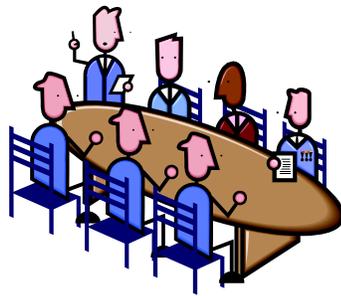


**2005**  
**ANNUAL REPORT**  
*of the*  
**Lynnwood Planning Commission**

---



*Members*

**Brian Bigler**  
**Patrick Decker**  
**Elisa Elliott**  
**Marina Georgiev**  
**Dave Johnson**  
**Tia Peycheff**  
**Donna Walther**



# 2005 Annual Report *of the* **Lynnwood Planning Commission**

---

*Prepared by:*

**City of Lynnwood**  
**Department of Community Development**  
December 2005

## **Introduction**

---

The Lynnwood Planning Commission was established under the authority of RCW 35.63, "Planning Commission Laws" of 1935, but has been governed by RCW 35A.63 since the City's reclassification to an Optional Municipal Code City in 1971. Lynnwood Municipal Code Title 18, Chapter 2.29 provides the general organization and procedural provisions.

The Planning Commission serves as an "advisory body" to the City. To carry out its fact finding functions it may conduct surveys, do research and analyses, and prepare reports as authorized or requested by the Mayor, City Council, or State of Washington, with the approval of the Council.

The Commission's work is oriented toward the implementation of the City's long-range Comprehensive Plan. It also provides a forum for public comment and discussion in public meetings, work sessions and hearings.

The Commission works most closely with the Department of Community Development to maintain the Comprehensive Plan, to revise and implement regulations, and to develop sub-area plans and other special projects that are consistent with the goals and intent of the Plan. In most cases, the Commission's work culminates in findings, conclusions and recommendations for final action by the City Council.

## **The Annual Report**

---

This Annual Report provides a summary of the Planning Commission's work during 2005, including significant discussion issues, actions and recommendations. It is intended primarily for the Mayor and City Council, but may also be of interest to other commissions, organizations and individuals and will be made available to them as well.



## 2005 in Summary

---

The following business items accounted for a significant portion of the Planning Commission's attention during this year:

### 1. 2005 Comprehensive Plan and Zoning Amendments

The Commission conducted several public hearings and work sessions to study and recommend a variety of proposed amendments to the Comprehensive Plan during the annual amendment process.

The Good Shepherd Baptist Church submitted the only formal site-specific application. They asked to have the designation of one of their two lots changed from single-family to multi-family to make possible a multi-family senior housing project. The proposal attracted considerable attention. Strong support was voiced by the church's congregation, but was countered by opposition from residential neighbors. The matter proved to be contentious and difficult and the Commission was unable to arrive at a recommendation. The City Council also found problems with the proposal and the request was denied.

The Commission recommended City Council approval of all seven remaining proposals and the Council agreed with those recommendations.

Proposed Amendments	Council Action
Good Shepherd Baptist Church (Site specific map amendment)	<b>Denied</b>
Timing of Comp. Plan Amendments (Text amendment)	<b>Approved</b>
B-2 Zone Review (Plan and Zoning amendments to two sites)	<b>Approved</b>
Parks & Recreation Element Update (Annual text amendments)	<b>Approved</b>
Transportation Element Update (Goals & Objectives section)	<b>Approved</b>
Economic Development Element Update (Major updates)	<b>Approved</b>
Implementation Program Update (Annual update)	<b>Approved</b>
City Center Study Area (Docket for 2006 review)	<b>Approved</b>

The Planning Commission conducted its public hearing and accepted nearly three hours of testimony on July 28. The hearing was continued to August 11 for further discussion. Following deliberation, the Commission finalized its recommendations on all but one of the proposals. After extensive discussion and several different motions, the Commission was unable to get the necessary four affirmative votes to make a recommendation on the Good Shepherd proposal.

The recommendations were considered by the City Council at a Sept. 21 work session and a public hearing on October 10 and 24. The Council's final decisions were made on November 14 and adopted on Nov. 28.

## **2. Shoreline Master Program**

Early in 2004, the Commission discussed the need for a SMP and followed with several work sessions. That summer, staff provided an overview of the proposed program, schedule and related regulations to comply with state requirements. A draft document was completed, reviewed by the Commission and submitted to the State Dept. of Community, Trade and Economic Development (CTED) by the Dec. 15, 2004 deadline.

