Call to Order

The meeting was called to order by Chair Wright at 7:00 p.m.

Election of Officers

Motion made by Commissioner Ambalada, seconded by Commissioner Braithwaite, that the current officers be retained. Motion passed unanimously (6-0).

Approval of Minutes

1. Approval of minutes of the September 27, 2013 Meeting

Motion made by Commissioner Larsen, seconded by Commissioner Ambalada, to approve the minutes of the September 27, 2013 Meeting. Motion passed unanimously (6-0).

2. Approval of the minutes of the December 19, 2013 Special Meeting

Motion made by Commissioner Braithwaite, seconded by Commissioner Wojack, to approve the minutes of the December 19, 2013 Meeting. Motion passed unanimously (6-0).

Citizen Comments

None.

Public Hearing

None.
Work Session

1. 2015 Comprehensive Plan Update – Public Participation Objectives

Community Development Deputy Director Corbitt Loch explained that staff is not envisioning a great number of significant changes with the Comprehensive Plan Update, but nonetheless it is important to have public participation. He reviewed the proposed public participation plan for the 2015 Comprehensive Plan Update as contained in the Planning Commission’s packet.

Community Development Director Paul Krauss commented on the complexity of getting the Comprehensive Plan Update together noting that staff is handed a list of a number of things the City needs to update and comply with by the state and other agencies in addition to the City’s own goals. Even though updates are made regularly, there is some concern that the core Environmental Impact Statement dates back to 1995. Additionally, the City’s vision which is adopted as an appendix to the Comprehensive Plan is almost five years old. He noted that Community Development is starting to have meetings with other departments that have similar outreach efforts planned or already underway to bring them under one umbrella. Lynnwood has done a community survey which provides some very good information from the residents about their priorities. He discussed some of the obligations the City has with regard to planning for the future, especially increased population targets.

Commissioner Ambalada suggested having a quick, coordinated effort to do the public outreach as was done with the Highway 99 revitalization effort when they did a workshop at a church. She commented that if they coordinate all the projects that the City is doing from all departments the public is more likely to be interested and engaged. Director Krauss thought that this was a good idea and noted they have just started the dialogue with the other departments. He stressed the importance of the Planning Commission in this process.

Commissioner Larsen recommended utilizing Inside Lynnwood by posting the schedule of Planning Commission workshop topics even if they aren’t public hearings just to keep people informed.

Commissioner Wojack concurred with using Inside Lynnwood, and also recommended organizing an event at the mall which would be more informal.

Commissioner Braithwaite asked what staff would be looking for in the public outreach. Director Krauss said that ideally they were looking for both new ideas and comments on the proposed changes to the plan. Commissioner Braithwaite spoke in support of the alternative participation ideas that were raised, but commented that the Highway 99 effort was successful because it was targeted to a certain part of the population (business owners along Highway 99).
He cautioned against being biased against getting comments from just a certain group of the population. Director Krauss concurred and commented that they could hold meetings in various locations in the community.

Chair Wright commented that the City could benefit from using social media even if someone else is the contact such as Lynnwood Today who regularly posts press releases from the City.

Commissioner Ambalada agreed that Lynnwood Today seems to be the social media outlet for the City of Lynnwood. Director Krauss concurred and noted he is often called by them for comments or information. He added that the staff is prohibited from accessing social media through the city network due to security concerns.

Chair Wright commented on the importance of having a Public Information Officer to use in this capacity. Director Krauss commented that Mayor Smith has indicated this is something she would like to do at some point.

Commissioner Jones asked why Lynnwood doesn’t have a Facebook page. Director Krauss replied that in the past it was not a priority for elected officials. Staff has wanted to, but understands that it needs to be done properly.

Commissioner Larsen suggested that public safety could be rolled into the policy document. It seems to him that Police and Fire need to be integrated in this. Director Krauss replied he wasn’t sure how that would happen, but noted that they have been involved to some extent.

