. Roll Call**
- d. Consent Agenda**

- 1. Minutes May 27, 2025
- 2. Minutes June 17, 2025
- 3. Minutes July 15, 2025

- e. General Public Comments**

Please keep comments to three minutes or less. Because state law prohibits the use of city facilities for the purpose of supporting or opposing a campaign or ballot proposition, we respectfully request that public comment not make reference to such matters.

Written comments will be accepted by letter or via email at nmcgowan@sedro-woolley.gov Attn: 'Public Comment.' until 4:30pm the day before the meeting.

- f. Public Hearing(s)**

- g. Unfinished Business**

- 1. Comprehensive Plan - Chapter 3, Housing Element Strategies

- h. New Business**

- i. Adjournment**

PLANNING COMMISSIONERS

Pat Huggins
Joe Fattizzi

Matthew Desvoigne
Jessica Jasper
Joe Franett

Madison Bowman
Cassandra Sexson

The City of Sedro-Woolley complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, limited English proficiency, age, disability, or sex. The City of Sedro-Woolley doesn't exclude people or treat them differently because of race, color, national origin, limited English proficiency, age, disability, or sex.

The City of Sedro-Woolley also complies with applicable state laws and doesn't discriminate on the basis of creed, gender, gender expression or identity, sexual orientation, marital status, religion, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.

Join Zoom Meeting

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Meeting ID: 980 4286 3482

Passcode: 070388

One tap mobile

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Planning Commission Agenda Item

Agenda Item No.: d.1.

Date: October 21, 2025

From: Thomas Glover, Community Development Director

Subject: Minutes May 27, 2025

RECOMMENDED ACTION:

Request approval of minutes

BACKGROUND/SUMMARY INFORMATION:

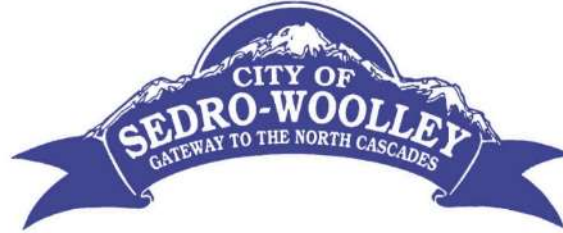
Minutes of meeting held on May 27, 2025

FISCAL IMPACT, IF APPROPRIATE:

None identified.

ATTACHMENTS:

1. 05.27.2025 - PC Minutes



Special Meeting of the Planning Commission
May 27, 2025 - 6:30 PM

a. Call to Order

Planning Commission Chair, Joe Franett, called the meeting to order at (6:30PM).

b. Pledge of Allegiance

c. Roll Call

Commissioners Present:

- Commissioner Joe Franett
- Commissioner Joe Fattizzi - Online
- Commissioner Jessica Jasper
- Commissioner Danielle Freiburger

Commissioners Absent:

- Commissioner Pat Huggins
- Commissioner Cassandra Sexson
- Commissioner Matthew Desvoigne

Staff Present:

- Planner Nicole McGowan
- Assistant Planner Ashton Sandoval Oaks
- Community Development Director Tom Glover
- Permit Technician Nicole Pfluger

Consultants Present:

- Kimley-Horn Associate Heidi Rouse
- Facet Northwest Environmental Planner Alexandra Plumb

d. General Public Comments

Please keep comments to three minutes or less. Because state law prohibits the use of city facilities for the purpose of supporting or opposing a campaign or ballot proposition, we respectfully request that public comment not make reference to such matters.

Written comments will be accepted by letter or via email at nmcgowan@sedro-woolley.gov Attn: 'Public Comment.' until 4:30pm the day before the meeting.

General Public Comments opened at (6:32PM)

- No online participants.
- No comments from participants in attendance.
- Staff did not receive any written comments.

General Public Comments closed at (6:32PM)

e. Public Hearing(s)

None

f. New Business

1. Comprehensive Plan - DRAFT Climate Element

Community Development Director, Tom Glover, introduced the Draft Climate Element and Facet presenters.

