

**City of Lynnwood**  
**PLANNING COMMISSION MEETING MINUTES**  
January 10, 2002

CHAIR TENO (absent)  
COMMISSIONER BIGLER  
COMMISSIONER DECKER  
COMMISSIONER JOHNSON  
COMMISSIONER OLSON  
COMMISSIONER PEYCHEFF  
COMMISSIONER POWERS

**SUMMARY OF THE JANUARY 10, 2002, MEETING MINUTES**

**Election of Officers**

New Planning Commission Chair, First-Vice Chair, and Second-Vice Chair were elected and a volunteer appointed to be a liaison to the City Council.

**Zoning Code Amendment – proposed changes to P-1 (Public) Zone**

This item was continued to February 14 to allow staff more time to address issues that have arisen.

**Mobile Home Park Zone – continued from December 13 meeting**

After discussion, the Commission concurred with staff's recommendation to make changes to the existing development regulations of Title 21 in the LMC and bring back specific recommendations for the zoning of all existing mobile home parks.

**Development Regulations**

Senior Planner Lewis briefed the Commission on the process and schedule for meeting deadlines associated with the update.

**Planning Commission Annual Report**

After a brief presentation by Assistant Planner Fargo, the Commission approved the Annual Report for the Chair's signature and submission to the City Council.

**A. CALL TO ORDER**

In the absence of Chair Teno, First Vice-chair Johnson called the meeting to order at 7:30 pm. Vice-chair Johnson introduced new Commissioner Patrick Decker, who was recently appointed to fill Position No. 6, vacated by the retirement of Commissioner Hudson.

**B. ELECTION OF OFFICERS FOR 2002**

Vice-chair Johnson read an e-mail message from Chair Teno stating that he was unable to attend this evening's meeting.

Commissioner Olson, seconded by Commissioner Bigler, moved to nominate Commissioner Johnson as Planning Commission Chair. There were no other nominations for Chair and the motion carried.

Commissioner Bigler, seconded by Commissioner Johnson, moved to nominate Commissioner Olson as Planning Commission First Vice-chair. There were no other nominations for this position and the motion carried.

Commissioner Powers, seconded by Commissioner Olson, moved to nominate Commissioner Bigler as Planning Commission Second Vice-chair. There were no other nominations for this position and the motion carried.

Chair Johnson noted that the staff report suggested that the Commission consider appointing a member as liaison to the City Council. The idea was discussed and the consensus was that this could be a good way to increase communication between the Commission and Council. Commissioner Decker volunteered to be the Planning Commission's liaison to the City Council and Commissioner Powers will be a second liaison.

**C. APPROVAL OF MINUTES** - Minutes of December 13, 2001, meeting

Commissioner Bigler, seconded by Commissioner Olson, moved to adopt the minutes of the December 13, 2001, meeting. The motion passed unanimously.

**D. CITIZEN COMMENTS** – None

**E. PLANNING COMMISSION MEMBER DISCLOSURES**

Chair Johnson announced that he has contracted with the City of Lynnwood to teach cooking classes through the Recreation Center but felt that it would not affect his ability to make decisions on any items before the Commission this evening.

**F. PUBLIC HEARING Zoning Code Amendments – Proposed Changes to P-1 Zone**

Planning Manager Hough explained that a proposal was created to change the Zoning Code to allow Municipal Public Utilities in the P-1 (Public & Semi-public) zone. During a recent meeting with city staff, it was determined that the proposal requires some additional work and editing. Hough suggested opening the Public Hearing and continuing it to February 14, giving staff time to address the new issues.

Chair Johnson asked if there were any citizens in the audience wanting to speak to the proposed changes to the P-1 (Public) Zone. With no response, Chair Johnson then continued the Public Hearing to February 14, 2002.

**G. DIRECTOR'S REPORT**

Community Development Director (CDD) Cutts reported on the following:

City Council:

New Members: Marty Nelson (replaced Ned Daniels) and Ruth Ross (replaced Mike McKinnon who was elected Mayor).

Elections: President – Jim Smith; Vice President – Lisa Utter

Liaison assignments will be made at a later date.

Joint Meeting between Planning Commission and City Council – February 4, 2002

CDD Cutts advised that there was a need to hold an Executive Session this evening and City Attorney Rubstello would be attending.

Associate Planner Amrine gave an update on the 204<sup>th</sup> Street Annexation, stating that the Boundary Review Board held a hearing and added back in the Verizon property, which had previously been removed. He explained that an early petition signature by a Verizon employee was not accepted by the County and, as a result, the property was removed from consideration. Staff is attempting to schedule a City Council Public Hearing on February 11, which will be before the expiration of the appeal period. An Ordinance would be drafted stating that, upon expiration of the appeal period, the annexation will be effective and final.

Chair Johnson announced at 7:50 p.m. that the Commission will now adjourn to Executive Session for approximately 20 minutes for the purpose of meeting with the City Attorney. Chair Johnson reconvened the Planning Commission meeting at 8:35 p.m.

Chair Johnson read the following: “It should be noted for the record that, despite extraordinary personal and professional challenges, Mick Teno has done a fine job as Chair. The City, and in particular the Planning Commission, is fortunate for his service.”

## **H. WORK SESSIONS**

### **H-1. Mobile Home Park Zone** – continued from December 13 meeting

Associate Planner Amrine gave a brief overview of the background and purpose of the Mobile Home Park zoning project.

Commissioner Psycheff asked for clarification of the City Council’s intent for this zone. Amrine explained that City Council’s wish is to preserve the mobile home parks which, in turn, will preserve these mobile home sites. They are considered to be important affordable single-family dwellings.

