

# 2010 Annual Report

*of the*

## Lynnwood Planning Commission

### Introduction

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This Annual Report provides a summary of the Planning Commission's work during 2010, 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:**

- 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month – January through October.
- Single meetings in November and December (due to holidays).

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## Major Projects of 2010

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

### 1. 2010 Comprehensive Plan and Zoning Amendments

<b>Name</b>	<b>Location</b>	<b>Summary Description</b>
Energy & Sustainability Element	Citywide	Add GHG emissions reduction targets to Element
Implementation Element	Citywide	Annual update – no policy impact.
Introduction	Citywide & MUGA	Amend growth allocations – clarifications and corrections; no policy impact
Land Use Element	Citywide	Review/Update of 60/40 housing retention goal and related goals and policies
Land Use and Housing Elements	Citywide & MUGA	Adopt mobile home preservation program similar to that recently adopted by Snohomish County

<b>Name</b>	<b>Location</b>	<b>Summary Description</b>
Land Use and Transportation Elements	Lynnwood Transit Center	Show location of future LRT route and stations
Parks Element Update	Citywide	Annual update – no policy impact.
Transportation Element	Citywide	1) Include references to Lynnwood's vision statement related to transportation 2) Revise references to the regional plan (i.e. VISION 2040, Transportation 2040) 3) Include additional detail regarding pedestrian and bicycle skeleton systems 4) Include reference to the Interurban Regional Trail and its importance as a transportation corridor 5) Revise bicycle skeleton map to include new bicycle facilities completed over the past year

## **2. Zoning Code Amendments**

During 2010, the Planning Commission made a recommendation on the following amendments to the Zoning Code:

- **Home Occupations Code Amendment (2010CAM0003).**
- **Permit Processing Procedures Code Amendment.**

Also during this year, the Planning Commission continued review of the following code amendments:

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

## **3. Other Matters**

In 2010, the Planning Commission also made recommendations on a new City Six-Year Transportation Improvement Program (TIP), and the City's first Shoreline Management Program. The City Council approved the TIP in July, and the Shoreline Program is awaiting Council action. The Commission also was briefed on and discussed the proposed Traffic Impact Fee (approved by the City Council in September) and the Transportation Benefit District, created by the City Council in May, 2010. The Commission continued to serve 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 2010

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The following officers were elected for 2010:

Chair – Richard Wright  
1<sup>st</sup> Vice Chair – Bob Larson  
2<sup>nd</sup> Vice Chair – Michael Wojack

## Membership Changes in 2010

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Jeff Davies resigned on December 9, 2010. His replacement will be appointed in 2011.

## Meeting Summaries

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### January 14, 2010

- **Election of Officers.**
- **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.
- **2010 Work Program.** Discussion with staff of the work program for the Planning Commission for 2010.

### January 28, 2010

- **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.
- **Meadowdale Gap MUGA Boundaries.** Establishing a common boundary between the Municipal Urban Growth Areas (MUGAs) between the cities of Lynnwood and Mukilteo in the Meadowdale Gap – the area generally located west of 52<sup>nd</sup> Ave. W, south of 148<sup>th</sup> St. and Norma Beach Road and north of Lunds Gulch.

February 11, 2010 – Meeting Cancelled

### February 25, 2010

- **Meadowdale Gap MUGA Boundaries.** Establishing a boundary between the Municipal Urban Growth Areas (MUGAs) between the cities of Lynnwood and Mukilteo in the Meadowdale Gap – the area generally located west of 52<sup>nd</sup> Ave. W, south of 148<sup>th</sup> St. and Norma Beach Road and north of Lunds Gulch.

