CALL TO ORDER

The meeting was called to order by Chair Wright at 7:03 p.m. He noted that they were still awaiting a quorum. He then moved to the work session items.

WORK SESSION

1. 2008 Comprehensive Plan Amendments – Transportation Element

Revise policies and background discussions of: A) City Level of Service standards for transportation facilities; B) determinations of compliance with Level of Service standards for new development (“concurrency”); C) update of City’s 20-year list of transportation improvement projects; D) City program to mitigate traffic impacts (may include a traffic impact fee); E) new policy(ies) emphasizing a multi-modal system for transportation and mobility; and F) policies for funding transportation improvements.

Planning Manager Garrett introduced the Comprehensive Plan Amendments. He noted that the copy in the staff report is the new Transportation Element proposed for adoption. Staff will provide a strikeout and underlined version to the Planning Commission in advance of the public hearing.

Chair Wright noted the arrival of Commissioner Davies.

Deputy Public Works Director Jeff Elekes highlighted the proposed editorial changes in the first six sections. He discussed the plan for sidewalk analysis.
Commissioner Wojack referred to the sidewalk section. He asked if the consultant on contract would evaluate the priority list as well. Mr. Elekes replied that they would. He explained how the prioritization process would occur.

Commissioner Davies asked if the sidewalks and bike lanes were two separate issues. Mr. Elekes replied that they are separate, but that they are both addressed in the non-motorized component. The big emphasis, however, has to do with sidewalks. As roadways are developed, widened and improved, there will also be consideration of the proposed bike lane plan. Commissioner Davies discussed difficulties he and others have with commuting by bicycle on 52nd Avenue.

Commissioner Wojack asked if the data in the plan referred only to the current City of Lynnwood city limits. Mr. Elekes indicated that was correct.

Commissioner Ambalada said she was delighted that the City is going ahead with the sidewalks analysis. She discussed issues with parked semi trucks interfering with the usage of the sidewalks in certain areas. She added that when it is really cold, some homeless people sleep under the semi-trucks. Mr. Elekes indicated they could have code enforcement take a look at that. Commissioner Ambalada encouraged staff to be vigilant with code enforcement to take care of what they already have in addition to adding more amenities.

Deputy Public Works Director for Operations and Maintenance Les Rubstello reviewed the proposed changes in section seven. Mr. Rubstello discussed how the GMA reference to concurrency applies to transportation. New growth is to pay for the cost of extending infrastructure for that new growth. When Lynnwood originally chose its Level of Service (LOS) it adopted the lowest level of F. This essentially meant developers didn’t have to do any improvements. As a result of a new computer model the City is planning to revise the required Level of Service standard. Staff is proposing to leave the Level of Service E for downtown and make the rest of the city a Level of Service D. He noted that 20% of the links can fail to meet the Level of Service before they would consider that concurrency has failed.

Chair Wright asked what immediate effects that the average resident would see from the upgrade to the LOS. Mr. Rubstello explained that the upgrade would allow Public Works to identify future projects that need to be built in the 20-year plan. It also would result in payments to the City from new developments to help fund the 20-year plan. He explained how the Transportation Impact Fees would be calculated. Chair Wright asked if there have been any conversations with developers about this. Mr. Rubstello indicated that they intend to communicate with the developers over the summer.
Commissioner Wojack asked if the computer model has been used in other cities. Mr. Rubstello said the Puget Sound Regional Council (PSRC) uses one older version and they are looking at obtaining a newer one. The one Lynnwood uses came from Germany. They all pretty much work the same, but this newer one has better graphics, does better mapping and it also has a signal analysis component to it.

Mr. Garrett discussed the I-5 access study, which used Lynnwood’s model. He noted that there was a consensus with the agencies they worked with that Lynnwood’s model was the best tool for the job. PSRC is thinking of buying the same software that Lynnwood has.

