

City of Lynnwood
PLANNING COMMISSION MEETING MINUTES
January 11, 2001

CHAIR TEMPLES	Planning Manager Hough
COMMISSIONER BIGLER	Planning Manager Garrett
COMMISSIONER HUDSON	Senior Planner Lewis
COMMISSIONER JOHNSON	
COMMISSIONER OLSON	
COMMISSIONER POWERS	
COMMISSIONER TENO	

SUMMARY OF THE JANUARY 11, 2001, MEETING MINUTES

Election of Officers for 2001

New Planning Commission Chair, First-Vice Chair, and Second-Vice Chair were elected.

Code Amendment for Administrative Setback Variances

Planning Manager Garrett briefed the Commission on additional alternatives to existing setbacks as requested by the Commissioners at the December 14, 2000, Planning Commission meeting. Commissioners recommended their choices to be included in a draft ordinance.

Comprehensive Plan/Zoning Consistency – Process Update

Planning Manager Hough gave a brief presentation on the status of the Comprehensive Plan/Zoning Consistency matters.

A. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

B. ELECTION OF OFFICERS FOR 2001

Chair Johnson introduced Commissioner Brian Bigler who was appointed to the vacancy created by the completion of Commissioner Ferguson's current term. Each Commissioner introduced themselves and Commissioner Bigler summarized his background and interests.

Commissioner Hudson, seconded by Commissioner Teno, moved to nominate Commissioner Temples as Planning Commission Chair. Motion carried.

Commissioner Hudson, seconded by Commissioner Temples, moved to nominate Commissioner Teno as Planning Commission First Vice-Chair. Motion carried.

Commissioner Hudson, seconded by Commissioner Bigler, moved to nominate Commissioner Powers as Planning Commission Second Vice-Chair. Motion carried.

C. APPROVAL OF MINUTES – Meeting of December 14, 2000

Commissioner Johnson, seconded by Commissioner Olson, moved to approve the December 14, 2000, minutes. The motion passed unanimously and the minutes were approved.

D. CITIZEN COMMENTS – None

E. PLANNING COMMISSION MEMBER DISCLOSURES – None

F. DIRECTOR'S REPORT

Planning Manager Hough briefed the Commission on the progress of the Comprehensive Plan. He noted that four Council members had submitted written comments and that staff had responded. The discussion of Council concerns and the list of Proposed Changes will continue at the Council's January 15 and 17 work sessions.

Planning Manager Garrett updated the Commission on the status of the Kiwanis House, which was discussed briefly at the December Commission meeting. The Kiwanis is in the final stages of implementing a contract with VOA (Volunteers of America). Their proposal, related to the housing of homeless mothers, is consistent with Federal law and they will be allowed to open as they described without any further land use from the City.

Planning Manager Garrett also updated the Commission on the Central Business District (CBD) planning project. This area is part of the City's Subregional center and the current year's budget includes funding for a subarea plan, zoning, design guidelines, and an environmental impact statement (EIS). He further stated that a Steering Committee will be formed as part of the CBD planning process and requested that a Planning Commissioner be appointed to sit on this Committee. Chair Temples moved this item to New Business to discuss further.

G. WORK SESSION

Item G-1: Code Amendment for Administrative Setback Variance

Planning Manager Garrett briefly outlined the alternatives and recommendations for possible code amendments to the Front Setback, Side Setback, and Rear-Yard Setback in low-density single-family zones (RS-7 and RS-8). After discussion, the following decisions were made:

- ✓ Front Setback: Commissioner Johnson, seconded by Commissioner Hudson, moved that staff draft an ordinance amendment for presentation to the Commission highlighting Alternative C. Motion passed.
- ✓ Side Setback: Commissioner Hudson, seconded by Commissioner Bigler, moved to accept staff's recommendation of "no change." Motion carried.
- ✓ Rear Yard Setback: Commissioner Johnson, seconded by Commissioner Hudson, moved to direct staff to draft an ordinance amendment based on Alternative C, deleting the full room addition language, and adding ten foot encroachment limit, not to exceed 20 feet in width for existing and new construction single family residences. Motion carried.

The Commission also requested that references to single-story dwellings be removed to allow two-story additions to existing homes. Planning Manager Garrett responded that this could be done.

Item G-2: Comp. Plan/Zoning Consistency – Process Update

Planning Manager Hough stated the Comprehensive Plan was not adopted at the December 11, 2000, City Council meeting as scheduled. It is now part of the year 2001 Comprehensive Plan Amendment Process. The Plan will not be considered for adoption again until September 24, 2001, according to the current Council-approved schedule. Until the City Council endorses a Plan Map, we will not know what the Zoning map will look like – since the two maps must be consistent.

Hough outlined a tentative schedule for zoning hearings from February through May, provided the Council approves (not adopts) a Plan Map in mid-January. If Council does not choose an alternative Plan Map soon, another available option is to go forward with the consistency hearings based on the current Comprehensive Plan.

H. NEW BUSINESS

Item H-1: Appointment to Citywide Design Program Advisory Committee

Planning Manager Garrett announced that there are two over-sight committees that need representatives from the Planning Commission: 1) Citywide Design Program Advisory Committee, and 2) Central Business District Steering Committee.

Following a brief discussion of these opportunities, Chair Temples appointed Commissioner Powers as the representative from the Planning Commission to the Citywide Design Program Advisory Committee. Commissioner Teno was appointed to be alternate.

Added Item: Appointment to CBD Steering Committee

Planning Manager Garrett advised the Commissioners that this program will continue in to the year 2002. Following discussion, Chair Temples appointed Commissioner Teno as the representative from the Planning Commission to the CBD Steering Committee with Commissioner Olson as an alternate. Planning Manager Garrett stated that both Commissioners will receive packet materials. The meetings are open to the public if any of the Commissioners would like to attend.

Planning Manager Garrett stated the Commission will be advised of meetings for the Citywide Design Program Advisory Committee and the CBD Steering Committee.

Item H-2: Action on 2000 Annual Report

Planning Manger Hough informed the Commission that the changes they ad directed at the December meeting had been made to the 2000 Annual Report and that it was scheduled for submittal to the City Council on January 17, 2001. A brief discussion concluded that the changes had indeed been made and the document was ready for submittal. Commissioner Johnson, seconded by Commissioner Teno, moved to adopt the 2000 Annual Report and forward it to the Mayor and the City Council. The motion carried.

I. OLD BUSINESS

Commissioner Hudson reminded the Commissioners that a date and place should be chosen for the appreciation dinner for Bea Ferguson in recognition of her service on the Planning Commission. After discussion, February 2, 2001, was chosen if it does not conflict with the Mayor's schedule. Planning Manager Hough volunteered to make arrangements at Embassy Suites for that date.

Commissioner Hudson, seconded by Commissioner Teno, moved for the Planning Commission to go on record and extend a heartfelt commendation for out-going Chair Johnson's work and endeavors for the year 2000. Motion passed unanimously.

K. ADJOURNMENT

Commissioner Johnson, seconded by Commissioner Hudson, moved to adjourn. The motion carried and the meeting adjourned at 9:30 p.m.

Robert Temples, Chair