

2013 Annual Report *of the* Lynnwood Planning Commission

Introduction

This Annual Report provides a summary of the Planning Commission's work during 2013, 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. LMC 2.24.020 provides that City boards and commissions shall prepare an annual report.

The Lynnwood Planning Commission operates under the authority specified by Chapter 35A.63 RCW. Chapter 2.29 LMC outlines 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 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 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 Community Development Department provides administrative and technical support to the Commission. 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 October¹.
- Single meetings in November and December (due to holidays).

Major Projects of 2013

This year, it was necessary for the Community Development Department to focus its staff resources upon certain large initiatives, such as Lynnwood Place and Lynnwood Link. For the first half of the year the Department was working to refill several vacant planning positions. At the same time the pace of new development in Lynnwood continued to accelerate which required more staff time to handle. As a result, the Planning Commission held fewer meetings during 2013. Even with these limitations, the Commission provided valuable insight regarding the following matters:

Name	Location	Summary Description	Outcome
Lynnwood Place	Former LHS	Legislative and quasi-judicial land use decisions related to the redevelopment of the 40-acre site north of Alderwood Mall.	Legislative items and Phase 1 of the development approved by the City Council during 2013. Phase 2 to be considered by the City Council during 2014.
2013 Comprehensive Plan Amendments	Citywide and 4508 188 th St SW	Amendments to the Comprehensive Plan.	Approved by the City Council.
2015 Comprehensive Plan Update	Citywide	In preparation of major update of the Comprehensive Plan as required by the Growth Management Act, the Commission provided guidance regarding the scope of amendments, desired emphasis, and project schedule.	In progress.
Mixed Use along Highway 99	Highway 99 Corridor	New zoning regulations relating to multifamily dwellings in the vicinity of Highway 99.	Approved by the City Council.
Transportation	Citywide	Review of annual 6-year Transportation	Approved by the City

¹ As a result of workforce reductions within the Community Development Department, staff has typically consolidated the Commission's work within a one-meeting-per month format.

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Improvement Plan		Improvement Plan.	Council.
B-3/B-4 Code Amendment	Citywide	New zoning regulations to consolidate and enhance low intensity commercial zones.	Approved by the City Council.
Mixed Use in PRC and PCD zones	Vicinity of Alderwood Mall	New zoning regulations relating to multifamily dwellings within mixed-use buildings.	To be reviewed by the City Council during 2014.
Banner Signs	Citywide	New Sign Code regulations for banners.	To be reviewed by the City Council during 2014.

Officers for 2013

The following officers were elected for 2013:

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

Membership Changes in 2013

On March 25, 2013, Ian Cotton was appointed to the vacant, unexpired term for Position 2. During the November 5, 2013 General Election, Mr. Cotton was elected to Position 2 of the City Council and as a result, his service to the Planning Commission ended December 31, 2013.

2013 Attendance Record

Date	Ambalada	Cotton	Braithwaite	Jones	Larsen	Wojack	Wright
Jan 10	✓	vacant	✓	✓	✓	✓	✓
Feb 14	✓	vacant	✓	✓			✓
Feb 28	✓	vacant	✓			✓	✓
Mar 28		✓	✓		✓	✓	✓
Apr 25	✓	✓			✓	✓	✓
June 13	✓	✓	✓	✓	✓		✓
Sept. 27	✓	✓	✓	✓	✓	✓	✓
Dec 19		✓	✓	✓	✓	✓	✓

Respectfully submitted,

Richard Wright, 2013 Chair