In October, 2005, a new grant agreement was approved by the City and Department of Ecology for the next phase of work on the Shoreline Program. Staff briefed the Planning Commission at its November 10 meeting on the status of the project and the 2006 schedule.

## **3. Critical Areas Ordinance**

In 2004, the Commission was briefed by staff and conducted work sessions to discuss proposed changes to LMC 17: Environmentally Critical Areas. A public hearing was conducted on February 10 and 24, 2005. Following considerable discussion, the Commission recommended City Council approval of the ordinance. The CAO was studied and discussed by the City Council at several work sessions in 2005 and adopted on December 12.

## **4. Transportation Improvements Plan (TIP)**

The Commission reviewed the revised TIP on May 26 and was briefed by Public Works staff. Following discussion, the Commission forwarded a favorable recommendation to the City Council.

## **5. Capital Facilities Plan (CFP)**

On October 13, the Commission heard a staff briefing and discussed proposed amendments to the City's CFP. The Commission found the proposals to be consistent with the Comprehensive Plan and recommended Council approval. Further discussion and action by the Council is expected in early 2006.

## **6. Manufactured Housing Regulations**

New state legislation (SB-6593) required jurisdictions to remove discrimination against manufactured housing. The Planning Commission reviewed the City's housing-related regulations and staff recommendations for changes that would be needed to comply. A public hearing was held on March 10. The Commission's recommendations were forwarded to the City Council and adopted in June, with some minor amendments related to the age of in-coming dwellings.

## **7. Public and Semi-public Zone (P-1) Code Amendments**

The City's waste water treatment plant is zoned P-1 (public). However, that zone does not allow such facilities, which makes the plant a nonconforming use and unable to expand. To correct that problem, staff proposed a short-term solution that would list the existing plant as a permitted use in the zone, but

require a conditional use permit for significant expansions. Minor alterations would be exempt from the CUP requirement. Following a work session on April 14 and a public hearing on April 28, the Commission recommended Council approval. The amendment was adopted on August 22.

## 8. Membership & Officers

- Jacqueline Powers announced her retirement at the end of 2004 when the term of her Position #1 expired. She had served since October 1999. A recognition dinner/meeting in her honor was held on January 11, at which the Commission approved a Resolution of Appreciation.
- Marina Georgiev was appointed in March to fill vacated Position #1.
- Officers for 2005 were elected at the January 13 meeting, as follows:
  - Chair – Patrick Decker
  - 1<sup>st</sup> Vice Chair – Donna Walther
  - 2<sup>nd</sup> Vice Chair – Elisa Elliott
- The term of Dave Johnson’s Position #3 expired at the end of 2005. He did not request re-appointment to another term.

## 2005 Recommendations & Council Actions

<i>Month</i>	<i>Planning Commission Actions &amp; Recommendations</i>	<i>City Council Actions</i>
<b>January</b>	Approved and forwarded the 2004 Annual Report of the Planning Commission.	No action required.
<b>February</b>	Recommended adoption of the Critical Areas Ordinance.	<b>Adopted</b> – Dec. 12
<b>March</b>	Recommended changes to the manufactured housing regulations to comply with SB-6593.	<b>Adopted</b> – June 27
<b>April</b>	Recommended 2005 Comp. Plan “Proposed Amendments List (PAL).”	<b>Approved PAL</b> – May 23
	Recommended adoption of changes to the Public Use (P-1) zone to address the treatment plant.	<b>Adopted</b> – August 22
<b>May</b>	Recommended Council approval of the Transportation Improvement Plan (TIP).	<b>Adopted</b> – July 11
<b>August</b>	Forwarded Comprehensive Plan Amendment recommendations to City Council.	<b>Adopted</b> – Nov. 28
<b>October</b>	Recommended Council adoption of the revised Capital Facilities Plan (CFP).	<b>In Progress</b> (2006)

## Summary of Commission Activities

---

### January 11, 2005

- Special meeting held at Café India in honor of retiring Commissioner Jacqueline Powers.
- Passed Resolution No. 2005-1, A Resolution in Appreciation of the Voluntary Services of Jacqueline Powers to the Lynnwood Planning Commission.