- **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.
- **Electronic Message Signs Code Amendment (2009-CAM-0004).** Review of zoning regulations for electronic message signs.
- **2009 Annual Report of the Planning Commission.**

**March 3, 2009** – Special Meeting

- **Public meeting for Project Highway 99**

**March 11, 2010** – Meeting Cancelled

**March 25, 2010**

- **2010 Amendments to the Comprehensive Plan (2010CPL0001).** Introduction to proposed amendments to the City’s Comprehensive Plan for consideration in 2010 (“2010 Docket”).
- **Meadowdale Gap MUGA Boundaries.** Recommendation to City Council regarding a boundary between the Municipal Urban Growth Areas (MUGAs) of the cities of Lynnwood and Mukilteo in the Meadowdale Gap – the area generally located west of 52<sup>nd</sup> Ave. W, south of 148<sup>th</sup> St. and Norma Beach Road and north of Lunds Gulch.
- **Hearing Examiner Annual Report for 2009.**

**April 8, 2010** – Meeting Cancelled

**April 22, 2010** – Meeting Cancelled

**April 29, 2010** – Special Meeting

- **2010 Amendments to the Comprehensive Plan (2010CPL0001).** Group 1:
  - Amendments to Transportation Element.
  - Policies and Zoning Regulations for Preserving Mobile Home Parks.
  - Text and Map Amendments Related to Planning for Light Rail Line.
  - Change Future Land Use Designation for portion of Aurora Heights #2 Subdivision (208<sup>th</sup> St. SW and 62<sup>nd</sup> Ave W.).
- **Briefing: Six-Year Transportation Improvement Plan**
- **Briefing: Proposed Transportation Benefit District.**
- **Briefing: Proposed Transportation Impact Fee.**

**May 13, 2010**

- **2010 Amendments to the Comprehensive Plan (2010CPL0001).** Group 2:
  - Amendments to Parks Element – Annual Update.
  - Amendments to Implementation Element – Annual Update.

- Amendments to Introduction – Growth Allocations.
- Land Use Element – Review 60:40 Policies.
- Amendments to Implement Hwy 99 Subarea Plan.
- **Physical or Personal Services as Home Occupation Code Amendment (2010CAM0003).** Proposed Amendment to LMC 21.42.300 to allow a physical or personal services business as a home occupation in single family residential zones. Referral from City Council.

**May 27, 2010**

- **2010 Amendments to the Comprehensive Plan (2010CPL0001).** Group 3:
  - Land Use Element: Revision to City’s Municipal Urban Growth Area Boundary in Meadowdale Gap (area north of Lunds Gulch, west of 52<sup>nd</sup> Ave. W. and south of 148<sup>th</sup> St. SW and Norma Beach Road).
  - Energy & Sustainability Element – Greenhouse Gas Reduction Targets
  - Land Use Element – Review 60:40 Subgoal and related Policies - Continued.
  - Policies and Zoning Regulations for Preserving Mobile Home Parks - Continued.

**June 10, 2010**

- **2010 Amendments to the Comprehensive Plan (2010CPL0001).**
- **Home Occupations Code Amendment (2010CAM0003).** Proposed Amendment to LMC 21.42.300 regarding businesses permitted in single family residential zones as a home occupation. Referral from City Council.

**June 24, 2010**

- **2010 Amendments to the Comprehensive Plan (2010CPL0001).**

**July 8, 2010** – Meeting Cancelled

**July 22, 2010**

- **2010 Amendments to the Comprehensive Plan (2010CPL0001).** Policies and Zoning Regulations for Preserving Mobile Home Parks.
- **2010 Amendments to the Comprehensive Plan (2010CPL0001).** Land Use Element – Review 60:40 Sub-goal.
- **Home Occupations Code Amendment (2010CAM0003).** Proposed Amendment to LMC 21.42.300 and 21.43.300 regarding businesses permitted in residential zones as a home occupation. Referral from City Council.

**August 12, 2010** – Meeting Cancelled

**August 26, 2010**

- **Home Occupations Code Amendment (2010CAM0003).** Proposed Amendment to LMC 21.42.300, 21.43.300 and 21.16.290 regarding businesses permitted in residential

zones as a home occupation and signage for home occupations and child day care centers in residential zones. Referral from City Council.

- **Transition Area Zoning Regulations (2008CAM0003).** Proposed zoning regulations (permitted and prohibited land uses, development regulations, etc.) for the Alderwood – City Center Transition Area, generally located east of 36<sup>th</sup> Ave W., south of 188<sup>th</sup> St. SW and west of Alderwood Mall Blvd.
- **Shoreline Master Program (2007CPL0007).** Draft plan for management of the shoreline and adjoining areas under City jurisdiction, pursuant to the state Shoreline Management Act.
- **Countywide Planning Policies for Snohomish County.** Presentation regarding draft of an update of the Countywide Planning Policies for Snohomish County. The purpose of the update is to ensure that the county's policies are consistent with the new Regional Growth Strategy, Vision 2040, adopted by the Puget Sound Regional Council.

