2003 Annual Report of the Planning Commission

Members at end of year

Brian Bigler
Patrick Decker
Elisa Elliott
Dave Johnson
Tia Peycheff
Jacqueline Powers
Donna Walther

CITY OF Lynnwood
Planning Commission and the Annual Report:

The Lynwood Planning Commission was established under the authority of RCW 35.63, “Planning Commission Laws” of 1935 but has been governed by RCW 35A.63 since the City’s reclassification to an Optional Municipal Code City in 1971. Lynnwood Municipal Code Title 18, Chapter 2.29 provides the general organization and procedural provisions.

The Planning Commission serves as an “advisory body” to the City. To carry out its fact finding functions it may conduct surveys, analyses and research, and prepare reports as authorized or requested by the Mayor, City Council, or State of Washington with the approval of the Council.

The Commission’s work is oriented toward the implementation of the City’s long-range Comprehensive Plan. It also provides a forum for public comment and discussion in public meetings, work sessions and hearings.

The Commission works most closely with the Department of Community Development to maintain the Comprehensive Plan, to revise and implement regulations, and to develop sub-area plans and other special projects that are consistent with the goals and intent of the Plan. In most cases, the Commission’s work culminates in findings, conclusions and recommendations for final action by the City Council.

This Annual Report provides a summary of the Planning Commission’s work during 2003, including significant discussion issues, actions and recommendations. It is intended primarily for the Mayor and City Council, but may also be of interest to other commissions, organizations and individuals and will be made available to them as well.
Summary of Year 2003:

The following items accounted for a significant portion of the Planning Commission’s attention during 2003:

1. **2003 Comprehensive Plan and Zoning Amendments**
   The Commission conducted several public hearings and work sessions to study and recommend a variety of proposed amendments to the Comprehensive Plan during the annual amendment process. The 2003 proposals included:
   - Alderwood Manor Community Church (Site specific map amendment)
   - Steves (Site specific map amendment)
   - Raskin (Site specific map amendment)
   - Opalka (Site specific map amendment)
   - Mobile Home Parks (Site specific map amendment)
   - Code-related Plan Text Amendments
   - Updates to the Environmental Resources Element
   - Updates to the Implementation Element

   On June 12, the Planning Commission conducted its public hearing and forwarded recommendations for Council action. The City Council conducted work sessions in July and September and took final action in December.

2. **Development Regulations Update**
   The Commission’s 2003 work on development regulations consisted of residential portions of Phase 2, as well as several minor adjustments that weren’t anticipated as part of the Phase 2 work program, but that were nevertheless important. These included adjustments to zones to allow auto sales in the Planned Commercial Development (PCD) zone and sign code adjustments for the Planned Regional Center (PRC) zone.

   The Commission also initiated further study and possible code amendments to provide for research and development (R&D) activities and to adjust the parking requirements for colleges. Those proposals will be processed in 2004.

3. **Growth Targets:**
   In cooperation with Snohomish County’s 10-year Comprehensive Plan Update and related growth, the Planning Commission reviewed materials related to Lynnwood’s Comprehensive Plan, zoning and build-out capacity, and recommended City Council approval of a population target and an employment target for year 2025.

   The City Council reviewed the recommendations, made adjustments and, on June 9, approved a population target of 38,510 and employment target of 31,350. Those figures were transmitted to the County in a June 9 letter signed by Mayor McKinnon and Council President Lisa Utter.
4. **Specific Code Amendments (Update)**
   In addition to the Development Regulations Update process, several other amendments to City codes were processed, including
   - Tree Regulations revisions
   - Regional Shopping Center Parking requirements
   - Shared Parking Code Amendment
   - Historic Preservation Code Amendment
   - Transitional Buffers Code Amendment.
   - Secure Community Transition Facilities (SCTF)

5. **Other Activities of Significance**
   **Liaison to City Council:** The Planning Commission continued for a second year its position of Council Liaison. This position was intended to improve communications between the Commission and City Council. Commissioner Decker volunteered to test the position in 2002 and continued in that capacity through 2003. He attended Council meetings, supported and helped explain Commission recommendations, and reported on Council activities and other matters of interest to the Commission.

   **City Center Representative:** Commissioner Decker also served as the Commission’s representative to the City Center Oversight Committee throughout 2003 and agreed to continue into 2004. Commissioner Donna Walther will be his alternate.