Commissioner Ambalada asked about a study showing that drivers should avoid left turns in order to save gas. Mr. Rubstello explained that the model would inform them about which fixes would do the most good with limited funds. Commissioner Ambalada referred to the immense cost of traffic projects and asked about funding other than that from developers. Mr. Rubstello discussed a variety of funding sources. The traffic impact fee system would only pay a portion of the transportation improvements. Transportation benefits districts provide money from motor vehicle excise taxes. Grant funds are not available like they used to be. He noted that they may propose a Levy LID Lift on bonds to do the balance of the funding. The city will also continue to pursue TIB money.

Commissioner Wojack asked about time limits related to the use of the Traffic Impact Fees. Mr. Rubstello explained that they must be used within six years, but can be used anywhere in the city.

Planning Manager Garrett stated that the public hearing was tentatively scheduled for the end of June. He pointed out that traffic and transportation is one of the key services that a city provides. Level of Service and concurrency is really the heart of the transportation program. He emphasized that this subject is one of the key roles of the Planning Commission in terms of helping the Council put together city policies.

2. 2008 Comp. Plan Amendments – Parks Element
Annual update of Element; no policy revisions.

Planning Manager Garrett explained that the Parks Department does annual updates. Parks Planner Laurie Cowan reviewed the Parks, Recreation and Cultural Arts Department’s recommendations. The proposal includes basic housekeeping, revision to Level of Service numbers as determined by the new population, and revision to the demand and need for parks, recreation and open space. There are no actual policy amendments at this time.
Commissioner Davies asked why the spray parks had been crossed out. Ms. Cowan explained that they were crossed out because they will be completed this year.

Commissioner Davies pointed out a statement that a citywide non-motorized transportation plan was needed. He wondered if what Public Works was working on was the same thing. Ms. Cowan explained that they were planning to work with Public Works with this. Mr. Elekes stated that Public Works would be looking at mainly the missing gaps in sidewalks, but where there is an opportunity they may look at the bike trails also. The Parks study will go beyond where the sidewalks needs are. Ms. Cowan said they hoped to have a plan that would consolidate all the non-motorized needs in the city.

Commissioner Ambalada discussed the complexity of the Parks, Recreation and Cultural Arts Department. She feels that the department is too big. Ms. Cowan reviewed the structure of the department.

Chair Wright asked if she was satisfied with the alignment of this with the Healthy Communities goals and the proposed recreation center plan. Ms. Cowan replied that they have not addressed Healthy Communities specifically in this plan because it is so new and is just getting started. A lot of the goals and objectives do address parts of it, but they do not name it. She believes that the goals and the policies do support Healthy Communities and the recreation center. She indicated she would bring this up with Parks and Recreation Director Lynn Sordel. Mr. Garrett reiterated that since Healthy Communities is such a new program that staff is still trying to figure out how to incorporate it into policy documents.

3. 2008 Comp. Plan Amendments – Economic Development
Revise policies regarding redevelopment of properties along Highway 99 corridor.

Director David Kleitsch reviewed the material in the packet. He summarized what the strategies were for the Highway 99 corridor. He stated that the City adopted an Economic Development Plan in 2004. The plan was melded into the Comprehensive Plan as a 5-year document through 2010. As projects move along they have been working with Community Development to get them included in the plan and keep it up to date. The City Council also funded a strategy document for Highway 99 which looked at the corridor. The strategies from that document will also be folded into the Plan. Overarching themes of the plan for Highway 99 include how the Growth Management Act, the Comprehensive Plan, policies of the Economic Development Action Plan, and the pending Community Transit Bus Rapid Transit (BRT) Service could all fit together.
Strategies they hope to incorporate into the Comprehensive Plan include:

