

City of Lynnwood
PLANNING COMMISSION MEETING MINUTES
JANUARY 9, 2003

Commissioners present:

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

Staff present:

James Cutts, Community Development Director
Ron Hough, Comprehensive Planning Manager
Dennis Lewis, Senior Planner

SUMMARY OF THE JANUARY 9, 2003, MEETING MINUTES

Election of Offices for 2003

Planning Commission Chair, First-Vice Chair, and Second-Vice Chair were elected and a volunteer was reappointed for liaison to the City Council.

Secure Community Transition Facilities

After an explanation of the ordinance by staff, the meeting was opened for public comment. No public was present for testimony. However, a letter from DSHS was entered into the record. The ordinance will be forwarded to the City Council for adoption.

Planning Commission Annual Report - 2002

Staff described the contents of the 2002 Annual Report. Following minor changes, as suggested by the Commission, the Annual Report will be forwarded to the City Council.

CALL TO ORDER

Chair Johnson called the meeting to order at 7:00 p.m.

Chair Johnson acknowledged that Councilmember Ross was in attendance in her capacity as Council liaison.

ELECTION OF OFFICERS FOR 2003

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

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

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

APPROVAL OF MINUTES

Commissioner Decker moved to approve the December 12, 2002, minutes as prepared. The motion was seconded by Commissioner Bigler and carried unanimously.

PUBLIC HEARING

Secure Community Transition Facilities (SCTF)

After a presentation by staff, Chair Johnson opened this portion of the meeting for public comments. Senior Planner Lewis provided a copy of a letter received from DSHS and asked to have it entered into the record. The DSHS letter expressed concern about the City's proposed requirement of a fee to cover costs of expert assistance in reviewing the State's SCTF application. "Specifically, we believe that this requirement is not needed, and would only add to the cost and length of the process."

With no persons present for public testimony, Chair Johnson closed the public hearing.

Following further discussion, Commissioner Bigler, seconded by Commissioner Decker, moved that the Secure Community Transition Facilities Ordinance be forwarded to the City Council with a recommendation for adoption. The motion carried.

DIRECTOR'S REPORT

Community Development Director Cutts reported:

City Council:

December 12 - Budget Ordinance adopted. All departments were asked to reduce their overall budgets; Community Development complied by reducing their budget 12%. This was achieved by reducing costs in operations, programs, and not filling an Associate Planner vacancy. In response to a question from the Chair, Director Cutts advised there is no money in the new budget for travel, nor for staff or Planning Commissioner training, other than for inexpensive programs that might be offered locally. Council member Ross added that the Council believes there is great value in training and will be open to including training in the future – provided the economic situation improves.

January 6 –

1. Opiate Substitution Treatment Services Interim Ordinance. The City Council conducted a public hearing, then referred this matter to the Planning Commission and requested that the Commission deal with this promptly in order to have a final ordinance prior to the expiration of the Interim Ordinance in May.
2. Council Elections - Lisa Utter was appointed Council President

Planning Manager Hough reported:

Development Regulations:

1. Phase 1 – The next City Council work session is scheduled for January 13, with possible adoption on January 27.
2. Phase 2 – The Commission will have a work session on the Phase 2 process on January 23. Staff intends to take the process and overall scope to the Council as soon as action is taken on the Phase 1 package of amendments.

NEW BUSINESS

Planning Commission Annual Report

Planning Manager Hough referred the Commissioners to their copies of the 2002 Annual Report of the Lynnwood Planning Commission. This document is a summary of the Planning Commission's work during the past year, includes monthly summaries and a photo page. Chair Johnson requested that Commissioner Decker's exemplary service as liaison to the City Council and City Center Project be duly noted as a critical element of the achievements of the Commission in 2002. That addition will be made and the report will be forwarded to the City Council.

Director Cutts advised that an outreach program will be conducted in the near future about the City Center Plan. The program will include meetings in the community and a newsletter to all residences. A new model has been developed and is currently setup in the North Administration Building.

INFORMATION ITEMS

1. Upcoming Commission Meetings

Chair Johnson noted that the upcoming Agenda calendar is light.

Chair Johnson inquired if any applications have been received for the vacancy on the Commission. Mr. Hough responded that the opening is being advertised, but no applications have been received to date.

ADJOURNMENT

Commissioner Decker, seconded by Commissioner Bigler, moved to adjourn. The motion carried, and the meeting adjourned at 8:04 p.m.

Dave Johnson, Chair