### January 13, 2005

- Elected officers for 2005: Patrick Decker, Chair; Donna Walther, 1<sup>st</sup> Vice Chair and Elisa Elliott, 2<sup>nd</sup> Vice Chair.
- 2004 Annual Report – The final report was approved for submittal to the City Council.
- Code Amendment Initiation – The Commission initiated a review and possible amendments to City regulations pertaining to single-family housing and, in particular, manufactured housing, to comply with new anti-discrimination legislation.

### January 27, 2005

- Informal Public Meeting: The Commission conducted a public meeting to discuss the 2005 Comprehensive Plan amendment process.

### February 10, 2005

- Critical Areas Ordinance – Hearing: The Planning Commission conducted a public hearing to accept comments on the draft Critical Areas Ordinance. The hearing was continued to Feb. 24.
- Manufactured Housing Code Amendment: A work session was held with staff to discuss and consider options to be further explored.
- Resolution No. 2005-2: A resolution was introduced and passed unanimously commending Dave Johnson for his years of service to the Planning Commission.

### February 24, 2005

- Critical Areas Ordinance – Hearing: The Commission completed its continued hearing and staff presented answers to several questions asked at the Feb. 10 hearing. Following the hearing, the Commission recommended Council adoption of the CAO
- Manufactured Housing Code Amendment: This was the second work session on proposed amendments to LMC to comply with new state law.

### March 10, 2005

- Manufactured Housing Code Amendment – Hearing: A public hearing was held to accept comments on the proposed code changes. Following the hearing, the Commission recommended adoption of the revisions, including a provision that all manufactured homes brought into the City must be new. The Council later adopted the changes, but changed the age requirement to five years.

March 24, 2005 – Meeting Cancelled

### April 14, 2005

- Comprehensive Plan Amendments – Hearing: A public hearing was held to receive comments on suggested changes for the Proposed Amendments List (PAL). The

Commission recommended (6-1) to include six proposals on the list but to remove the City Center Study Area. The Council approved the PAL, with the Study Area included.

- Public & Semi-public Zone – Code Amendment: A work session was held with Public Works and Community Development staff to discuss proposed changes to the code to allow the existing waste water treatment plant as an allowed use in the P-1 zone. It is currently not listed and is, therefore, a nonconforming use that can't expand.

#### **April 28, 2005**

- Public & Semi-public Zone – Code Amendment – Hearing: A public hearing was held to accept comments on the proposed code changes to allow the existing waste water treatment plant as an allowed use in the P-1 zone. No public testimony was offered. The Commission recommended Council adoption of the proposed revisions.
- 2005 Comprehensive Plan Amendments – At a work session, the Commission studied the Good Shepherd Church proposal, which was the only formal application. It was a site-specific proposal that involved a Boundary Line Adjustment to realign the church's two lots, and a Zoning Map amendment to be consistent with the Comprehensive Plan.

#### **May 12, 2005** – Meeting Cancelled

#### **May 26, 2005**

- Transportation Improvement Plan (TIP) – Hearing: A Public Hearing was conducted on proposed amendments to the TIP and a Public Works staff member assisted with the presentation and responded to questions. Following the hearing, the Commission recommended Council adoption of the revised TIP.
- Comprehensive Plan Amendments – A work session was conducted to review and discuss Proposal "A" (Timing of Plan Amendments) and Proposal "C" (Parks & Recreation Element Update). Staff from Community Development and Parks departments assisted in the presentations and discussion. No action was necessary.
- Signs – Code Amendment: Following a discussion with Community Development staff about enforcement difficulties pertaining to certain provisions of the City's Sign Code, the Commission initiated a review of those provisions and directed staff to proceed.

#### **June 9, 2005** – Meeting Cancelled

#### **June 23, 2005**

- Traffic Issue Residents of the Carlyle Condominiums submitted a letter, described traffic-related problems on 46<sup>th</sup> Avenue, and asked for assistance. The matter was referred to Public Works. Staff reviewed the matter, responded to the residents' concerns and later briefed the Commission on the outcome.
- Comprehensive Plan Amendments A work session was conducted to study Proposal "B" (B-2 Zone Review) and Proposal "E" (Economic Development Element Update).

#### **July 14, 2005**

- Comprehensive Plan Amendments A work session was conducted to study the Good Shepherd Baptist Church proposal and suggested amendment Proposal "D" (Transportation Element Update). No action necessary.

