



# 2015 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 2015, 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 2015**

During 2015, the Planning Commission focused its attention on finalizing 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 dated back to 1994) was substantial. The 2015 Comprehensive Plan was adopted by City Council on June 30, 2015.

The Commission’s work during 2015 can be summarized as follows:

Name	Location	Summary Description	Outcome
2015 Comprehensive Plan Update	Citywide	A major update of the Comprehensive Plan. During 2015, the Commission finalized and a held public hearing and made a recommendation for approval to the City Council.	Approved by the City Council.
Zoning and Future Land Use Map Amendments: Mixed-Use to PCD	Mixed-Use and PCD zones	As part of the Comprehensive Plan Amendment process, changed zoning and future land use designations Mixed Use (MU) zone to Planned Commercial Development to make zoning consistent with similar development within the area.	Approved by City Council.
Code amendment: Essential Public Facilities (EPFs)	Citywide	Regulation for siting of EPFs within City limits. EPFs include, but not limited to, transit facilities, rehabilitation facilities, jails, etc.	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.	Approved by the City Council.
Code amendment: storage containers	Citywide	Initial discussion of regulations for use of shipping containers in residential areas.	Approved by the City Council.
Code amendment: goats	Citywide	Regulation of miniature goats in residential areas.	Approved by the City Council.
Code amendment: Panhandles/easements for lots	Residential zones	Allowing square footage computation of a panhandle and access easements within the total lot area when serving no more than one additional lot.	Approved by the City Council.
Code amendment: Short plats	Citywide	Change short plats from 4 lots or less to 9 lots or less.	Approved by the City Council.

<sup>1</sup> As a result of: a) high permit volumes for new construction; b) the finalization of the 2015 Comprehensive Plan by staff, and; c) staffing levels within Community Development through the majority of 2015, staff typically convened one Planning Commission meeting per month. Meetings will typically be held twice per month through 2016.

Name	Location	Summary Description	Outcome
Code amendment: Marijuana	Citywide	Regulations prohibiting land uses associated with recreational marijuana and medical marijuana.	Approved by the City Council.
Code amendment: school parking ratios	P-1 zones	Reduction of the required amount of parking for elementary and middle schools.	In progress.
Code amendment: Outdoor lighting	Citywide	Regulation of outdoor lighting.	In progress.
Code amendment: Fee simple lots	Residential zones	Allow subdivision of townhouse developments into fee simple unit lots.	In progress.
Code amendment: Chapter 21.46 LMC	CG, PCD, B zones	Amendments to Chapter 21.46 LMC to amend the permitted use chart and to consolidate the "B" (Business) zones.	In progress.
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 2015

The following officers were elected to terms for 2015:

- Chair – Richard Wright
- 1<sup>st</sup> Vice Chair – Chad Braithwaite
- 2<sup>nd</sup> Vice Chair – George Hurst

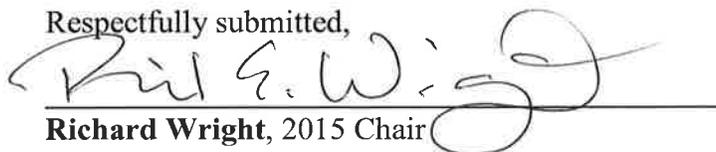
### Membership Changes in 2015

No membership changes occurred during the 2015 calendar year. George Hurst was elected for City Council and, therefore, a vacant, unexpired term for Position 2 opened in January 2016.

### 2015 Attendance

Date	Ambalada	Braithwaite	Hurst	Jones	Larsen	Wojack	Wright
Jan 8	✓	✓	✓				✓
Jan 22	✓	✓	✓	✓	✓	✓	
Feb 12	✓	✓	✓		✓	✓	✓
Feb 26		✓	✓		✓		✓
Mar 12	✓	✓	✓	✓	✓	✓	
Mar 26		✓	✓		✓	✓	
Apr 23	✓		✓	✓	✓	✓	✓
May 28	✓	✓	✓	✓	✓	✓	✓
June 25	✓	✓	✓	✓	✓	✓	✓
Aug 13	✓	✓	✓	✓	✓	✓	✓
Sept 10	✓	✓	✓		✓	✓	✓
Oct 8	✓	✓	✓	✓		✓	
Oct 22	✓		✓	✓	✓	✓	✓
Nov 12	✓	✓	✓		✓	✓	✓
Dec 10	✓	✓	✓	✓	✓	✓	✓
Percent	87%	87%	100%	60%	87%	87%	73%

Respectfully submitted,

  
**Richard Wright**, 2015 Chair