Commissioner Ambalada spoke in support of Commissioner Larsen’s suggestion. She stated that it would be to the City’s advantage to invite the Police Chief to at least discuss the Comprehensive Plan. She commented on issues related to some people’s negative perception of the Police Department.

Other Business

1. **Resolution in appreciation of the service of Ian Cotton.**

Chair Wright read the Resolution in appreciation of the service of Ian Cotton.

**Motion** made by Commissioner Ambalada, seconded by Commissioner Braithwaite, to adopt the Resolution. **Motion** passed unanimously (6-0).

2. **Draft 2013 Annual Report**

Deputy Director Loch reviewed the draft Annual Report summarizing the work the Planning Commission did during 2013.
Commissioner Ambalada commented that the Planning Commission used to get information from the state and national planning associations, but they don't anymore. She would like to receive it again. Director Krauss said he would look into it. Commissioner Wojack commented that he still gets the electronic version.

Commissioner Braithwaite referred to the Major Projects section and said it would be informative in the future to have a fourth column to the table stating the outcome of the activities. Commissioner Jones referred to the attendance record and noted that September wasn’t included. Director Krauss indicated those changes would be made and the document would be brought back to the Planning Commission.

Commissioner Ambalada said she would like to have Director Krauss be more proactive in working with the City Council to be well informed about what the Planning Commission is doing so that they can act in a timely manner. Director Krauss noted he would be commenting on that later in the meeting under Director’s Report.

**Council Liaison Report**

Commissioner AuBuchon had the following comments:

- Social media brings up a lot of different issues like public records requests. The City has to be very careful in directly involving itself in something that it doesn’t have 100% control over such as social media. The City does have a website, but he has concerns about it, noting that he doesn’t think the City is getting their bang for the buck. He stated this will be an agenda item for the upcoming Council retreat, and he has already discussed it with Mayor Smith.

- He commented that he has also discussed with the Mayor the need for more face-to-face meeting with residents. He indicated Mayor Smith is interested in getting re-involved directly with the neighborhoods. He commented on his belief that the leadership of the City can’t do its job properly until the citizens engage.

- He will continue to work with Council leadership to support joint meetings with the Planning Commission. Even though he has talked about this for the last couple years, nothing has happened. He hopes Council can move this forward this year because he believes it is an efficient use of everyone’s time.

- He discussed how the Council should work with the Planning Commission according to the LMC. He thanked Commissioner Ambalada for raising those issues.
Director’s Report

Director Krauss had the following comments:

- Staff is continuing to work with Sound Transit to define the routes for the Lynnwood Link coming into Lynnwood Transit Center. He reviewed the options that had been considered. The City Council unanimously recommended the C3-Modified alignment to Sound Transit. The school district also supported that alignment. Over the holidays, Sound Transit’s engineers worked on options related to that. Staff is looking at those to see which one they would recommend to the City Council.

- He commented on the pace of development the City is experiencing. Last year was the busiest year we have had since before the recession. Unlike some years during the recession the development was basically all private-sector development. He reviewed some of the projects that were approved in 2013 which will be breaking ground in 2014.

- He was pleased to report that Community Development was able to increase staffing in order to reopen the permit center five days a week from 8 to 4 daily.

- He referred to Commissioner Ambalada’s comments about doing a better job getting things through to Council. He believes that the path will be smoother to get things on the Council agenda and hopefully have the Council react to them in a timely manner.

- The February 13 meeting will be cancelled because the City Center Streetscape Workshop will be held at the same time in the same room. He noted that the Planning Commission would be invited and encouraged to attend that meeting. Things seem to be moving along for the City Center.

Commissioners’ Comments

Chair Wright asked how staff is doing on commissioner recruitment. Director Krauss indicated that someone has applied and met with the Mayor. Director Krauss thought that his nomination will probably be before the Council shortly.

Adjournment

The meeting was adjourned at 8:17 p.m.

Richard Wright, Chair