**July 28, 2005**

- Comprehensive Plan Amendments – Hearing: The Commission conducted its public hearing on the 2005 amendment proposals. Nearly three hours of testimony was directed at the Good Shepherd Baptist Church proposal. The hearing was continued to Aug. 11 for discussion and to finalize recommendations.

**August 11, 2005**

- Comprehensive Plan Amendments – Hearing: The Commission completed its discussion and deliberations. Recommendations were made on seven of the eight proposals. The Commission could not agree on a recommendation for the Baptist Church proposal.

**August 25, 2005** – Meeting Cancelled

**September 8, 2005** – Meeting Cancelled

**September 22, 2005** – Meeting Cancelled

**October 13, 2005**

- Capital Facilities Plan (CFP) A summary of this year's changes was presented by Public Works staff. The Commission passed a motion to support the inclusion of \$10,000 in the City budget for training for boards and commissions. The CFP was found to be consistent with the City's Comprehensive Plan. Council approval was recommended.
- Planning Commission Work Program A work session was conducted to discuss the Commission's anticipated meetings, probable topics, training and ways in which the Commission can become more involved in the community. Ideas were offered for further study at the next meeting.

**October 27, 2005** – Meeting Cancelled

**November 10, 2005**

- Parkway Annexation Staff described a new annexation proposal in the vicinity of Alderwood Mall Parkway, south of 164<sup>th</sup> Street. The discussion included an introductory briefing on the annexation process and the Commission's role in that process.
- Shoreline Master Program Staff informed the Commission of a new grant that was recently awarded to the City for the next phase of work on the SMP and provided an overview of previous work leading up to the first draft submittal at the end of 2004.
- Planning Commission Program The Commission discussed a refined work program and talked about possibilities for projects or tasks they could undertake on their own with minimal staff assistance.

**November 24, 2005** – Meeting Cancelled

**December 8, 2005**

- Annual Report Reviewed and discussed a draft of the Commission's 2005 Annual Report.
- Parkway Annexation Continued discussion of plans, zoning and existing land uses.

**December 22, 2005** – Meeting Cancelled



## Planning Commission Work Program

---

### **Guidelines:**

Section 3 of the Planning Commission's Scope & Rules includes the following outline for an Annual Scope of Work:

The Planning Commission shall serve as an "advisory body" to the City of Lynnwood and may act as the research and fact finding agency for the municipality. To that end it may make such surveys, analyses, research and reports as are generally authorized or requested by its Mayor or City Council, or by the State of Washington with the approval of the City Council.

The Planning Commission shall undertake the following:

- A. Annually review the Comprehensive Plan of the City as specified by the Growth Management Act of the State of Washington and suggest plan amendments, as appropriate.
- B. Annually, review all applications and suggestions for plan amendments to the Comprehensive Plan and official zoning map.
- C. Annually, review its portion of the City budget and suggest desired amendments, as relates to comprehensive plan, capital facilities plan, and policy matters.
- D. Review and perform extraterritorial planning for Urban Growth Areas as defined by Snohomish County and for annexation areas under consideration by the City.
- E. Conduct neighborhood and community hearings and meetings, both formal and informal in nature, regarding its studies, recommendations and proposals.
- F. Participate in preparing an annual report showing achievement toward fulfilling goals, policies and objectives of the Planning Commission.
- G. Prepare an annual work plan for the ensuing year.
- H. Present major policy advisories to the Mayor and City Council.
- I. Meet with the Mayor, City Council and the Hearing Examiner, on an annual basis and other advisory boards, as required.
- J. Examine and respond to referrals from the City Council, Mayor or staff, including public meetings or formal hearings.
- K. Perform other advisory duties as may be provided by ordinance or as may be assigned to it by the City Council or Mayor.

### **The 2006 Work Program:**

The following is a preliminary listing of the Planning Commission's anticipated work program, as discussed at its October 13 meeting. This program was prepared in coordination with the Dept. of Community Development staff work program for purposes of planning and scheduling work and projects.

**Regular Meetings:**

- 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month – January through October.
- One meeting will be held in November and December to avoid holidays.

**Anticipated Meeting Topics & Tasks:**

- January Elect new officers for 2006.
- January Informal Public Meeting on Comp. Plan Amendment Process.
- February Meeting with the Hearing Examiner.
- March Public Hearing & Recommendations on Comp. Plan PAL (list).
- April Joint meeting with City Council (tentative).
- June Public Hearing & Recommendations on all Plan Amendments.
- September Review and recommend Capital Facilities Plan to City Council.
- December Review and approve 2006 Annual Report and 2007 Work Program.