**September 9, 2010** – Meeting Cancelled

**September 23, 2010** – Meeting Cancelled

- **Transition Area Zoning Regulations (2008CAM0003).** Proposed zoning regulations (permitted and prohibited land uses, development regulations, etc.) for the Alderwood – City Center Transition Area, generally located east of 36<sup>th</sup> Ave W., south of 188<sup>th</sup> St. SW and west of Alderwood Mall Blvd.
- **Project Highway 99 (2009CAM0001).** Draft Subarea Plan, Zoning Regulations and Design Guidelines, together with a Draft Supplemental Environmental Impact Report for the Highway 99 corridor, between 216<sup>th</sup> St. SW and 148<sup>th</sup> St. SW.

**October 14, 2010** – Meeting Cancelled

**October 28, 2010** – Special Meeting

- **Shoreline Master Program (2007CPL0007).** Draft plan for management of the shoreline and adjoining areas under City jurisdiction, pursuant to the state Shoreline Management Act.
- **Transition Area Zoning Regulations (2008CAM0003).** Proposed zoning regulations (permitted and prohibited land uses, development regulations, etc.) for the Alderwood – City Center Transition Area, generally located east of 36<sup>th</sup> Ave W., south of 188<sup>th</sup> St. SW and west of Alderwood Mall Blvd.
- **Project Highway 99 (2009CAM0001).** Draft Subarea Plan, Zoning Regulations and Design Guidelines, together with a Draft Supplemental Environmental Impact Report for the Highway 99 corridor, between 216<sup>th</sup> St. SW and 148<sup>th</sup> St. SW.

**November 11, 2010** – Meeting Cancelled

**November 18, 2010** – Special Meeting

- **Transition Area Zoning Regulations (2008CAM0003).** Proposed zoning regulations (permitted and prohibited land uses, development regulations, etc.) for the Alderwood – City Center Transition Area, generally located east of 36<sup>th</sup> Ave W., south of 188<sup>th</sup> St. SW and west of Alderwood Mall Blvd.
- **Project Highway 99 (2009CAM0001).** Draft Subarea Plan, Zoning Regulations and Design Guidelines, together with a Draft Supplemental Environmental Impact Report for the Highway 99 corridor, between 216<sup>th</sup> St. SW and 148<sup>th</sup> St. SW.
- **Zoning Code Amendment - Changing Electronic Message Board Signs (2009CAM0004).** Amendment to City Zoning Code related to Changing Electronic Message Board Signs.

**November 25, 2010** – Meeting Cancelled

**December 9, 2010**

- **Review Status and Scheduling of Current Proposals**
- **Preliminary 2011 Work Program**
- **Planning Commission Rules – Public Comments at Work Sessions**

**December 23, 2009** – Meeting Cancelled

## 2010 Attendance Record

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Date	Ambalada	AuBuchon	Braithwaite	Davies	Larsen	Wojack	Wright
Jan 14	Absent	✓	✓	Absent	✓	✓	✓
Jan 28	✓	✓	✓	✓	✓	✓	✓
Feb 25	✓	✓	✓	✓	✓	✓	✓
Mar 25	✓	✓	Absent	✓	✓	✓	✓
April 29	✓	Absent	Absent	✓	✓	✓	Absent
May 13	✓	✓	✓	Absent	✓	✓	✓
May 27	✓	✓	✓	Absent	✓	✓	✓
Jun 10	✓	✓	Absent	✓	✓	✓	✓
Jun 24	✓	✓	Absent	✓	✓	✓	✓
July 22	✓	✓	✓	Absent	✓	✓	✓
Aug 26	✓	Absent	✓	✓	✓	Absent	✓
Sep 23	✓	✓	✓	✓	Absent	✓	✓
Oct 28	✓	✓	✓	Absent	✓	✓	Absent
Nov 18	✓	✓	✓	✓	✓	Absent	✓
Dec 9	✓	✓	✓	✓	✓	✓	✓

Respectfully submitted,

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**Richard Wright**, 2010 Chair