

City of Lynnwood
PLANNING COMMISSION MEETING MINUTES
January 25, 2001

CHAIR TEMPLES	Community Development Director Cutts
COMMISSIONER BIGLER	Planning Manager Hough
COMMISSIONER HUDSON	Senior Planner Lewis
COMMISSIONER JOHNSON	
COMMISSIONER OLSON (Absent)	
COMMISSIONER POWERS	
COMMISSIONER TENO	

SUMMARY OF THE JANUARY 25, 2001, MEETING MINUTES

Citywide Design Program:

Senior Planner Darryl Eastin briefed the Commission on the purposes of a citywide design program. He then introduced Mark Hinshaw, LMN Architects, who gave a presentation on the policies and procedures used in such a program.

A. CALL TO ORDER

The meeting was called to order at 7:33 p.m.

B. SPECIAL ANNOUNCEMENTS & PRESENTATIONS – None

C. APPROVAL OF MINUTES – Meeting of January 11, 2001

Commissioner Johnson, seconded by Commissioner Bigler, moved to approve the January 11, 2001, minutes. Commissioner Johnson noted that Item H, next to last sentence should be changed to read "...moved to adopt the 2000 Annual Report" Commissioner Hudson requested Item B, first paragraph be changed to read, "...created by the completion of Commissioner Ferguson's current term." Commissioner Hudson also asked whether the minutes should acknowledge the presence of Councilmembers McKinnon and Simmonds, who were in attendance at the January 11, 2001 meeting but not participants in that meeting. Community Development Director Cutts responded that previous minutes would be checked for past practice in this matter.

The motion passed unanimously, and the minutes were approved as amended.

D. CITIZEN COMMENTS – None

E. PLANNING COMMISSION MEMBER DISCLOSURES – None

F. DIRECTOR'S REPORT

Planning Manager Hough announced that the City Council had submitted their individual comments on the Comprehensive Plan update process at the January 8, 2001, Council meeting. On January 22, the Council approved Council President Gough's motion to direct the staff and Planning Commission's continued work on the Comprehensive Plan.

Community Development Director Cutts updated the Commission on the progress of the Central Business District (CBD) Task Force with the following:

- ✓ Request for Proposals have been sent to prospective consultants
- ✓ Developing agreements between 1) City Council and the Chamber, and 2) the Public Facilities District and the Chamber
- ✓ Cost is estimated at \$500,000
- ✓ Fundraising should bring in approximately \$125,000
- ✓ Two phase study
 - Subarea Plan (Master Plan for the study area along with an EIS)
 - Change the Comprehensive Plan and Zoning

G. WORK SESSION

Item G-1: Citywide Design Program

Senior Planner Eastin gave a brief presentation stating the purpose of this program is to improve the design of commercial, industrial, and multi-family development in the City. It will not apply to single-family residences. Senior Planner Eastin outlined two phases:

- ✓ Phase 1: Recommendations for design plan for multiple-family residential and commercial areas of the City, and
- ✓ Phase 2: Recommendations for design standards and guidelines and a staff level design review process to implement the design plan.

At the conclusion of his presentation, Senior Planner Eastin introduced Mark Hinshaw, LMN Architects, who has been contracted by the City to develop the Citywide Design Program for Lynnwood. Mr. Hinshaw then introduced Stefan Clifton, former Design Program Administrator for Federal Way, who described his activities while working in Federal Way. Using the Federal Way Design Program, Mr. Hinshaw explained policies and procedures for implementing a citywide design program. At the end of his presentation, both responded to questions from the Commission regarding the process.

H. NEW BUSINESS – None

I. OLD BUSINESS

The Commission was advised that it is Bea Ferguson's desire not to have a dinner in her honor. The Commissioners discussed alternatives and decided on a gift certificate from Emory's and a card to show their appreciation for her ten years of service. In addition, they will sign a recent photo taken of the Commissioners at her last meeting. Community Development Director Cutts was selected to handle the details.

J. INFORMATION ITEMS

Item J-1: Upcoming Commission Meeting Agenda

Planning Manager Hough stated the Public Hearing for Residential Setbacks Code Amendment will be heard at the February 8 meeting. Community Development Director Cutts added that he will show the CBD Presentation on the downtown study.

Item J-2: Status Report on Plan/Zone Consistency Program (verbal)

Community Development Director commended the Planning Staff for their efforts on the challenging Comprehensive Plan Update. Planning Manager Hough informed the Commission that the City Council had passed President Gough's Motion to give guidance on the Comprehensive Plan to the staff and Planning Commission and sent the Plan back to the Planning Commission. Planning Manager Hough briefly explained the requests made by the Council with respect to the

Comprehensive Plan/Zone Consistency Program. As soon as the Plan Map and proposed Zoning Map are adjusted, the Commission can begin its public hearings.

Senior Planner Dennis Lewis gave a presentation on the zoning changes requested by Council to achieve the 60/40 ratio of single-family to multi-family units. He stated that the beginning point is the Preferred Alternative but, with the modifications, the results are closer to Alternative 2.

Commissioners Hudson and Johnson suggested that all issues be fully documented while going through the zoning consistency process so there'll be no doubt about the rationale behind any changes that might be recommended by the Commission.

Planning Manager Hough stated that, with the Council's direction on changes to the map, the hearings on those issues can begin. The policy issues within the text of the Plan document can be worked on concurrently while holding the public hearings. He further stated that it might be necessary to hold additional meetings in order to get through the process of rezoning 500 or more properties. The Commission was not enthusiastic about the prospect of having several Thursday public hearings in a row and indicated that they would prefer to stick to their regular meeting schedule if possible.

Senior Planner Lewis suggested that the Commission establish some rules and guidelines to use when making decisions on the inconsistencies between the Comprehensive Plan and the Zoning Map. A preliminary paper on that topic was passed out for the Commission's information. The paper will continue to be developed in preparation for a work session on zoning, procedures and related subjects at the Commission's February 8 meeting.

Item J-3: Status Report on "Planning Short Course" (verbal)

Senior Planner Lewis briefed the Commission on the possibility of a "Planning Short Course" in the spring. Considering the heavy Plan/Zone Consistency workload during March and April, Chair Temples suggested scheduling the short course after the zoning issues have been completed.

K. ADJOURNMENT

Commissioner Hudson, seconded by Commissioner Teno, moved to adjourn. The motion carried and the meeting adjourned at 10:28 p.m.

Robert Temples, Chair