

**City of Lynnwood**  
**PLANNING COMMISSION MEETING MINUTES**  
February 8, 2001

CHAIR TEMPLES  
COMMISSIONER BIGLER  
COMMISSIONER HUDSON  
COMMISSIONER JOHNSON (**Absent**)  
COMMISSIONER OLSON  
COMMISSIONER POWERS (**Absent**)  
COMMISSIONER TENO (**Absent**)

**SUMMARY OF THE FEBRUARY 8, 2001, MEETING MINUTES**

**Public Hearing – Residential Setbacks Code Amendment**

Planning Manager Hough briefed the Commission on the proposed draft Ordinance for Residential Setbacks Code Amendment. Commissioners requested some changes and the matter was continued to February 22, 2001.

**Plan/Zone Consistency Guidelines**

Senior Planner Dennis Lewis presented criteria that could be used in making decisions about Plan/Zone Consistency. After discussion between the Commission and Staff, it was decided to seek advice from the City Attorney and further input from the Commissioners. The matter was continued to February 22, 2001.

**A. CALL TO ORDER**

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

**B. APPROVAL OF MINUTES – Meeting of January 25, 2001**

Commissioner Hudson, seconded by Commissioner Bigler, moved to approve the January 25, 2001, minutes. The motion passed unanimously and the minutes were approved.

Commissioner Hudson proposed to include in future minutes mention of any elected official in attendance for whatever purpose. Planning Manager Hough suggested, and it was agreed upon by the Commissioners, that amending the Bylaws to reflect this change would assure that there is a record of this action. Hough will draft the change for discussion at a future meeting.

**C. CITIZEN COMMENTS**

Arnie Knudson, P.O. Box 3265, asked for an update on the issue he raised at the December 14, 2000, meeting about the Kiwanis House when he asked to include “homeless fathers” if any code revisions were necessary for the operation of this establishment. Planning Manager Hough responded that no code revisions were necessary so there was no need to change the language.

**D. PLANNING COMMISSION MEMBER DISCLOSURES** – None

**E. PUBLIC HEARING**

**E-1: Residential Setbacks Code Amendment**

Planning Manager Hough briefed the Commission on the proposed draft Ordinance for Residential Setbacks Code Amendment to reduce required building front and rear setbacks from property lines in residential zones. Hough read into the record a letter from the Master Builders Association supporting this amendment. In addition to the amendments, a new Subsection G – Rear Yard Setback would be added to Section 21.42.210, Lynnwood Municipal Code.

Chair Temples opened the public hearing for comments from the audience. He acknowledged that Council member McKinnon was in attendance. Council member McKinnon then addressed the Commission, stating that he had presented this issue to the Commission because a citizen in the neighborhood wanted to build an addition to their house that would extend two feet into the setback. He then thanked the Commission and staff for their efforts in assisting homeowners in the area wanting to enlarge their homes.

Arnie Knudson, P.O. Box 3265, suggested that the language for the new Subsection G – Rear Yard Setback in Section 21.42.210, Lynnwood Municipal Code, be clarified to state that no more than one piece jutting out, or perhaps stating no more than 200 square feet allowed in the rear setback encroachment. Following all testimony, Chair Temples closed the public hearing.

Following discussion between the Commissioners and staff about the new Subsection G – Rear Yard Setback, Commissioner Hudson, seconded by Commissioner Bigler, moved to change the new Subsection G – Rear Yard Setback to Section 21.42.210, Lynnwood Municipal Code, to read:

“In single family zones, the allowable encroachment shall be no more than 10 feet in depth with a total allowable encroachment area of 200 square feet.”

Motion carried.

Commissioner Hudson asked for clarification of the minimum side yard setback requirements of 25 feet for a corner lot abutting a principal arterial street vs. the minimum front yard setback (habitable area) requirements of 20 feet for a lot abutting a principal arterial street. After discussion, Chair Temples suggested that the language be changed, for consistency purposes, to also reduce the livable area to 20 feet for a corner lot side yard abutting a principal arterial street.

Commissioner Hudson asked about footnotes in the draft ordinance and where they are referenced in the document. Sr. Planner Eastin and Planning Manager Hough agreed that further editing would be done to delete any unnecessary footnoting. Commissioner Hudson also asked whether the Effective Date in Section 4 referred to calendar days or workdays. Planning Manager Hough responded that it refers to calendar days.

Chair Temples asked the Commissioners if they would like to make a motion to accept the ordinance as corrected and changes as noted or would they prefer to have it redrafted and brought back to the Commission to vote on later on. Commissioner Bigler, seconded by Commissioner Olson, moved to have the Planning Division make the corrections discussed this evening to the Draft Ordinance and bring back a revised copy at the next meeting to be acted upon.