Facet Northwest Environmental Planner, Alexandra Plumb, provided a slideshow explaining the new Climate Element requirements, including steps and pathways used to help identify and implement recommended goals and policies.

Planning Commissioner, Joe Fattizzi, suggested another look at the priority climate hazards to ensure natural surroundings are considered in this plan.

Kimley-Horn Associate, Heidi Rouse, presented slides on the Greenhouse Gas (GHG) Emissions Reduction Sub-Element, covering the pathways provided by the Department of Commerce to help identify goals and policy recommendations to integrate into the comprehensive plan. Heidi further explained how the consultant team sourced data and developed implementation measures. Heidi shared the GHG Emissions Inventory Results for the City of Sedro-Woolley.

Alexandra discussed the Climate Resilience Goals and Policies (Sub-Element).

Planning Commissioners appreciated seeing how many of the policies are already being done, or have a clear path to reaching the goals. Some minor recommendations were made.

Heidi read through the GHG Emissions Reduction Goals and Policies (Sub-Element).

g. Information Only

1. Clarification on Planning Commission Chair Vote

Nicole McGowan read from Robert's Rules of Order, to explain that the vote of the Planning Commission Chair does count.

Action is taken by the majority vote of the members present and voting; any member may abstain from voting, and a tie vote means the motion fails.

'If the presiding officer is a member of the assembly, he can but is not obligated to vote whenever his vote will affect the result. That is, he can vote either to break or to cause a tie or, in a case where a two-thirds or majority vote is required, he can vote either to cause or to block the attainment of the necessary two-thirds or majority vote.' The vote is to only be counted once, either as a voting member or withheld to act as a tiebreaker, but not both.

h. Adjournment

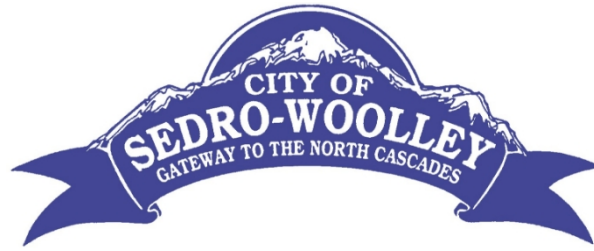
Time (8:53PM)

ATTEST:

APPROVED:

Planning Commission Chair

Planning Commission Secretary



Planning Commission Agenda Item

Agenda Item No.: d.2.

Date: October 21, 2025

From: Thomas Glover, Community Development Director

Subject: Minutes June 17, 2025

RECOMMENDED ACTION:

Request approval of minutes

BACKGROUND/SUMMARY INFORMATION:

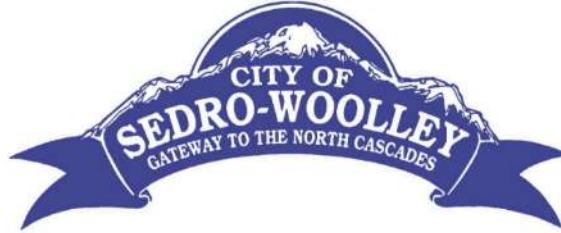
Minutes from meeting held on June 17, 2025

FISCAL IMPACT, IF APPROPRIATE:

None identified.

ATTACHMENTS:

1. 06.17.2025 - PC Minutes



Regular Meeting of the Planning Commission
June 17, 2025 - 6:30 PM

a. Call to Order

Planning Commission Chair, Joe Franett, called the meeting to order at (6:32PM).

b. Pledge of Allegiance

c. Roll Call

Commissioners Present:

- Commissioner Joe Franett
- Commissioner Joe Fattizzi
- Commissioner Cassandra Sexson
- Commissioner Danielle Freiburger
- Commissioner Matthew Desvoigne

Commissioners Absent:

- Commissioner Jessica Jasper
- Commissioner Pat Huggins

Staff Present:

- Planner Nicole McGowan
- Assistant Planner Ashton Sandoval Oaks
- Community Development Director Tom Glover
- Public Works Director Bill Bullock
- Permit Technician Nicole Pfluger

Consultants Present :

- Facet Northwest Senior Planner Donna Keeler (Online)
- Facet Northwest Environmental Planner Alexandra Plumb (Online)
- Kimley-Horn Associate Heidi Rouse (Online)

d. Consent Agenda

1. Minutes from May 6, 2025 Special Planning Commission Meeting

Minutes from May 6th, Planning Commission Meeting approved with minor corrections.

e. General Public Comments

Please keep comments to three minutes or less. Because state law prohibits the use of city facilities for the purpose of supporting or opposing a campaign or ballot proposition, we respectfully request that public comment not make reference to such matters.

Written comments will be accepted by letter or via email at nmcgowan@sedro-woolley.gov Attn: 'Public Comment.' until 4:30pm the day before the meeting.

General Public Comments opened at (6:38PM).

- No online participants.
- No comments from participants in attendance.
- Staff did not receive any written comments.

General Public Comments closed at (6:39PM).

f. Public Hearing(s)

None.

g. Unfinished Business

1. PC Memo from Consultant Team

Community Development Director Tom Glover shared a memo from Facet consultants, Donna Keeler and Heidi Rouse, summarizing the draft greenhouse gas emission reduction implementation plan under the new climate element and draft revisions to the economic development element Donna Keeler and Heidi Rouse.

2. Comprehensive Plan - Climate & Resilience Element, Implementation Plan

Heidi Rouse and Donna Keeler presented slides about the Draft Climate & Resilience Sub Element and the Implementation Plan. They started by going through the slides detailing the revisions made since the last meeting.

The Planning Commissioners recommended some minor revisions.

3. Comprehensive Plan - Transportation Element, 2nd review

Public Works Director Bill Bullock presented slides of the Draft Transportation Element updates for a second review with the Planning Commissioners. He shared Travel Demand Forecasting and six-year Traffic Improvement Program (TIP) projects planned.

h. New Business

1. Comprehensive Plan - Economic Development Element

The first review of the Draft Economic Development Element update was presented to the Planning Commissioners by Donna Keeler.

Planning Commissioners suggested updates to the Sedro-Woolley Major Industrial Employer List.

2. Acceptance of Resignation

Planning Commissioner Danielle Freiburger gave her resignation after six years of service.

i. Adjournment

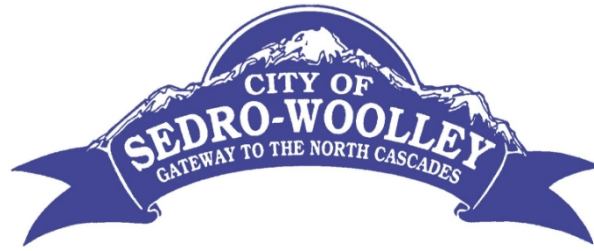
Time (8:28PM)

ATTEST:

APPROVED:

Planning Commission Chair

Planning Commission Secretary



Planning Commission Agenda Item

Agenda Item No.: d.3.

Date: October 21, 2025

From: Thomas Glover, Community Development Director

Subject: Minutes July 15, 2025

RECOMMENDED ACTION:

Request approval

BACKGROUND/SUMMARY INFORMATION:

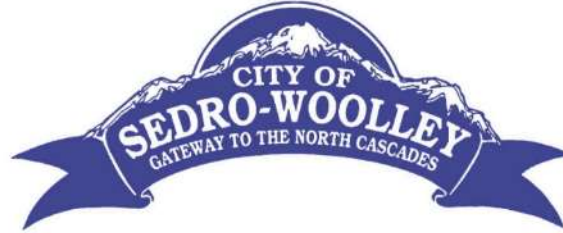
Minutes of meeting July 15, 2025

FISCAL IMPACT, IF APPROPRIATE:

None Identified.

