

2009 Annual Report

of the

Lynnwood Planning Commission

Introduction

This Annual Report provides a summary of the Planning Commission's work during 2009, 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 provides a forum (public meetings, work sessions and hearings) for public comment and discussion of growth, development, land use and urban design matters. Its work also supports implementation of the City's long-range Comprehensive Plan. 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 2009

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

1. 2009 Comprehensive Plan and Zoning Amendments

Name	Location	Summary Description
Private Application		
Powers – 68 th Ave.	NE corner of 68 th Ave. W & 200 th St. SW	Change land use designation from MF-2 to MU (and zoning from RMM to CDM)
Staff Proposals		
Capital Facilities and Utilities Element – Policy EPF-3	Citywide	Rename permitting process for EPFs

Name	Location	Summary Description
Energy & Sustainability Program	Citywide	Amend Energy & Sustainability and Environmental Resources Elements to include: initial GHG emissions inventory, initial emissions reduction target, Green Team policy proposals, and SEPA review of GHG emissions.
Implementation Element	Citywide	Annual update
Introduction and Land Use Element Update	Citywide	Update discussion of growth forecasts and capacity estimates and other background discussion; no policy changes
Introduction – Visioning Project	Citywide	Incorporate Visioning Report into Plan
Land Use Element – Municipal Urban Growth Area Land Use Map	City’s Municipal Urban Growth Area	Revise land use designations (map) for properties in the City’s Municipal Urban Growth Area (and North-East-South Annexation Area) Review MF designations Multiple SFR on lot MHPs – extend Preserv. Prog Review SF-4 designations
Parks Element Update	Citywide	Annual update of Element; no policy implications.
Transportation Element	Citywide	Revise discussion of non-motorized transportation planning and projects.

2. Zoning Code Amendments

During the year, the Planning Commission made a recommendation on the following amendments to the Zoning Code:

- **Permit Timeline Code Amendment (2009-CAM-0002)**

The City Council is expected to consider this code amendment in 2010. The Commission also began discussions of the following code amendments:

- **Electronic Message Signs Code Amendment (2009-CAM-0004)**
- **Dark Skies Ordinance (2009-CAM-0007)**

The Commission will make a recommendation on these code amendments in 2010.

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), discussed the revised Surface Water Management Plan and continued an earlier review of the draft Shoreline Management Plan/Program. The Commission served as the project advisory committee for the revisions of the zoning regulations and design guidelines for the Highway 99 corridor. The Commission also received regular updates on major City planning-related projects, including the Annexation Project.

Officers for 2009

The following officers were elected for 2009:

- Chair – Richard Wright
- 1st Vice Chair – Bob Larson
- 2nd Vice Chair – Michael Wojack

Membership Changes in 2009

Chad Braithwaite was appointed to Position 6 on the Commission on February 23, 2009 (replacing Elisa Elliott, whose term had expired at the end of 2008).

Tia Peycheff resigned her position on the Commission (Position 2) at the end of March, after serving seven years on the Commission. Van AuBuchon was appointed to serve the unexpired portion of her term on April 13, 2009.

Meeting Summaries

January 8, 2009 – Meeting Cancelled

January 22, 2009

- **Election of Officers.**
- **Resolution of Appreciation for Elisa Elliott.**

February 12, 2009

- **Project Highway 99 (2009-CAM-0001)**
 - Project Introduction and Background
 - Consultant Introduction
 - Project Schedule and Process
 - Planning Commission Role

- **Planning Commission Annual Report – 2008**

February 26, 2009 – Meeting Cancelled

March 3, 2009 – Special Meeting

- **Public meeting for Project Highway 99**

March 12, 2009 – Meeting Cancelled

March 18, 2009 – Special Meeting

- **Project Highway 99**
 - Comments on March 3 Public Meeting
 - Alternatives
 - Discussion
 - Project Schedule and Process – Next Steps

March 26, 2009 – Meeting Cancelled

April 9, 2009 – Meeting Cancelled

April 21, 2009 – Special Meeting

- **Public Meeting for Project Highway 99**

April 23, 2009 – Meeting Cancelled

May 14, 2009

- **Permit Timeline Code Amendment (2009-CAM-0002).** This amendment, if approved, would revise the City’s regulations to extend and standardize approval periods for Accessory Dwelling Units, Conditional Use Permits, Project Design Review, Short Subdivisions, and Variances.
- **Resolution of Appreciation – Tia Peycheff**
- **Project Highway 99 – Re-cap of Second Public Meeting**
- **2009 Docket – List of Amendments and Schedule**
- **Discuss Planning Law Conference and Planning Short Course**

May 28, 2009

- **Permit Timeline Code Amendment (2009-CAM-0002).** This amendment, if approved, would revise the City’s regulations to extend and standardize approval periods for Accessory Dwelling Units, Conditional Use Permits, Project Design Review, Short Subdivisions, and Variances.
- **2009 Comprehensive Plan Amendments – Group 1 (2009-CPL-0002)**

- A. **Parks Element Update.** Annual update; no policy revisions.
- B. **Transportation Element.** Incorporate system of determining priorities for non-motorized transportation projects into the Element.
- C. **Update Introduction and Land Use Elements.** Revise Introduction to the Plan and Land Use Element to update text; no policy revisions.