Associate Planner Amrine continued with an assessment of all the mobile home parks in the City of Lynnwood, pointing out each park’s acreage, number of units, density, location, surrounding land uses and distinguishing characteristics. During his presentation, Commissioners asked the following:

#### **Commissioner Olson**

- Who is responsible for maintaining the roads in the mobile home parks? Planning Manager Hough responded that the tenants’ monthly rental fees go, in part, towards the maintenance of the park’s common areas, recreational facilities and interior roadways.
- Can the older units be replaced when they are no longer livable, or will they create vacant areas in the parks? Associate Planner Amrine responded that the mobile home park owners indicated that it is difficult to replace the older units with new units. However, staff was able to confirm that single-wide units are still being manufactured and may be suitable replacements.
- What are the plans for the three properties located on the north side of 176<sup>th</sup> Street near Kingsbury West Annex? Amrine responded that he would research this and report back.
- Does the code allow for RVs in the mobile home parks? Amrine responded that the code allows for RVs on a minimal basis as replacement units, but there are questions as to whether or not the RVs that currently occupy some of the mobile home parks are allowed.

#### **Commissioner Decker**

- Where are the set backs measured from? Amrine responded that he believes that where there are carports, they are treated as accessory structures. Commissioner Decker asked if they could be made to comply with the code by eliminating the carports? Associate Planner Amrine responded that could be possible in some cases.
- Is there a legal issue of decreased property values if the property is rezoned from a higher value to a lower value? Chair Johnson responded that this issue is for the legislative body to consider and should not be taken into consideration when determining the options that staff has presented. CDD Cutts added that staff will request an opinion from the City Attorney on this matter and report back to the Commission.

#### **Commissioner Psycheff**

- How many of the mobile home parks are senior facilities? Associate Planner Amrine responded that he did not know.
- Has there been any input from the residents of the mobile home parks? Amrine responded that a meeting with the residents has not been held, but they will be notified prior to a future public hearing or informal public meeting.

Amrine explained the criteria staff used to determine which parks should be considered for changes to their existing zoning or Comprehensive Plan designation and offered two options. He then outlined the upcoming steps to complete the process.

Commissioner Bigler, seconded by Commissioner Powers, moved to adopt Option 2 , which will result in proposals for changes to the existing development regulations of Title 21 in the LMC and to recommendations for the re-zoning of specific mobile home parks. Work performed for this project, and related public hearings, will be integrated into the Development Regulations Update project and, if necessary, the 2002 Annual Plan Amendment process. Motion carried.

## **H-2. Development Regulations Update – Progress Report**

Senior Planner Lewis stated that this project is driven by a state mandate that requires all development regulations to be consistent with the city’s GMA compliant comprehensive plan and staff’s desire to develop effective and efficient procedures. He continued with a presentation outlining the process and schedule for meeting various deadlines. Lewis also identified the members of the Technical Oversight Committee that will review and comment on solutions, adding that there is still room for more participants. Commissioner Olson offered to volunteer, her schedule permitting.

## **I. NEW BUSINESS**

### **I-1. Meeting Time:**

In response to a suggestion from staff and Commissioner Bigler, Chair Johnson asked if there was any opposition to changing the regular meeting time of the Commission. During discussion the Commission agreed that an earlier starting time might make long meetings easier to handle and would allow everyone to get home a little earlier. After discussing the pros and cons of a 6:30 pm meeting time, the Commission decided to begin their meetings at 7:00 pm, effective immediately.

### **I-2. Annual Report:**

Assistant Planner Fargo referred the Commissioners to their copies of the 2001 Annual Report of the Lynnwood Planning Commission. This document is a summary of the Planning Commission’s work during the past year. It is intended primarily for the Mayor and City Council but is also made available to other interested commissions, committees and the general public. After discussion, the Planning Commission approved the Annual Report for Chair Johnson’s signature and submission to the City Council. Chair Johnson commended all the Commissioners, including past Chair Teno, for their work during the past year.

### **I-3. Recognition Dinner:**

Discussion was held on preparations for a recognition dinner in honor of Dave Hudson’s service to the City as Planning Commissioner. Commissioner Powers volunteered to assist Planning Manager Hough with the preparations.

Chair Johnson requested that a 3-month type of calendar be placed in each Commissioner’s folder.

## **I. OLD BUSINESS** – None scheduled

## **J. INFORMATION ITEMS**

### **J-1 – Upcoming Commission Meeting Agenda**

Planning Manager Hough briefed the Commission on the upcoming meetings:

- January 24 – tentative schedule:
  - MUGA – Public Hearing
  - Residential Rezone Request – Informal Public Meeting
  - Regional Shopping Center Parking Code Amendment – Work Session
  - Finalize MUGA Proposal – New Business

- February 14
  - P-1 Zone Code Amendments – Continued Public Hearing
  - City Center Project Update – Work Session
  - Shared Parking Code Amendment – Work Session
  
- February 28
  - Regional Shopping Center Code Amendment – Public Hearing
  - Development Regulations Update – Work Session
  - Comp Plan Amendment Process for 2002 – Work Session
  - College District Plan – Work Session

Chair Johnson reminded the Commission he will be meeting with the Mayor to discuss the joint City Council/Planning Commission meeting on February 4 and asked that the Commissioners advise him of topics they would like discussed.

Chair Johnson expressed his gratitude to the Commissioners for electing him Chair and welcomed the two new members to the Commission.

**K. ADJOURNMENT**

Commissioner Powers, seconded by Commissioner Bigler, moved to adjourn. The motion carried and the meeting adjourned at 10:20 p.m.

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**Dave Johnson**, Chair