ATTACHMENTS:

1. 07.15.2025 - PC Minutes



Regular Meeting of the Planning Commission
July 15, 2025 - 6:30 PM

a. Call to Order

Planning Commission Chair, Joe Franett, called the meeting to order at (6:32PM).

b. Pledge of Allegiance

c. Roll Call

Commissioners Present:

- Commissioner Joe Franett
- Commissioner Jessica Jasper
- Commissioner Cassandra Sexson
- Commissioner Pat Huggins
- Commissioner Matthew Desvoigne

Commissioners Absent:

- Commissioner Joe Fattizzi

Staff Present:

- Planner Nicole McGowan
- Assistant Planner Ashton Sandoval Oaks
- Community Development Director Tom Glover
- Permit Technician Nicole Pfluger

Consultants Present:

- Facet Northwest Senior Planner Donna Keeler

d. Consent Agenda

1. Minutes from May 20, 2025 Planning Commission Meeting

Minutes from May 20th, 2025, Planning Commission Meeting approved as written.

e. General Public Comments

Please keep comments to three minutes or less. Because state law prohibits the use of city facilities for the purpose of supporting or opposing a campaign or ballot proposition, we respectfully request that public comment not make reference to such matters.

Written comments will be accepted by letter or via email at nmcgowan@sedro-woolley.gov Attn: 'Public Comment.' until 4:30pm the day before the meeting.

General Public Comments opened at (6:35PM)

- No comments from participants online.
- No comments from participants in attendance.
- Staff did not receive any written comments.

General Public Comments closed at (6:36PM)

f. Public Hearing(s)

None

g. Unfinished Business

None

h. New Business

1. Comprehensive Plan Update - Parks & Recreation Element

Community Development Director Tom Glover introduced the Draft Parks & Recreation Element update.

Facet Northwest Senior Planner Donna Keeler presented slides detailing the draft goals and policies with recommended updates to the Parks & Recreation Element.

Planning Commissioners discussed City parks and recreation fields available to the public and made several recommendations for changes and updates to the Draft Parks & Recreation Element.

2. Comprehensive Plan Update - Capital Facilities Element

Donna Keeler continued the slideshow presentation, introducing the Draft Capital Facilities Element Update. It was discussed that Capital Facility Plans for the Library will need to be updated since it is no longer owned by the City.

Planning Commissioners discussed strategies for how information could better be distributed to citizens using multiple outlets.

i. Adjournment

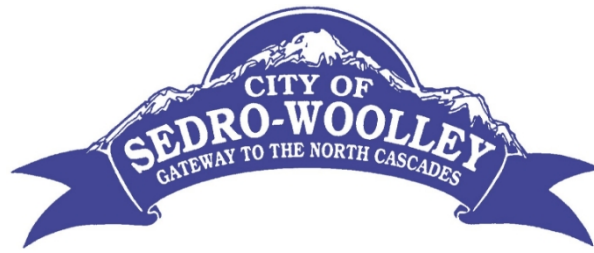
Time (7:48PM)

ATTEST:

Planning Commission Chair

APPROVED:

Planning Commission Secretary



Planning Commission Agenda Item

Agenda Item No.: g.1.

Date: October 21, 2025

From: Thomas Glover, Community Development Director, Nicole McGowan, Planner, Ashton Sandoval Oaks, Assistant Planner

Subject: Comprehensive Plan - Chapter 3, Housing Element Strategies

RECOMMENDED ACTION:

Following a staff-led facilitation, provide direction to the Planning Department to pursue a selection of housing strategies.

BACKGROUND/SUMMARY INFORMATION:

City staff have prepared a presentation that highlights Sedro-Woolley's housing deficit and analyzes available housing strategies in-depth. A structured facilitation will be held with the Planning Commissioners to ensure all Commissioners have an opportunity to share their thoughts. With the feedback provided, staff will refine the available housing strategies and prepare a recommendation for the Planning Commission at the next meeting.

FISCAL IMPACT, IF APPROPRIATE:

None identified.

ATTACHMENTS:

None