

2008 Annual Report

of the

Lynnwood Planning Commission

Introduction

This Annual Report provides a summary of the Planning Commission's work during 2008, 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. Section 2.24.020 of the Municipal Code provides that City boards and commissions shall prepare an annual report.

The Lynnwood Planning Commission operates under the authority of RCW 35A.63. Lynnwood Municipal Code Chapter 2.29 provides the general organization and procedural provisions for the Commission.

The Commission's work supports 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 urban 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.
- Single meetings in November and December (due to holidays).

Major Projects of 2008

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

1. 2008 Comprehensive Plan and Zoning Amendments

Name	Location	Summary Description
Land Use Element Update	Citywide	Revise text/tables of Element; no policy changes or impacts
Land Use Element – MUGA Boundary	MUGA	Amend MUGA boundary in vicinity of Lake Stickney and Martha Lake.
Land Use Element – Local Commercial Land Use Designation	196 th St. btwn Hwy 99 and 48 th Ave W	Review land use designation for properties between Highway 99 and the City Center (48 th Ave. W) that are currently designated as “Local Commercial”.

Name	Location	Summary Description
Land Use Element – Highway 99 Corridor	Hwy 99 Corridor – 148 th St. to 216 th St.	Adopt land use category for Highway 99 corridor, based on economic revitalization strategies recently approved by the City Council, and designate commercial properties in the corridor to this category (Future Land Use Plan Map).
Land Use Element – Accessory Dwelling Units	Citywide	Delete statement that accessory dwelling units (ADUs) must be attached to an existing single family residence. This amendment is being processed concurrent with consideration of a code amendment on accessory dwelling units (ADU).
Land Use Element – Healthy Communities Program	Citywide	Include policies to support implementation of the Healthy Cities Program in Lynnwood.
Transportation Element Update	Citywide	Revise policies and background discussions of: A) City Level of Service standard for transportation facilities; B) determinations of compliance with Level of Service standards for new development (“concurrency”); C) update of City’s 20-year list of transportation improvement projects; D) City program to mitigate traffic impacts (may include a traffic impact fee); and E) new policy(s) emphasizing a multi-modal system for transportation and mobility; and F) policies for funding transportation improvements.
Parks Element Update	Citywide	Annual update of Element; no policy implications.
Economic Development Element – Hwy 99	Hwy 99 Corridor – 148 th St. to 216 th St.	Revise policies regarding redevelopment of properties along Highway 99 corridor.
Cultural and Historic Resources Element	Citywide	Amendments to text to increase recognition of resources, commemoration in City parks and recognition during SEPA review.
Implementation Element	Citywide	Annual update

Name	Location	Summary Description
Land Use Element – Municipal Urban Growth Area Land Use Map	City’s Municipal Urban Growth Area	Adopt land use designations (map) for MUGA
Energy & Sustainability Element	Citywide	Adopt new Element with goals, policies and targets in support of new City sustainability program.

2. Zoning Code Amendments

During the year, the Planning Commission reviewed and made recommendations on the following amendments to the Zoning Code:

- **Lot Size Averaging Code Amendment (2008-CAM-0001)**
- **Tent Cities Code Amendment (2008-CAM-0003)**
- **Accessory Dwelling Units Code Amendment (2008-CAM-0002)**
- **Civic Banners and Signs Code Amendment (2008CAM0005)**
- **Swift BRT Stations Code Amendment (2008CAM0006)**

The first two amendments were approved by the City Council in 2008. The latter three are being considered by the Council in 2009.

3. Other Matters

As part of its regular annual calendar, the Planning Commission also considered and made a recommendation on a new Six-Year Transportation Improvement Program (TIP) and an update of the City’s Commute Trip Reduction program. The Commission also received regular updates on major City planning-related projects, including the Annexation Project and the Highway 99 Revitalization Strategies. In 2009, the Commission will serve as the project advisory committee for the revisions of the zoning regulations and design guidelines for the Highway 99 corridor.