**Other Possible Activities:**

- Informal Public Meetings in support of neighborhood planning activities.
- Plan and Zoning review for Parkway Annexation (possibly other annexations).
- Review and recommend proposed changes to development regulations.
- Possible involvement in new Comprehensive Plan element(s).
- Continuing involvement in the development of the Shoreline Master Program.

## 2005 Attendance Record

DATE	Bigler	Decker	Elliott	Johnson	Peycheff	Georgiev	Walther	Comments
1/11/05	✓	✓	✓	✓	✓	Powers	✓	
1/13/05	✓	✓	✓	✓	✓	Vacant	✓	
1/27/05	✓	✓	Absent	Absent	✓	Vacant	✓	
2/10/05	✓	✓	Absent	Absent	✓	Vacant	✓	
2/24/05	Absent	✓	✓	✓	✓	Vacant	✓	
3/10/05	✓	✓	✓	✓	✓	Vacant	✓	
3/24/05	<b>Meeting Cancelled</b>							
4/14/05	✓	✓	✓	✓	✓	✓	✓	
4/28/05	Absent	✓	✓	✓	✓	✓	Absent	
5/12/05	<b>Meeting Cancelled</b>							
5/26/05	✓	✓	✓	✓	Absent	✓	Absent	
6/09/05	<b>Meeting Cancelled</b>							
6/23/05	✓	✓	✓	Absent	✓	✓	✓	
7/14/05	✓	✓	✓	✓	✓	✓	✓	
7/28/05	✓	✓	✓	✓	Absent	✓	✓	
8/11/05	✓	✓	✓	✓	Absent	✓	✓	
8/25/05	<b>Meeting Cancelled – Lack of business.</b>							
9/08/05	<b>Meeting Cancelled – A quorum was not present.</b>							
9/22/05	<b>Meeting Cancelled – Lynnwood University conflict.</b>							
10/13/05	✓	✓	✓	✓	Absent	✓	Absent	
10/27/05	<b>Meeting Cancelled – Lynnwood University conflict.</b>							
11/10/05	✓	✓	Absent	Absent	Absent	✓	✓	
11/24/05	<b>Meeting Cancelled – Thanksgiving Holiday</b>							
12/08/05	✓	Absent	✓	Absent	✓	Absent	✓	
12/22/05	<b>Meeting Cancelled – Christmas Holiday</b>							

### Attendance Summary:

Twenty-five meetings were scheduled during 2005. Sixteen were held and nine were cancelled. Most cancellations were due to a lack of business or lack of a quorum. In September and October, some meetings were combined with others to accommodate Lynnwood University's use of the City Council Chambers. And, in November and December, two meetings were cancelled due to conflicts with major holidays.

The following is a summary of each commissioner's attendance at those meetings that were held.

COMMISSIONERS	MEETINGS	PRESENT	ABSENT
<b>Bigler</b>	16	14 ( 88%)	2
<b>Decker</b>	16	15 ( 94%)	1
<b>Elliott</b>	16	13 ( 81%)	3
<b>Johnson</b>	16	12 ( 75%)	4
<b>Peycheff</b>	16	11 ( 69%)	5
<b>Georgiev</b>	10	9 ( 90%)	1
<b>Walther</b>	16	13 ( 81%)	3

### Membership Status:

COMMISSIONERS	Appointed	Term Expires
<b>Pos. #1 – Marina Georgiev</b>	March 14, 2005	December 31, 2010
<b>Pos. #2 – Tia Peycheff</b>	December 10, 2004	December 31, 2010
<b>Pos. #3 – Dave Johnson</b>	July 13, 1998	<b>December 31, 2005</b>
<b>Pos. #4 – Brian Bigler</b>	January 1, 2001	December 31, 2006
<b>Pos. #5 – Donna Walther</b>	September 23, 2002	December 31, 2007
<b>Pos. #6 – Patrick Decker</b>	January 1, 2002	December 31, 2007
<b>Pos. #7 – Elisa Elliott</b>	May 27, 2003	December 31, 2008

*Respectfully submitted,*

---

**Patrick Decker**, 2005 Chair  
Lynnwood Planning Commission