   **Public Works Program Revisions:** The Planning Commission reviewed, discussed and forwarded recommendations to the City Council on the following:
   - Six-Year Transportation Improvement Plan (TIP)
   - Capital Facilities Plan (CFP)

6. **Membership**
   - Elisa Elliott was appointed to fill vacant position #7. Her first Commission meeting was May 27.
## 2003 Actions and Recommendations:

<table>
<thead>
<tr>
<th>Month</th>
<th>Planning Commission Actions &amp; Recommendations</th>
<th>City Council Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Approved and forwarded the 2002 Annual Report of the Planning Commission.</td>
<td>No action required.</td>
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<tr>
<td>February</td>
<td>Annual meeting with Hearing Examiner.</td>
<td>No action required.</td>
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<td>Recommended Population and Employment Growth Targets for 2025.</td>
<td>June 9 – Council forwarded its adjusted targets to County</td>
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<tr>
<td>April</td>
<td>Recommended the 2003 Comp. Plan Amendments Study List to Council.</td>
<td>May 12 – Council approved the adjusted Study List.</td>
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<td>Recommended Subdivision Code Rewrite for Council adoption.</td>
<td>Sept. 22 – Council adopted revised Subdivision Code</td>
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<td>May</td>
<td>Recommended Transp. Improvement Plan (TIP) for Council adoption.</td>
<td>July 28 – Council adopted the revised TIP</td>
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<td>Opiate Substitution Program – After several discussions, the Commission was unable to make a recommendation.</td>
<td>Oct. 13 – Council hearing.</td>
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<td>Hearing &amp; recommendation on PCD Zone amendment to allow open lot auto sales.</td>
<td>July 28 – Council adopted.</td>
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<td>July</td>
<td>Hearing on revisions to residential section of Zoning Code. Recommendation to Council to split the SF and MF zones.</td>
<td>Oct. 13 – Council adopted the recommended change.</td>
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<td>Recommended an amendment to the Copper Ridge Rezone CZA.</td>
<td>Aug. 11 – Council approved.</td>
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<td>August</td>
<td>Recommended Council approval of an amendment to add a new high-density single-family RSH zone</td>
<td>Subject to Council approval of SF-3 Comp. Plan designation.</td>
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<td>Recommended approval of changes to the sign regulations of the PRC zone.</td>
<td>Oct. 27 – Council adopted the recommended changes.</td>
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<tr>
<td>October</td>
<td>Recommended Council adoption of the revised Capital Facilities Plan (CFP)</td>
<td>Nov. 10 – Council conducted public hearing and adopted</td>
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<td>Initiated Research &amp; Development Code Amendment</td>
<td>To be processed in 2004</td>
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<td>Oct. 22 – Joint dinner meeting with City Council</td>
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<tr>
<td>November</td>
<td>Initiated Parking Standards Code Amendment for colleges</td>
<td>To be processed in 2004</td>
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<tr>
<td>December</td>
<td>Work session on dev. regulations. Work session on college parking.</td>
<td>To be processed in 2004</td>
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Monthly Summary of Commission Activities:

January:

January 9, 2003
- Elected officers for 2002: Dave Johnson, Chair; Patrick Decker, 1st Vice Chair and Tia Peycheff, 2nd Vice Chair.
- Conducted public hearing on Secure Community Transition Facilities (SCTF). Forwarded SCTF ordinance to City Council with recommendation for adoption.
- The 2002 Annual Report of the Planning Commission was reviewed, revised and approved for forwarding to the City Council and other interested persons.

January 23, 2003
- Conducted a work session on Development Regulations Update - Phase 2. Staff reviewed 16 specific issues to be addressed and possible Comprehensive Plan amendments related to those code changes. Plan amendments are due April 1.
- Staff briefed the Commission on the Comprehensive Plan Amendment process for 2003 and tentative schedule.
- Commission informed that Council Member Ross will continue as liaison in 2003.

February:

February 13, 2003
- An informal public meeting was held before this Commission meeting to provide citizens with information about the upcoming Comprehensive Plan Amendment process. The Commission was briefed on the amendment procedures, application fees and the Council-approved schedule leading to adoption in September.
- The Commission held its annual meeting with Hearing Examiner John Galt who briefed the Commission on issues he has dealt with over the past year.
- A work session was conducted by First Vice-chair Decker and Community Development Director Cutts on the City Center Plan to explain progress and describe the nature of future Planning Commission involvement.
- A work session was conducted on 2025 Population and Employment Growth Targets. Judith Stoloff (Snohomish County staff) assisted in the discussion.

February 27, 2003
- Continued discussion on 2025 Population and Employment Targets. Following discussion, the Commission forwarded its recommendations to the City Council.
- Conducted a work session on the planning and zoning of Mobile Home Parks which is on the docket for a Comprehensive Plan Amendment this year.
- Conducted a work session on the types and alignment of zoning districts.
- Conducted a work session to get Commissioners’ comments on the City Center Plan to go to the City Council for its “reality check” meeting on March 3.

March:

March 13, 2003 -- Cancelled (lack of quorum)
March 27, 2003

- An informal public meeting was held to get input on the planning and zoning of two mobile home parks - The Squire and Kingsbury East. These will be considered during this year's Plan Amendment process to correct a Plan/Zone conflict.
- A public hearing was conducted to accept public comments on the Subdivision Code Rewrite. A number of comments were offered and the hearing was continued to April 24.
- A work session was conducted on the subject of Code-related Plan Amendments to discuss the probable need for certain changes to the Comprehensive Plan this year.
- The Commission was briefed by staff on the recent March 3 City Council meeting on the City Center Plan.

