SUMMARY OF THE MINUTES

- **Residential Setbacks Code Amendment**
  Councilmember McKinnon presented his request for greater administrative flexibility in the application of building setbacks. A motion was made and carried to direct staff to prepare a draft ordinance that would amend the zoning code to allow, through an administrative process, variations to current setback requirements on a case-by-case basis.

- **Planning Short Course**
  Planning Manager Hough gave a brief outline of what a Planning Short Course could include. After discussion and suggestions from the Commissioners and Staff, Chair Johnson directed the Planning Staff to organize this event with an emphasis on the Growth Management Act, CBD, growth and annexation, zoning, and a grass roots approach.

A. **CALL TO ORDER**
This meeting was called to order at 7:30 p.m.

B. **APPROVAL OF THE SEPTEMBER 14, 2000, MEETING MINUTES**
Commissioner Hudson asked that the minutes be corrected to read that Commissioner Powers moved to approve the August 24, 2000, minutes and not Commissioner Ferguson as she was absent. In the first paragraph of page 3, Chair Johnson asked that the minutes show that the suggestion for the new subgoal I.1.6 was made by Commissioner Temples, with the specific wording proposed by Senior Planner Lewis.

Commissioner Hudson moved, seconded by Commissioner Temples, to approve as amended the minutes of September 14, 2000. The minutes were approved.

C. **CITIZEN COMMENTS** - No comments were offered.
D. PLANNING COMMISSION MEMBER DISCLOSURES - No disclosures.

E. PUBLIC HEARINGS – None scheduled

F. DIRECTOR’S REPORT

Item F-1: Review of Council Actions on Comp. Plan Recommendations and other items.

Planning Manager Hough briefed the Commission on the following Council actions:

- September 18 - Council Work Session: Discussed a proposed motion by Councilmember Gough pertaining to methods for showing proposed changes in the draft Comprehensive Plan. He proposed 1) a strike-through, underline format for all changes entered into the plan from this point forward; 2) line numbering be added to pages where changes were made; and 3) an immediate comparison of Goals, Objectives, and Policies in the strike-through, underline format between the new Comprehensive Plan and the previous Comprehensive Plan. Staff has forwarded to Council for review and comments the Housing Element in a strike-through, underline format of changes with comparison to the previous Plan. Because of the extensive time required to complete this exercise, staff is awaiting a response to the Housing Element example before completing all elements in this manner.

- September 25 - Council Hearing: A brief presentation was given to the Council on the Land Use, Transportation, and Housing Elements. There were no comments from the audience. Staff is responding to all Council comments in its next Staff Report. Suggestions for changes are included on a "Proposed Changes" list attached to the Staff Report. The list is ongoing so Council will have a concise list of proposed changes at the end of its five public hearings. Changes approved by the Council will then be entered into the Plan.

- October 9 – Council Hearing: Parks and Recreation, Cultural and Historic, and Economic Development Elements will be presented at the next City Council Comp. Plan hearing.

Planning Manager Hough requested the Commissioners to complete the Disclosure Form found in their packets and return them to the Mayor’s Office by Monday, October 2.

Community Development Director Cutts distributed a copy of the presentation given by the South Snohomish Chamber of Commerce at the joint meeting of the City Council, Planning Commission, and Public Facilities Board on September 20, 2000, and briefly explained the presentation. He felt the presentation went very well. The next step will be the Action Plan, as outlined at the back of the handout. It includes creating a master plan, financial feasibility studies, and amending the Comprehensive Plan and zoning as necessary.

Current Planning Manager Garrett briefed the Commission on the status of the North Gateway Annexation. In mid-summer 1999, City Council authorized the petition to be forwarded to the Boundary Review Board. On September 12, 2000, a public hearing was held and continued until September 19. The Annexation was approved by the BRB as proposed by the City. A written decision is expected in late October. The Annexation is scheduled for City Council approval on November 27, 2000.

G. WORK SESSIONS

Item G-1: Residential Setbacks Code Amendment

Councilmember Mike McKinnon distributed to the Commissioners and staff a copy of his proposal for Setbacks Administrative Flexibility. He stated that this proposal is for limited setback actions. Discussion was then held among the staff, Commissioners, and McKinnon. Commissioner Hudson motioned, seconded by Commissioner Teno, to direct staff to prepare a draft ordinance that would amend the zoning code to allow, through an administrative process, a variation to the current setback requirements on a case-by-case basis. Planning Manager Garrett
suggested, and it was agreed upon, that a work session be held wherein a number of ideas would be presented to the Commission and a decision would then be made on what to include in a proposal for a final ordinance amendment.

Item G-2: Planning Short Course – Brainstorming ideas for a future training session.

Planning Manager Hough briefly outlined the purpose and typical contents of a Planning Short Course. The Office of Community Development coordinates this service, but each course can be designed for the needs of the individual jurisdiction. After discussion and suggestions from the Commission, staff was directed to organize this event with an emphasis on the Growth Management Act, CBD, growth and annexation, zoning, and a grass roots approach. Commissioner Temples suggested that if a part of this could be presented in a written format and distributed to the Commissioners to read as time allowed, it would be beneficial...

H. NEW BUSINESS

Commissioner Powers gave a brief overview of the affordable housing conference she recently attended in Spokane. She distributed a large packet of brochures to the Commission and stated she would follow-up with a presentation at a later meeting.

Commissioner Temples was in attendance at the September 20 City Council Work Session and shared his observations of that meeting. He felt it was a positive meeting with those in attendance possibly coming together in the future to create a Downtown Business District. He noted that some of the speakers were very inspirational, especially Councilmember Simmonds. He also noted that Alison Sing was very eloquent in his comments regarding this being “Lynnwood’s place and Lynnwood’s time to make some things happen.” Commissioner Temples urged those who could not attend the meeting to get a copy of the tape as it would be well worth their efforts. Director Cutts offered his assistance if further information is needed.

I. OLD BUSINESS - None

J. INFORMATION ITEMS

Item J-1: Upcoming Commission Meeting Agendas

Planning Manager Hough advised the Planning Commission of the following:

October 12

- Heritage Park Annexation Public Hearing
- Director Cutts requested to speak to the Commission on this date regarding the Municipal Urban Growth Boundary and what is being done with the annexation areas. This item will go before the City Council following the Commission’s October 12 meeting.

Planning Manager Hough distributed a copy of City Council’s Staff Report on Option 3 that includes the program and schedule. This was distributed as information only as the Planning Commission will be involved in this matter during the upcoming year.

K. ADJOURNMENT

Commissioner Hudson moved, seconded by Commissioner Temples, to adjourn to the video presentation “Natural Connections.” The motion carried and the meeting adjourned at 9:10 p.m.

Dave Johnson, Chair