June 11, 2009

- **2009 Comprehensive Plan Amendments – Group 2 (2009-CPL-0002)**
 - A. **Capital Facilities Element – EPF Permit.** Change name of permit for essential public facilities (EPF) from “special use permit” to essential facilities permit”. No policy implications.
 - B. **Implementation Element.** Annual update. Also introduce major review of Comprehensive Plan required by State law in 2010-11.
 - C. **Introduction – Visioning Project.** Incorporate Visioning Statement into Introduction to the Plan.
- **2009 Transportation Improvement Program.** This year’s update of the City’s TIP.

June 25, 2009

- **2009 Comprehensive Plan Amendments – Group 3 (2009CPL0001 & 2)**
 - A. **Powers/Agarwal Land Use Map Amendment.** Change land use designation of property at northeast corner of 68th Ave. W and 200th St. SW from Medium Density Multiple Family (MF-2) to Mixed Use (MU) (and rezone from RMM to CDM).
 - B. **Energy & Sustainability Program.** Amend Energy & Sustainability and Environmental Resource Elements to include: initial GHG emissions inventory, initial emissions reduction target, Green Team policy proposals, and SEPA review of GHG emissions.
- **Project Highway 99 (2009CAM0001).**
 - A. Review report of second public meeting.
 - B. Discuss Preferred Alternative and give direction to staff.
- **Surface Water Management Plan.** Update of the City’s plan for managing surface water, responding to regulatory requirements and addressing drainage and water quality problems.

July 9, 2009

- **2009 Comprehensive Plan Amendments (2009CPL0002)**
 - A. **MUGA Land Use Designations:** Revise land use designations (map) for properties in the City’s Municipal Urban Growth Area (and North-East-South

Annexation Area) in response to comments from public meetings and current status of development proposals.

- **Surface Water Management Plan.** Update of the City's plan for managing surface water, responding to regulatory requirements and addressing drainage and water quality problems.

July 23, 2009

- **Public Hearing: 2009 Comprehensive Plan Amendments (2009CPL0001 & 2).** Annual Docket of proposed amendments to the City's Comprehensive Plan. Following the hearing, the Planning Commission will be asked to make a recommendation to the City Council on each proposal.

August 13, 2009 – Meeting Cancelled

August 27, 2009 – Meeting Cancelled

September 10, 2009 – Meeting Cancelled

September 24, 2009 – Meeting Cancelled

- **Shoreline Master Program (2007CPL0007).** Draft plan for management of the shoreline and adjoining areas under City jurisdiction, pursuant to the state Shoreline Management Act.
- **Briefing: 50th Birthday Celebration**
- **Introduction: Electronic Message Signs Code Amendment (2009-CAM-0004).** Review of zoning regulations for electronic message signs.
- **Briefing: Energy & Sustainability Program – City Greenhouse Gas Inventory**

October 8, 2009 – Meeting Cancelled

October 15, 2009 – Special Meeting

- **Electronic Message Signs Code Amendment (2009-CAM-0004).** Review of zoning regulations for electronic message signs.
- **Resolution: Supporting Reductions of Greenhouse Gas Emissions at the Waste Water Treatment Plant.**
- **Introduction: Dark Skies Ordinance (2009-CAM-0007).** Consideration of new zoning regulations to reduce light pollution in night skies. Referral from City Council

October 22, 2009 – Meeting Cancelled

November 12, 2009 – Meeting Cancelled

November 26, 2009 – Meeting Cancelled

December 10, 2009

- **Electronic Message Signs Code Amendment (2009-CAM-0004).** Review of zoning regulations for electronic message signs.
- **Dark Sky Ordinance (2009-CAM-0007).** Consideration of new zoning regulations to reduce light pollution in the night sky.
- **Briefing on Report to Puget Sound Regional Council on Lynnwood Regional Growth Center.**
- **Introduction: Permit Processing Procedures Code Amendment.** Consideration of amendments to City regulations for processing and acting action on applications for development permits. Referral from City Council.

December 24, 2009 – Meeting Cancelled

During the year, the Planning Commission also received regular briefings on the Annexation Project.

2009 Attendance Record

Date	Ambalada	Braithwaite*	Davies	Larsen	AuBuchon*	Wright	Wojack
Jan 23	Absent	*	✓	✓	*	✓	✓
Feb 12	✓	*	✓	Absent	*	✓	✓
Mar 3	✓	✓	✓	✓	*	✓	✓
Mar 18	✓	✓	✓	✓	*	Absent	✓
April 21	✓	Absent	✓	*	✓	✓	Absent
May 14	✓	✓	✓	Absent	Absent	✓	✓
May 28	✓	Absent	✓	✓	✓	✓	✓
Jun 11	✓	✓	✓	✓	✓	✓	Absent
Jun 25	✓	✓	✓	✓	✓	Absent	✓
July 9	✓	✓	✓	✓	✓	✓	✓
July 23	✓	✓	Absent	✓	✓	✓	✓
Sep 24	✓	✓	✓	✓	✓	✓	✓
Oct 15	✓	✓	✓	✓	✓	✓	✓
Dec 10	✓	✓	✓	✓	✓	✓	✓

* Chad Braithwaite appointed February 23, 2009.

* Van AuBuchon appointed April 13, 2009.

Respectfully submitted,

Richard Wright, 2009 Chair