

City of Lynnwood
PLANNING COMMISSION MEETING MINUTES
August 24, 2000

Chair Johnson
Commissioner Ferguson
Commissioner Hudson
Commissioner Olson
Commissioner Powers
Commissioner Temples (Absent)
Commissioner Teno

Community Development Director Cutts
Planning Manager Ron Hough
Senior Planner Dennis Lewis
Associate Planner Marc Amrine
Associate Planner Steve Malone
Engineering Services Manager Dahm
Councilmember Lisa Utter (Council Liaison)

SUMMARY OF THE MINUTES

- **Comprehensive Plan – 5-year Update (continued from July 27) – Public Hearing**
Staff presented an overview of the entire Comprehensive Plan through the August 10 meeting. Commission conducted a public hearing on the Plan, discussed alternatives, made some final adjustments, and approved the submittal of the Draft 2020 Comprehensive Plan to the City Council, with the exceptions of the Capital Facilities & Utilities Element and the Implementation Element.
- **Capital Facilities Plan Annual Update – Public Hearing**
Associate Planner Malone introduced this element to the Commission. Following the hearing and discussion between staff and the Commission, the Commission forwarded a recommendation for Council approval of the 2001-2006 Revised Capital Facilities Plan.

A. CALL TO ORDER

This meeting was called to order at 7:32 p.m.

B. APPROVAL OF THE AUGUST 10, 2000, MEETING MINUTES

Commissioner Hudson, seconded by Commissioner Teno, moved to approve the minutes of August 10, 2000. The minutes were approved.

C. CITIZEN COMMENTS - No comments.

D. PLANNING COMMISSION MEMBER DISCLOSURES - No disclosures.

E. PUBLIC HEARINGS

Item E-1: Comprehensive Plan – 5-year Update (continued from August 10)

Planning staff provided a refresher overview of all elements of the Comprehensive Plan – 5-Year Update that have been presented to the Commission through August 10, 2000.

Chair Johnson invited direct questions from the Commissioners relating to the presentation given by Planning staff. Commissioner Powers expressed concern that the land use changes proposed in the revised Comprehensive Plan are geared primarily toward the wishes of the current City Council. She asked how these changes will be implemented if the philosophy of the City Council

changes in the future. Community Development Director Cutts explained that future changes in Council philosophy can be accomplished through the annual Comprehensive Plan Amendment process.

Chair Johnson opened the meeting to public comments. Nobody in the audience came forward and the hearing was closed to the public. Chair Johnson explained the procedure for this evening's discussion and that the intent is to forward the Planning Commission's recommendations to the City Council on the following items: (1) the adoption of all revised elements from the 1995 Comprehensive Plan, (2) the adoption of all new elements to be added to the Comprehensive Plan, (3) the adoption of the Preferred Alternative Land Use Plan Map, and (4) initiate a process to develop and adopt a new city-wide zoning map that is consistent with the aforementioned. He then asked for comments from the Commissioners regarding the Comprehensive Plan 5-Year Update.

Commissioner Hudson asked for clarification as to whether the balance of the Comprehensive Plan would be sent to the Council, exclusive of the Capital Facilities elements. Planning Manager Hough advised him that it was not necessary for the Commission to act on the Capital Facilities element at this time. That element generally follows all others and, by law, may lag behind the process. The Commission may conduct a separate hearing before recommending that element to the Council. The following discussion and actions followed:

Land Use Element:

Commissioner Hudson

- Requested that a matrix showing the ratio of single family to multi-family housing units in connection with the Preferred Plan be included in the Comprehensive Plan. Planning Manager Hough stated that a summarization would be added to the Plan.
- Made a motion, seconded by Commissioner Powers, that on page 28, Policy 2.12, be stricken from the document. Motion passed with Commissioner Olson abstaining.
- Noted that verbiage pertaining to "design review" was still in the document. He was advised by Planning Manager Hough that a city-wide study of design standards will be done next year and staff did not want to tamper with the existing standards until that study was undertaken.

Housing Element

- Commissioner Hudson asked what, if any, input had been received from the real estate and development communities regarding housing in the Comprehensive Plan Update. Associate Planner Amrine responded that no testimony or comments were received from those communities. He also advised that some were notified through hearing notices.

Parks, Recreation and Open Spaces Element

- Chair Johnson commented for the record that, in his opinion, this element does not consider enough "regionality". Only areas within the boundaries of the City are considered, which he feels puts an unreasonable burden on the City's finances when major recreational opportunities are nearby.

Cultural and Historic Element

- Commissioner Ferguson expressed concern that it is not mentioned that Lynnwood grew out of Alderwood Manor. Associate Planner Amrine responded that additional historical information of that type is found in the Background Report.
- Chair Johnson stated that the general public might not read the Background Report; therefore, the information should also be contained in the Comprehensive Plan.

- Commissioner Hudson asked if the long-range plan is to have both a Park Central Activity Center and a Community Center. Director Cutts responded that Park Central is separate from the Community Center.

Economic Development Element

- Commissioner Teno asked whether the Economic Development Element will subvert the ordinance that is now before the Council. Community Development Director Cutts responded that he did not believe this would occur due to the fact that a new ordinance is in the process of being adopted. If anything, the Economic Development Element should support the Council's ordinance – not conflict with it.

Transportation Element

- Commissioner Hudson requested that on Page 3, point #4 should be amended to read, “the availability to secure grant funding or other sources of revenue will determine...” Engineering Services Manager Dahm responded that there would be no problem making that change.
- Commissioner Hudson asked Mr. Dahm to check on when bridge inspections are done. Following an observation by Chair Johnson, if the City does it every year, but the State mandates it to be done every two years, it should not be reflected as "State law".