- Create gathering places along the Highway 99 corridor - development and a mix of housing; areas where parks and plazas could be developed; emphasis on safety – traffic, pedestrian, and bike; crime safety. Increase development capacity in key locations.
- Development and land use planning that supports transit-oriented development and BRT – allow flexibility in zoning and increase density; leverage the capacity of BRT; enhance the general pedestrian access and bus amenities; improve vehicle access; maintain Highway 99 as a Transit priority; collaboration with Community Transit.
- Allow a variety of business types along Highway 99 – commercial space that connects gathering spaces; look at regional growth that could occur along the corridor; expand commercial zoning back from Highway 99; recognize need for retail frontage and the opportunity to encourage small businesses; update zoning and Comprehensive Plan designations.
- Encourage a variety of housing types – encourage home ownership near business uses; locate housing back from street.
- Develop a land-use product that allows for small businesses to be incorporated along Highway 99 – encourage businesses to form improvement associations; flex space for small businesses.
- Enhance the commercial areas – development regulations and requirements; address quality of life issues and pedestrian issues; landscaping; maintain and support niche businesses; recognize the importance of auto dealers and auto service businesses and encourage them to upgrade.
- Development of a physical plan to work with designers to look at how the physical issues might be enhanced.
- Create communication and outreach to all the stakeholders – the community, the property owners, the businesses, potential developers, the adjoining neighborhoods.
- Include linkages to adjacent neighborhoods.

Next steps include stakeholder involvement; preparing the implementation components of land use planning, zoning, development regulations, and capital investment; and adopting the plan and zoning amendments in the '08 or '09 dockets.

Commissioner Ambalada asked about a public market. Mr. Kleitsch said they hope to define those opportunities and put those things in place as they go forward.

Commissioner Wojack asked who the stakeholders are. Mr. Kleitsch said it begins with the community. They sent out mailings to every address along Highway 99 and a quarter-mile back. These include residential and commercial addresses. Other stakeholders include Community Transit and WSDOT.
Commissioner Wojack asked about the flex zoning for businesses. Mr. Garrett said that this would require a new zone. They are now advertising for consultants to get that work underway.

Commissioner Ambalada discussed the dire financial situation of many small businesses. She thinks the focus of this program should be on the neighborhood people who are barely making ends meet.

Chair Wright commended their plan to change the face of Highway 99 for the better.

**APPROVAL OF MINUTES**

**A. May 8, 2008 Planning Commission Minutes**

*Motion made by Commissioner Wojack, seconded by Commissioner Davies, to approve the minutes as presented. Motion passed unanimously (4-0).*

**COUNCIL LIAISON REPORT**

Councilmember Ted Hikel had the following highlights from the City Council:
- The City Council has reaffirmed its opposition to the commercial passenger service at Paine Field because of the adverse impacts it would have on the quality of life for Lynnwood residents. He noted that a majority of the County Council and the County Executive have also come out in opposition to this.
- The Council implemented the Mobile Home Park Preservation Initiative which allowed lower utility rates for mobile home park owners who agree to preserve their parks for a given length of time.
- The Mayor presented a Certificate of Recognition to the Vietnamese Christian Missionary Alliance for their preservation of the Masonic Hall which was built in 1921.

**CITIZEN COMMENTS**

None

**PUBLIC HEARINGS**

**A. Six-Year Transportation Improvement Program**

Mr. Garrett introduced David Mach who played a major role in the I-5 access study. Project Manager Mach gave a brief staff report on the Six-Year TIP.
Chair Wright opened the public hearing at 8:23 p.m. and seeing no one in the audience, the hearing was closed at 8:23 p.m.

Motion made by Commissioner Ambalada, seconded by Commissioner Davies, to forward the Six-Year Transportation Improvement Program on to Council for their action. Motion passed unanimously (4-0).

OTHER BUSINESS

None.

DIRECTOR’S REPORT & INFORMATION

Mr. Garrett noted that Director Paul Krauss was at a community meeting for Sound Transit at the convention center tonight. He stated that Sound Transit is trying to determine whether or not to go to the ballot in 2008 with a proposal to extend their regional transit system. He discussed the alternatives they are considering and encouraged the commissioners to make their opinions heard.

Upcoming Commission Meetings - There are full agendas into the month of July on the Comprehensive Plan amendments. He requested that commissioners let Shay know as soon as they can if they are unable to attend.

Mr. Garrett added that the Council will be holding a public hearing on the zoning regulations for temporary tent encampments.

ADJOURNMENT

Motion made by Commissioner Davies to adjourn the meeting. The motion was seconded and passed unanimously (4-0). The meeting was adjourned at 8:32 p.m.

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Richard Wright, Chair