



# 2014 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 2014, including significant discussion issues, actions and recommendations. This is a report to the Mayor and City Council, but may also be of interest to others. LMC 2.24.020 provides that each of Lynnwood's boards and commissions 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 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<sup>1</sup>.
- 2<sup>nd</sup> Thursday of each month - November and December (due to holidays).

### **Major Projects of 2014**

During 2014, the Planning Commission focused its attention on preparation of the 2015 update of the Comprehensive Plan. This update of the Comprehensive Plan is required by the Growth Management Act by June 2015 (and every eight years thereafter).

The staff time needed for the rewrite of the Comprehensive Plan (which dates back to 1994) has been substantial. The Commission’s work during 2014 can be summarized as follows:

Name	Location	Summary Description	Outcome
2014 Comprehensive Plan Amendment	Hwy 99 corridor	Aligned land use policies for residential development with regulations adopted previously by the City Council.	Approved by the City Council.
2015 Comprehensive Plan Update	Citywide	A major update of the Comprehensive Plan. During 2014, the Commission provided guidance regarding the public participation program, housing profile, introduction, land use element, community character element, parks element, and environment element.	In progress.
Transition Area Plan and Regulations	Transition Area	A subarea plan, a new zoning district, and special development regulations for the Alderwood-City Center Transition Area. (Planning Commission’s work was completed in 1993)	Approved by the City Council.
Code amendment: mixed use near Mall	PRC and PCD zones	Refinement of development regulations for mixed use for properties near Alderwood Mall.	Approved by the City Council.
Code amendment: essential public facilities	Citywide	Initial discussion of siting regulations for essential public facilities.	In progress.
Code amendment: storage containers	Citywide	Initial discussion of regulations for use of shipping containers in residential areas.	In progress.
Code amendment: goats	Citywide	Regulation of miniature goats in residential areas.	Approved by the City Council.
Code amendment: exterior lighting	Citywide	Regulation of exterior lighting.	In progress.
Code amendment: marijuana	Citywide	Regulations for land uses associated with recreational marijuana and medical marijuana.	Interim controls and moratoriums adopted by City Council.

<sup>1</sup> As a result of: a) high permit volumes for new construction; and b) staffing levels within Community Development, staff has typically convened one Planning Commission meeting per month.

Name	Location	Summary Description	Outcome
Transportation Improvement Plan	Citywide	Review of annual 6-year Transportation Improvement Plan.	Approved by the City Council.
City Center Streetscape Plan	City Center	Design standards for new construction in and adjacent to public right-of-way.	Approved by the City Council.
Open Public Meetings Act	NA	Training on the OPMA as required by the Open Government Training Act of 2014.	

## Officers for 2014

The following officers were elected to terms for 2014:

Chair – Richard Wright  
 1<sup>st</sup> Vice Chair – Bob Larson  
 2<sup>nd</sup> Vice Chair – Chad Braithwaite

## Membership Changes in 2014

On February 10, 2014, George Hurst was appointed to the vacant, unexpired term for Position 2.

## 2014 Attendance

Date	Ambalada	Braithwaite	Hurst	Jones	Larsen	Wojack	Wright
Jan 23	✓	✓	vacant	✓	✓	✓	✓
Feb 27	✓	✓	✓	✓	✓	✓	✓
Mar 27	✓	✓	✓	✓		✓	✓
Apr 24	✓	✓	✓	✓	✓	✓	✓
May 22	✓	✓	✓		✓	✓	
June 26	✓		✓	✓		✓	
July 24	✓	✓	✓		✓		
Aug 28	✓	✓	✓	✓	✓	✓	
Sept. 11	✓	✓	✓		✓	✓	✓
Oct 23	✓		✓	✓	✓		✓
Nov 13		✓	✓	✓	✓	✓	
Dec 11	✓	✓	✓	✓	✓	✓	✓
Percent	92%	83%	100%	75%	83%	83%	58%

Respectfully submitted,

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**Richard Wright**, 2014 Chair