Motion carried.

Commissioner Hudson asked whether or not the setbacks referred only to the first floor. Planning Manager Hough explained that it referred to the building footprint. Chair Temples requested that wording be included for clarification. Commissioner Hudson also asked if a finding of facts document would be furnished with the Ordinance when it is presented to Council to explain the

Commission's rationale for their decision and recommendation to the Council. Senior Planner Eastin responded that with a Code Amendment there is not an official findings of fact and conclusions as there is with a quasi-judicial issue; however, background could be included that would provide that documentation. Eastin will advise Chair Temples of the proper format to communicate this information to City Council.

#### **F. DIRECTOR'S REPORT**

Planning Manager Hough reported the following:

- ✓ January 29, 2001 – City Council approved the 2001 Comprehensive Plan Amendment process.
- ✓ February 5, 2001 – City Council work session on College District Plan. Council has concerns about the mixed-use issue and there is still a need for a single-family housing mitigation plan. Council asked if a poll of the college students had been conducted regarding mixed-use. Planning Manager Hough responded that a poll was not taken, but that representatives from the college were closely involved in the process. Commissioner Olson stated that it might strengthen our proposal if the college students were polled. Chair Temples suggested that staff request a copy of the College's annual report that outlines their vision for five years.
- ✓ Staff is now working on a Council-directed citywide mitigation program for the loss of single-family houses.

#### **G. WORK SESSION**

##### **Item G-1: Plan/Zone Consistency Guidelines**

Senior Planner Dennis Lewis presented criteria that could be used in making decisions about Plan/Zone Consistency. He stressed the importance of having guidelines in place that will be used consistently throughout the Plan/Zone Consistency process. He further noted that the first hearing on this matter will be March 8, 2001, with approximately 200 property owners being notified of proposed zone changes. Senior Planner Lewis stated that although the process is focused on making zone changes to conform zoning to a Proposed Plan, there is the possibility that the Plan may require changes to conform to a zone.

Commissioner Hudson inquired about what was the Proposed Plan and when are the Commissioners going to receive copies. Senior Planner Lewis responded that at the direction of City Council, modifications were made to the Planning Commission's Preferred Plan Alternative and the revised document is the Proposed Plan. Chair Temples requested that changes made in the Preferred Alternative to create the Proposed Plan be clearly identified in the copies of the Proposed Plan for the Commissioners. Senior Planner Lewis added that copies of the Proposed Plan would be available for the Commissioners early the week of February 12.

Senior Planner Lewis stated that the City Attorney's advice should be considered regarding the guidelines that will be used during the Plan/Zone Consistency process. Chair Temples suggested that input from the Attorney as well as the Commissioners should be compiled and considered at the next meeting to finalize the Guidelines.

Commissioner Olson asked if the public understands the process and that City Council has the final say in the Plan/Zone Consistency. Planning Manager Hough suggested that a handout be developed for the public that clearly outlines the process.

**H. NEW BUSINESS** – None

Senior Planner Lewis reported that three videotapes from the Municipal Research and Services Center of Washington are available to the Commissioners for viewing until February 27. The topics are: Plan/Zone Consistency, Roles and Responsibilities of a Commissioner, and a training tape with a mock commission public hearing.

**I. OLD BUSINESS**

Commissioner Hudson requested that the Commissioner Roster be updated with the new officer assignments reflected.

Commissioners and Staff discussed finalizing Bea Ferguson's recognition of service.

Chair Temples requested that the Guidelines Issue be included on the agenda for the meeting of February 22, 2001.

**J. INFORMATION ITEMS**

**J-1 – Upcoming Commission Meeting Agenda**

Planning Manager Hough briefly outlined the following:

- ✓ March 8, 2001 – First public hearing for Plan/Zone Consistency
- ✓ March 22, 2001 – Second public hearing for Plan/Zone Consistency
- ✓ April 12, 2001 – Third public hearing for Plan/Zone Consistency
- ✓ April 26, 2001 – Final scheduled hearing

Commissioner Hudson requested larger maps of each particular sector prior to the hearing date for that sector. Associate Planner Marc Amrine responded that this would be possible and that maps are being prepared for the next Planning Commission meeting.

**K. ADJOURNMENT**

Commissioner Bigler, seconded by Commissioner Olson, moved to adjourn. The motion carried and the meeting adjourned at 9:45 p.m.

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**Robert Temples, Chair**