Officers for 2008

The following officers were elected at the February 14, 2008, meeting and served the entire year:

Chair – Richard Wright
1st Vice Chair – Elisa Elliot
2nd Vice Chair – Michael Wojack

Membership Changes in 2008

Elisa Elliot's appointment (Position 6) expired at the end of 2008. She is retiring from the Commission after completing her six-year term.

Meeting Summaries

January 10, 2008

- **Lot Size Averaging Code Amendment (2008-CAM-0001).** Revise the City's regulations for averaging the size of lots in new subdivisions to provide that the area of no more than xx percent of lots in a subdivision could be less than the minimum size for the application zoning district. Referral from City Council.
- **Tent Cities Code Amendment (2008-CAM-0003).** Provide zoning regulations for the permitting process for and operation of temporary tent encampments ("Tent Cities").

January 24, 2008 – Meeting Cancelled

February 14, 2008

- **Lot Size Averaging Code Amendment (2008-CAM-0001)**
- **Tent Cities Code Amendment (2007-CAM-0003)**
- **2008 Comprehensive Plan Amendments Docket.** Discussion of current proposals and ideas from Commissioners on potential amendments.
- **Resolution of Appreciation for Pat Decker**

February 28, 2008 – Meeting Cancelled

March 13, 2008 – Meeting Cancelled

March 27, 2008

- **Accessory Dwelling Units Code Amendment (2008-CAM-0002).** Revise the City's regulations for allowing accessory dwelling units ("granny flats") at single family residential lots. Referral from City Council.
- **2008 Docket of Comprehensive Plan Amendments.** Review proposals for amendments to the Comprehensive Plan.

April 10, 2008 – Meeting Cancelled

April 24, 2008 – Meeting Cancelled

May 8, 2008

- **Accessory Dwelling Units Code Amendment (2008-CAM-0002).**
- **Six-Year Transportation Improvement Program.** Briefing on this year's update of the Transportation Improvement Program (TIP).
- **Briefing on the City's Annexation Program (2008-ANX-0001, 0002 & 0003)**

May 22, 2008

- **Six-Year Transportation Improvement Program**
- **2008 Comp. Plan Amendments – Transportation Element.** Revise policies and background discussions of: A) City Level of Service standard for transportation facilities; B) determinations of compliance with Level of Service standards for new development (“concurrency”); C) update of City's 20-year list of transportation improvement projects; D) City program to mitigate traffic impacts (may include a traffic impact fee); and E) new policy(s) emphasizing a multi-modal system for transportation and mobility; and F) policies for funding transportation improvements.
- **2008 Comp. Plan Amendments – Parks Element.** Annual update of Element; no policy revisions.
- **2008 Comp. Plan Amendments – Economic Development Element.** Revise policies regarding redevelopment of properties along Highway 99 corridor.

June 12, 2008

- **2008 Comp. Plan Amendments – Land Use Element – General.** Update discussion of land use issues and other “background” information in this Element; no policy changes.
- **2008 Comp. Plan Amendments – Land Use Element – MUGA Boundary.** Consider revising City's Municipal Urban Growth Area Boundary to include Lake Stickney area in MUGA.
- **2008 Comp. Plan Amendments – Land Use Element – Accessory Dwelling Units.** Revise description of allowable structures in single family areas to allow creating accessory dwelling units in detached residential structures; current text requires ADUs to be attached to an existing single family residence.
- **2008 Comp. Plan Amendments – Land Use and Parks, Recreation and Open Space Elements – Healthy Communities Project.** Revise land use policies to

encourage development of mixed use areas, including residential uses in commercial areas, in support of Healthy Cities Project.

- **2008 Comp. Plan Amendments – Cultural and Historic Resources Element.** Revise discussion of and policies for recognition of cultural and historic resources.
- **2008 Comp. Plan Amendments – Future Land Use Plan Map – Properties along 196 St. SW between Highway 99 and 48th Ave. W.** Change land use designation for properties along 196th St. SW between Highway 99 and 48th Ave. W. from Local Commercial to Regional Commercial, with concurrent rezoning of one property from B-4 (Restricted Business) to B-1 (Community Business).