At the conclusion of comments and questions from the Commission, Commissioner Hudson moved that the Draft 2020 Plan, including the Land Use; Transportation; Housing; Parks, Recreation and Open Space; Cultural Resources; and the Economic Development Elements of the Plan, as presented by staff and in our document along with the changes brought up at this meeting, be recommended for approval and submittal to the Council. The motion was seconded by Commissioner Teno and carried with Commissioner Olson abstaining. Chair Johnson clarified that this motion did not include the Capital Facilities and Utilities Element nor the Implementation Element, both of which had not yet been presented in their entirety to the Commission for consideration.

Item E-2: Capital Facilities Plan Annual Update – Public Hearing

Associate Planner Malone introduced the Capital Facilities Plan (CFP) to the Commission. He outlined the contents of the CFP, which was included in the August 10 Planning Commission packet. He advised that the funding of the Plan is nearly 100% "currently available" funds. The CFP is an important link between the City’s planning and budgetary processes that allows us to determine projects necessary to meet the goals of the Comprehensive Plan and assuring adequate funds are available. The projects proposed in this year’s CFP have not changed substantially from the currently approved CFP. A brief list of projects that have been added, deleted, or have significant changes are included in the staff report.

The public hearing portion of the Capital Facilities Plan Annual Update was opened by Chair Johnson. Receiving no comments from the public; Chair Johnson closed the public hearing.

Commissioner Powers directed a question to staff regarding the Streets Element rescheduling of projects due to a shift in priorities and whether the priorities shift was due to State funding and initiatives that were passed reducing funds. Engineering Services Manager Dahm responded that because of I-695, monies were shifted, taking money from some projects and moving to others. Those projects that are delayed because of shifting priorities should be funded by the year 2004.

Commissioner Hudson inquired about various traffic/signal projects and the funding for those projects. Engineering Services Manager Dahm replied that there are a number of signals on the six-year TIP but, unfortunately some of them were moved to the 20-year TIP.

Commissioner Hudson moved, seconded by Teno, to forward a recommendation to the City Council to approve and adopt the revised 2001-2006 CFP as presented to the Commission by staff. Motion carried with Olson abstaining.

Chair Johnson thanked staff for their hard work and diligence with respect to the Comprehensive Plan. Commissioner Hudson made a formal motion to express the Commission's appreciation to the staff within the Planning, Public Works, and Parks and Recreation Departments for the dedication and commitment they put forth on this project. Commissioner Ferguson seconded motion and it carried.

F. DIRECTOR'S REPORT

Item F-1: Review of Council Actions on Commission Recommendations

Planning Manager Hough briefed the Commission on Council Actions.

- Council Work Session August 16 – Overview of the process and started Land Use Issues.
- Council Work Session August 21 – Continued Land Use issues and presented the Council with two zoning options. The zoning options presented were 1) continue with the Comprehensive Plan through adoption and, following Plan adoption, begin a citywide rezoning process to adopt a map that is consistent with the Plan; and 2) develop a zoning map directly consistent with the Preferred Alternative the Council chooses and take the zoning map and the Comprehensive Plan map through public hearings simultaneously. Staff recommended the first option, but Council did not accept either and asked for a third option. A third option of combining the process and extending it into next year will be presented to the Council at its next work session on September 5.
- Council Work Session on September 5 – Staff will present the Commission's recommended Comprehensive Plan proposals, including the Preferred Land Use Alternative, and then continue with the individual review of elements and maps.

Director Cutts advised the Commission that some Council members may be uncomfortable with some of the Comprehensive Plan recommendations made this evening. He asked that the Planning Commission or representatives of the Commission appear at the September 11 City Council Public Hearing and participate in stating and supporting the Commission's recommendations to the Council. Chair Johnson stated that he would be willing to speak for the entire Commission and supports staff on this issue. Commissioner Hudson made a motion, seconded by Ferguson, to accept Chair Johnson's offer to represent the Commission at the September 11 City Council Public Hearing. The motion passed with Olson abstaining.

Director Cutts announced that Planning Associate Dietrick left the Department in early August to accept a job in Walla Walla County and that Planning Technician Carlson will be leaving the Department on September 1 to begin work for the City of Des Moines. It is not known when these personnel will be replaced.

F-2: Other Items of Interest - None

G. WORK SESSIONS – None

H. NEW BUSINESS – None

Item H-1: Comprehensive Plan/Zoning Recommended to the Council

This business was completed immediately following the Comprehensive Plan public hearing earlier in the meeting.

I. OLD BUSINESS

Commissioner Hudson requested the Planning Commissioners' Roster be updated.

J. INFORMATION ITEMS

Item J-1: Upcoming Planning Commission Meeting Agendas

Planning Manager Hough advised the Commission that its work on the Comprehensive Plan Update is coming to a close and the Commission's work load is about to taper off. The following items are scheduled for upcoming meetings:

- September 14: Capital Facilities and Utilities Element Implementation Element.
- Heritage Park Annexation – A public hearing will be held to recommend zoning and Comprehensive Plan designation to this annexation area.

Planning Manager Hough asked for a clarification on whether or not the Implementation element had been excluded from the motion to adopt the Comprehensive Plan. Commissioner Hudson explained that his motion excluded Capital Facilities & Utilities and Implementation elements.

Commissioner Hudson announced that he will not be able to attend the September 11 Council meeting nor the September 14 Planning Commission hearing as he will be on vacation. Commissioner Ferguson announced that she will be absent from the September 14 and September 28 Planning Commission meetings.

K. ADJOURNMENT

Commissioner Hudson, seconded by Commissioner Teno, moved for adjournment. The motion carried and the meeting adjourned at 10.03 p.m.

Dave Johnson, Chair