

City of Lynnwood
PLANNING COMMISSION MEETING MINUTES
JANUARY 23, 2003

Commissioners present:

Dave Johnson
Patrick Decker
Tia Peycheff
Jacqueline Powers
Donna Walther
Absent: Bigler

Staff present:

Ron Hough, Comprehensive Planning Manager
Dennis Lewis, Senior Planner

SUMMARY OF THE JANUARY 23, 2003, MEETING MINUTES

Development Regulations Update – Phase 2

Staff explained the range of tasks to be completed in Phase 2. Any proposed code changes that trigger changes to the Comprehensive Plan must be submitted by April 1 to be included on this year's Annual Comprehensive Plan Amendment Study List.

2003 Plan Amendment Process – Preview

Staff outlined the 2003 Comprehensive Plan Amendment Process, explained the Planning Commission's involvement and responsibilities, and described the tentative docket items for processing during the spring and summer.

CALL TO ORDER

Chair Johnson called the meeting to order at 7:04 p.m.

APPROVAL OF MINUTES

Chair Johnson requested that a change be made to the minutes to reflect the correct year in the first paragraph on page 3, "...element of the achievements of the Commission in 2002." Commissioner Powers moved to approve the January 9, 2003, minutes as corrected. The motion was seconded by Commissioner Peycheff and carried unanimously.

CITIZENS COMMENTS

There were no citizens present to offer any comments.

WORK SESSION

Development Regulations Update – Phase 2

Senior Planner Lewis advised that Phase 1 has been completed and a 120 page Ordinance has been drafted for the City Council's adoption on January 27, 2003. Mr. Lewis then described 16 activities proposed to be included in Phase 2 of the update process. Any changes that result in changes to the Comprehensive Plan must be submitted by April 1 in order to be included on the Annual Comprehensive Plan Amendment Study List. Mr. Lewis explained that not all the proposed activities are on the critical path. They can be worked on outside the Critical Path items, as time allows.

Mr. Lewis added that the input received from the advisory group organized during Phase 1 was very useful and recommended following through with the same type of group for Phase 2. Chair Johnson suggested that a citizen without a development background be included in the advisory group if such a group is formed.

Lewis advised the Commission that the overall Phase 2 project is scheduled to be presented to the City Council in early February. Staff will keep the Commission advised of the progress and scheduling of this project.

DIRECTOR'S REPORT & INFORMATION

Planning Manager Hough provided the following information:

- Council member Ruth Ross will continue as Council liaison to the Planning Commission.
- Dev. Regs. Update - Phase 1 - On Council agenda for adoption on Jan. 27.
- Dev, Regs. Update – Phase 2 – Scheduled for a Council work session on Feb. 3
- Planning Commission's Annual Report was pulled from the Council agenda by the Mayor for his further review. The Parks & Recreation and Historical Commission Annual Reports were also pulled.

1. 2003 Plan Amendment Process

Planning Manager Hough outlined the 2003 Comprehensive Plan Amendment Process. Specifically: Process to solicit 2003 Plan Amendments, creation and approval of the Study List, processing and adoption in September. Mr. Hough also reviewed the tentative docket of items that may be processed during the spring and summer. A full list will come to the Commission on April 10, following the application deadline.

2. Upcoming Commission Meetings

The following changes were made to the upcoming schedule in the Commission packet:

February 13:

Public Open House 6-7 pm to provide information and solicit input for changes to the Comprehensive Plan
Comprehensive Plan Amendment Process Informal Meeting (Changed from Feb. 27)

Chair Johnson noted that the Scope and Rules require the Commission to meet once a year with the Hearing Examiner. Staff will contact the Hearing Examiner for a convenient date.

ADJOURNMENT

Commissioner Decker, seconded by Commissioner Peycheff, moved to adjourn. The motion carried, and the meeting adjourned at 8:00 p.m.

Dave Johnson, Chair