April:

April 10, 2003

- Staff and the City Attorney introduced the Commission and public to the Opiate Substitution Program Ordinance and accepted comments. The discussion was continued to April 24 to consider additional information.
- A public hearing was conducted to take input on the 2003 Plan Amendments Study List. Following input and discussion, the Commission forwarded the Study List to the City Council with a recommendation for approval.

April 24, 2003

- The Commission continued its discussion of the Opiate Substitution Program Ordinance. A recommendation could not be made and the matter was continued to May 8.
- The continued public hearing on the Subdivision Code Rewrite was concluded. Following discussion, the Commission recommended City Council adoption of the revised code.
- A work session was conducted to study the proposed Comprehensive Plan Amendments in Group #1. Two more work sessions will follow prior to the Commission's hearing.

May:

May 8, 2003

- Commission reviewed proposed changes to the Transportation Improvements Plan (TIP) and, following discussion, forwarded it to the City Council for a public hearing in June.
- The Opiate Substitution Program Ordinance was discussed again, and again the Commission could not agree on a recommendation. The ordinance was forwarded to the City Council without a recommendation.
- A work session was conducted to study proposed Comprehensive Plan amendments in Group #2.

May 22, 2003

- A work session was conducted to study proposed Plan amendment in Group #3.
- A work session was conducted to discuss proposed changes to residential zones, including the possible addition of a high-density single-family zone.

June:

June 12, 2003
• A public hearing was conducted to take testimony on the 2003 proposed amendments to the Comprehensive Plan. Following testimony and discussion, the Commission forwarded its recommendations on all eight proposals to the City Council.

• A work session was conducted to discuss the proposed RSH (high-density single-family) zone and its proposed development standards.

• Staff updated the Commission on progress with the Alderwood Mall expansion project and the City Center Plan.

June 26, 2003

• A public hearing was conducted on a proposed zoning code amendment to the PCD (Planned Commercial Development) zone which would allow outdoor auto sales. The Commission recommended City Council approval of the change, with the condition that it apply only at properties either with frontage on the freeway right-of-way or within 1,500 feet of a freeway on- or off-ramp.

• Continued discussion about development regulations for residential zones.

July:

July 10, 2003 – Meeting Cancelled

July 24, 2003

• Conducted a public hearing on proposed amendments to residential zones. The Commission recommended City Council approval of the splitting of the residential chapter into two chapters. Discussion was continued on other proposals.

• An informal public meeting was held to consider a proposed amendment to the concomitant zoning agreement (CZA) for Copper Ridge Subdivision. The proposal was recommended for Council approval.

• The Commission was updated on the Applegate Subdivision, Council approval of the Carriage Gardens PUD and a possible joint meeting with the Council in the fall.

August:

August 14, 2003

• The public hearing on residential zone amendments was concluded. The Commission recommended City Council adoption of a new RSH (high-density single-family) zone, which would be consistent with the SF-3 Plan designation.

• A work session was conducted to study proposed sign regulation changes in the PRC (Planned Regional Center) zone. Discussion was continued to a hearing on August 28.

August 28, 2003

• The PRC zone sign discussion was concluded and the Commission recommended City Council approval of the proposed sign code amendments.

September:

September 11, 2003 – Meeting Cancelled (lack of business)

September 25, 2003 – Meeting cancelled (lack of business)
October:

October 9, 2003
- Reviewed proposed changes to the 6-year Capital Facilities Plan (CFP) and recommended City Council approval.
- Considered a request to initiate an amendment to the B-2 zone to allow research and development type land uses. The Commission initiated that change.

October 22, 2003
- Joint dinner meeting with the City Council at Cinnamon’s Restaurant.
- Heard presentations by Faith Lumsden (Snohomish County PDS Director), Michael Cade (Snohomish Co. EDC) and Lynnwood Directors James Cutts (Com. Dev.) and David Kleitsch (Econ. Dev.).

November:

November 13, 2003
- It was decided that Commissioner Patrick Decker will continue to be the Commission's representative to the City Center Plan Oversight Committee. Commissioner Donna Walther will be his alternate.
- At the request of Edmonds Community College, the Commission agreed to initiate a possible amendment to the City’s off-street parking standards - pertaining to colleges.
- Conducted a work session on proposed amendments to development regulations in residential zones.

November 27, 2003 – Meeting Cancelled (fell on Thanksgiving Day)

December:

December 11, 2003
- Conducted a work session to discuss the parking needs, code requirements and the Traffic and Parking Analysis that was recently completed for Edmonds Community College. The consultant and college representatives participated in the discussion.
- Held a work session on residential zone land use tables and development standards.
- Reviewed the first draft of the 2003 Planning Commission Annual Report.

December 25, 2003 – Meeting Cancelled (fell on Christmas Day)

On January 8, 2004, this 2003 Annual Report of the Planning Commission was reviewed and approved by the Planning Commission for submittal to the City Council.
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Chair