

2007 Annual Report *of the* Lynnwood Planning Commission

Prepared by:

City of Lynnwood
Department of Community Development
February 2008

Introduction

The Lynnwood Planning Commission is governed by RCW 35A.63, as Lynnwood is reclassified as an Optional Municipal Code City (since in 1971). Lynnwood Municipal Code Title 18, Chapter 2.29 provides the general organization and procedural provisions for the Commission.

The Commission's work is oriented toward the implementation of the City's long-range Comprehensive Plan. It also provides a forum (public meetings, work sessions and hearings) for public comment and discussion of growth, development, land use and design matters. Section 3 of the Planning Commission's Scope & Rules includes the following description of the work of the Commission:

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.

In performing this work, the Commission works most closely with the Department of Community Development; other City departments provide support to the Commission on an as needed basis. In most cases, the Commission's work culminates in findings, conclusions and recommendations for final action by the City Council.

Regular Commission Meetings:

- 2nd and 4th Thursdays of each month – January through October.
- One meeting will be held in November and December to adjust for holidays.

The Annual Report

This Annual Report provides a summary of the Planning Commission's work during 2007, including significant discussion issues, actions and recommendations. This is a report to 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.

Major Projects of 2007

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

1. 2007 Comprehensive Plan and Zoning Amendments

A. Royalwood Mobile Home Park:

Applications to change the park's plan designation from "Medium-density Single-family (SF-2)" to "High-density Single-family (SF-3)" and to change the zoning of the property from RS-7 to RS-4 (to be consistent with the Plan Map).

B. Mobile Home Park Zone:

Draft text for a new Mobile Home Park zone and determine how to apply the MH-1 Plan designation and the new MHP zone.

C. Parks & Recreation Element Update:

Annual update of the Element.

D. 5-year Implementation Program Update:

Annual update of the Element.

E. City Center Subarea Plan Amendment:

Remove the portion of the North End of the City Center Subarea that is north of the extension of 194th Street SW from the “City Center” Area and designate it “Alderwood-City Center Transition Area.”

F. Municipal Urban Growth Area:

Five amendments to Lynnwood’s MUGA – an area around the city that may annex to Lynnwood.

Perrinville: Land use designation for a small unincorporated island between Lynnwood and Edmonds.

Maple Precinct: Land use designation for this unincorporated island north of 176th Street and west of 60th Avenue is surrounded by Lynnwood.

North Meadowdale: Include this unincorporated area north of Lund’s Gulch and south of Norma Beach Road in Lynnwood’s Municipal Urban Growth Area (MUGA).

Lynnwood High School – North Road Site: Include the unincorporated area around the North Road site of the new Lynnwood High School in Lynnwood’s MUGA.

Scriber Creek Wetlands: Review and possibly revise the MUGA at an area east of 44th Avenue and north of Mountlake Terrace.

2. Parking Regulations Update

The Commission completed review of the first major update of the City’s regulations for off-street parking in many years. Among the major proposals in this code amendment are:

- Provisions to allow sharing of parking among uses that have peak parking demands at different days/times (such as a movie theater and an office building),
- An option to provide a bicycle parking area in-lieu of some vehicle spaces; and
- Update of the table of uses and parking standards.

This amendment will be reviewed by the City Council in 2008.

Officers for 2007

The following officers were elected at the January 11 and 25, 2007, meetings and served the entire year:

Chair – Patrick Decker
1st Vice Chair – Elisa Elliot
2nd Vice Chair – Michael Wojack

Membership Changes in 2007

Pat Decker's appointment (Position 6) expired at the end of 2007. He is retiring from the Commission after serving his full six-year term.

Meeting Summaries

January 11, 2007

- Election of Officers: The Commission elected Patrick Decker, Chair; Elisa Elliot, 1st Vice Chair.
- Parking Code Amendments: Continued discussion of update to City's off-street parking regulations
- Mobile Home Park Zone: Reviewed preliminary draft of possible new zone for mobile home parks

January 25, 2007

- Comprehensive Plan Amendments: Preview proposed amendments to the Comprehensive Plan and to describe the application and approval process.
- Election of Officers: The Commission elected Michael Wojack, 2nd Vice Chair.

February 8, 2007

- Parking Code Amendments: Continued discussion of update to City's off-street parking regulations

February 22, 2007 – Meeting Cancelled

March 8, 2007

- Comprehensive Plan Amendments: Discussion of the proposed amendments to the Comprehensive Plan for 2007 ("2007 Docket").

- Parking Code Amendments: Continued discussion of update to City’s off-street parking regulations

March 22, 2007

- Comprehensive Plan Amendments: Public hearing on the “suggested amendments” on the 2007 Docket. Following the hearing, the Commission recommended that all six be included on the Proposed Amendments List (PAL) and forwarded to the City Council. (The Council approved the PAL, as recommended.)

April 12, 2007

- Comprehensive Plan Amendment – Royalwood MHP: Discussion of application to amend land use designation at the Royalwood Mobile Home Park.
- Zoning Code Amendments – Signs: First review of proposed changes to LMC Chapter 21.16 (Signs) primarily to address signs in the public right-of-way.