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June 26, 2008 – Meeting Cancelled

July 10, 2008

- **2008 Comp. Plan Amendments.** Public comments on all 13 proposed amendments that are under consideration as part of this year’s annual amendments to the Comprehensive Plan (“2008 Docket”).
- **Commute Trip Reduction Program Update.** Updated Commute Trip Reduction Plan for the City of Lynnwood and ordinance to implement that program.
- **2008 Comp. Plan Amendments – Implementation Element – Update.** Update schedule for implementing the goals, objectives and policies in the other Elements.
- **Update on Annexation Project**

July 24, 2008

- **2008 Comp. Plan Amendments.** Public comments on all 13 proposed amendments that are under consideration as part of this year’s annual amendments to the Comprehensive Plan (“2008 Docket”). Following the hearing, the Planning Commission will make a recommendation to the City Council on each proposal.

August 14, 2008

- **2008 Comp. Plan Amendments – MUGA Land Use Plan.** Draft Initial Land Use Plan for the City’s Municipal Urban Growth Area (MUGA).
- **Update: Highway 99 Corridor Project**

August 28, 2008

- **2008 Comp. Plan Amendments – MUGA Land Use Plan.**

- **2008 Comp. Plan Amendments – Energy & Sustainability Element.** Draft of new Energy & Sustainability Element for the Comprehensive Plan.
- **Annexation Project Update**

September 11, 2008

- **2008 Comp. Plan Amendments – Energy & Sustainability Element**

September 25, 2008 – Meeting Cancelled

October 9, 2008 – Meeting Cancelled

October 23, 2008

- **Civic Banners and Signs Code Amendment (2008CAM0005).** Amendments to Chapter 21.16 (Signs) and Chapter 5.30 of the Municipal Code regarding signs and banners for civic events.
- **Swift BRT Stations Code Amendment (2008CAM0006).** Amendment to Chapter 21.46 (Commercial Zones) of the Zoning Code regarding landscaping areas and parking spaces on private property that are replaced by stations for the Swift Bus Rapid Transit service.

November 13, 2008

- **Civic Banners and Signs Code Amendment (2008CAM0005).**
- **Swift BRT Stations Code Amendment (2008CAM0006).** .

November 27, 2008 – Meeting Cancelled

December 11, 2008 – Meeting Cancelled

December 25, 2008 – Meeting Cancelled

2008 Attendance Record

Date	Ambalada	Davies	Elliott	Larsen	Peycheff	Wright	Wojack
Jan 10	✓	✓	✓	*	✓	✓	✓
Jan 25	Meeting Canceled						
Feb 14	✓	Absent	✓	*	✓	✓	✓
Feb 28	Meeting Canceled						
Mar 13	Meeting Canceled						
Mar 27	✓	✓	Absent	*	✓	✓	✓
Apr 10	Meeting Canceled						
Apr 24	Meeting Canceled						
May 8	✓	✓	✓	*	✓	✓	✓
May 22	✓	✓	Absent	*	Absent	✓	✓
June 12	✓	✓	✓	*	✓	Absent	✓
June 16	Meeting Canceled						
July 10	✓	✓	✓	*	✓	Absent	Absent
July 24	✓	Absent	✓	*	Absent	✓	✓
Aug 14	✓	✓	Absent	✓	✓	✓	Absent
Aug 28	✓	✓	✓	✓	Absent	✓	✓
Sep 11	✓	✓	Absent	✓	✓	✓	✓
Sep 27	Meeting Canceled						
Oct 9	Meeting Canceled						
Oct 23	✓	✓	✓	✓	Absent	✓	✓
Nov 13	✓	✓	✓	✓	✓	✓	Absent
Nov 27	Meeting Canceled						
Dec 13	Meeting Canceled						
Dec 27	Meeting Canceled						

* Bob Larsen appointed August 11, 2008

Respectfully submitted,

Richard Wright, 2008 Chair