April 26, 2007

- Comprehensive Plan Amendments – Parks and Implementation Elements: Discussed proposed revisions to these two Elements.
- Energy Element: Staff briefing on work to propose a new Energy Element of the Comprehensive Plan.

May 10, 2007

- Comprehensive Plan Amendments – Mobile Home Park Zone: First review of proposed new MHP zone and how the MH-1 Comprehensive Plan designation and new zone might be applied.
- Comprehensive Plan Amendments – MUGA Amendments: Review new land use designations and boundary changes for MUGA.

May 24, 2007

- Transportation Improvement Plan (TIP): Briefing on this year’s amendments to the 6-year TIP
- Comprehensive Plan Amendment – Royalwood MHP: Continued discussion.
- Comprehensive Plan Amendment – MUGA: Continued discussion.
- Comprehensive Plan Amendment – City Center: Discussion.

June 14, 2007

- Comprehensive Plan Amendments: Public hearing on:
 - Royalwood MHP Park Applications
 - Mobile Home Park Zone

- Parks & Recreation Element Update
- Implementation Element Update

Following the hearing, the Commission recommended denial of the Royalwood applications and approval of the other amendments.

- Transportation Improvement Plan (TIP): Public hearing this year's amendments to the 6-year TIP. Following the hearing, the Commission recommended approval of the TIP.

June 28, 2007

- Comprehensive Plan Amendments: Public hearing on:
 - MUGA Amendments
 - City Center Amendment

Following the hearing, the Commission recommended approval of both amendments.

July 12, 2007 – Meeting Canceled.

July 26, 2007

- Zoning Code Amendments – Signs: Public hearing on proposed changes to LMC Chapter 21.16 (Signs) primarily to address signs in the public right-of-way. Following the hearing, the Commission recommended approval of the code amendment.
- Commute Trip Reduction Program: Briefing on new State CTR law and proposals to bring the LMC into compliance with the new law.
- Zoning Code Amendment – Work Release Facilities: Initiate work on drafting City regulations for work release facilities.

August 9, 2007 – Meeting Cancelled

August 23, 2007 – Meeting Cancelled

September 13, 2007

- Zoning Code Amendment – Work Release Facilities: Public hearing on draft regulations for work release facilities. Following the hearing, the Commission recommended approval of the code amendment.
- Update of VISION 2040: Briefing on the update by the Puget Sound Regional Council on the regional plan for the Puget Sound region.
- Buildable Lands Report: Briefing on the update by Snohomish County on the Buildable Lands Report.

September 27, 2007 – Meeting Cancelled

October 11, 2007

- **Parking Code Amendments:** Continued discussion of update to City's off-street parking regulations
- **Zoning Code Amendment – Tent Cities:** Initiate work on drafting City regulations for location and operation of tent cities.

October 25, 2007 – Meeting Cancelled

November 15, 2007

Due to conflicts with the Veterans Day and Thanksgiving holidays, one mid-month meeting was held in November.

- **Parking Code Amendments:** Public hearing on update to City's off-street parking regulations. Following the hearing, the Commission recommended approval of the code amendment.
- **Highway 99 Corridor Revitalization Study:** Presentation on draft report recommending strategies for revitalization of the Highway 99 corridor.
- **Zoning Code Amendment – Tent Cities:** Discussion of draft City regulations for location and operation of tent cities.

December 13, 2007 – Meeting Cancelled

December 27, 2007 – Meeting Cancelled

2007 Attendance Record

Date	Ambalada	Davies	Decker	Elliott	Peycheff	Wright	Wojack
Jan 11	Absent	✓	✓	✓	Absent	✓	✓
Jan 25	✓	Absent	✓	✓	✓	✓	✓
Feb 8	✓	✓	Absent	Absent	✓	✓	✓
Feb 22	Meeting Canceled						
Mar 8	✓	✓	✓	✓	Absent	✓	✓
Mar 22	✓	✓	✓	✓	✓	✓	✓
Apr 12	✓	✓	✓	✓	Absent	✓	✓
Apr 26	✓	✓	Absent	✓	✓	✓	✓
May 10	✓	Absent	✓	✓	Absent	Absent	✓
May 24	✓	Absent	Absent	Absent	Absent	✓	✓
June 14	✓	✓	✓	✓	Absent	✓	✓
June 28	✓	✓	✓	✓	✓	✓	✓
July 12	Meeting Canceled						
July 26	✓	✓	✓	Absent	✓	✓	✓
Aug 9	Meeting Canceled						
Aug 23	Meeting Canceled						
Sep 13	✓	✓	Absent	✓	✓	✓	✓
Sep 27	Meeting Canceled						
Oct 11	✓	✓	✓	✓	✓	✓	✓
Oct 25	Meeting Canceled						
Nov 15	✓	✓	✓	Absent	Absent	✓	Absent
Dec 13	Meeting Canceled						
Dec 27	Meeting Canceled						

Respectfully submitted,

Elisa Elliott, 2007 First Vice Chair
Lynnwood Planning Commission