

**City of Lynnwood**  
**PLANNING COMMISSION MEETING MINUTES**  
February 22, 2001

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

**SUMMARY OF THE FEBRUARY 22, 2001, MEETING MINUTES**

**Public Hearing – Residential Setbacks Code Amendment**

Planning Manager Garrett advised the Commission that the changes requested at the February 8, 2001, Planning Commission meeting were made to the Residential Setbacks Code Amendment. The Commission adopted the Amendment as written and will forward it to City Council for action.

**Plan/Zone Consistency Guidelines**

Planning Manager Hough and Senior Planner Lewis briefed the Commission on the preparations for the upcoming Plan/Zone Consistency Public Hearings.

**A. CALL TO ORDER**

The meeting was called to order at 7:32 p.m. Due to the scheduling of a special City Council meeting in the Council Chambers, this Commission meeting was held in the combined activity rooms of the North Administration Building.

**B. APPROVAL OF MINUTES – Meeting of February 8, 2001**

Commissioner Johnson, seconded by Commissioner Olson, moved to approve the February 8, 2001 minutes. The motion passed unanimously and the minutes were approved.

**C. CITIZEN COMMENTS** – None

**D. PLANNING COMMISSION MEMBER DISCLOSURES**

Commissioner Johnson announced that he has contracted with the City of Lynnwood to teach cooking classes through the Recreation Center and stated it would not affect his ability to make unbiased decisions on any items heard before the Commission this evening.

**E. PUBLIC HEARING** - None

**F. DIRECTOR'S REPORT**

Planning Manager Hough reported the following:

- ✓ City Council met with petitioners of the 193rd Place Annexation and directed Community Development staff to proceed with the annexation.

- ✓ City Council held a second public hearing on the Heritage Park Annexation and is expected to approve the Ordinance at the February 26, 2001, City Council meeting.
- ✓ New Assistant Planner Tim Fargo was introduced to the Commission.

Planning Manager Garrett briefed the Commission on the Central Business District (CBD)

Planning Project:

- ✓ The PFD Board has approved an agreement with the South Snohomish County Chamber of Commerce. City Council did not discuss their contract with the Chamber at the February 12 Council meeting. This item has been rescheduled to February 26.
- ✓ Consultant selection is underway. Four of ten consultant teams who submitted statements of qualifications have been invited to submit proposals by March 13. The selection process should be completed by the end of March.
- ✓ The Chamber will host an open house February 27, 2001, at 5:30 p.m., 3400 188<sup>th</sup> St. SW, Suite 570, kicking-off their fundraising activities for the CBD Master Plan Study. The Commissioners are invited to attend.

## **G. WORK SESSION**

### **Item G-1: Citywide Design Program – Overview Presentation**

This item was tentatively rescheduled to March 22, 2001.

### **Item G-2: Preparing for the upcoming Plan/Zone Consistency Hearings**

Planning Manager Hough briefed the Commission on the preparation for Plan/Zone Consistency Hearings, outlining the contents of the following three memos in the Commission staff report:

1. Resource Materials
2. Meeting Procedures
3. Decision making Process

During discussion, the Commission requested:

- ✓ Personnel available prior to the meetings to answer any questions the public may have. Planning Manager Hough stated that open houses are being scheduled prior to each meeting. This will give the citizens an opportunity to ask questions. Those who don't wish to testify at the formal hearing may complete a yellow "Comment Sheet" that will then be a part of the record.
- ✓ Zone Comparison tables should be available during the open house.
- ✓ Information should help citizens understand why this process is taking place.
- ✓ Commissioners want to know the written citizen comments prior to the meetings.
- ✓ Widen the data sheets to 14" and add a checklist column to record notes.

Commissioner Hudson suggested that decisions on zoning take place on a region-by-region basis, rather than waiting until all information has been taken on all the areas. Hough said he would add a "Consistency Discussion" item under the Work Session portion of the meeting agenda so that sites can be discussed following the public testimony, if time permits. All recommendations will come together following the close of the public hearing on or after March 22.

## **H. NEW BUSINESS** – None

## **I. OLD BUSINESS**

### **I-1: Residential Setbacks Code Amendment – Recommendation to Council**

Planning Manager Garrett advised the Commission that the changes requested at the February 8, 2001, Planning Commission meeting were made to the Residential Setbacks Code Amendment.

Arnie Knudson, P.O. Box 3265, requested to speak to the Commission regarding this Ordinance. Commissioner Johnson noted that the public hearing portion of this process had closed. If the Commission approved the Ordinance, it would be forwarded to City Council for action. Chair Temples advised Knudson that he could be heard by the City Council at its public hearing. He could also write a letter to the Mayor and his concerns would be read into the record. Mr. Knudson then read a letter he had prepared opposing adoption of the proposed changes as currently written.

Commissioner Johnson, seconded by Commissioner Bigler, moved to adopt the Code Amendment as written and forward it to City Council for action. Motion carried.

Commissioner Hudson asked if a background report would be forwarded to City Council with the proposed Code Amendment. Planning Manager Garrett responded that comments from prior meeting minutes regarding this matter would be compiled and forwarded with the Code Amendment.

## **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 & Citywide Design Program Presentation (tentative)
- ✓ April 12, 2001 – Third public hearing for Plan/Zone Consistency & 193<sup>rd</sup> Place Annexation Plan & Zoning (tentative)
- ✓ April 26, 2001 – Final scheduled Plan/Zone Consistency hearing
- ✓ May 10, 2001 – Recommendations to City Council
- ✓ May 28, 2001 – City Council's first Plan/Zone Consistency public hearing

## **K. ADJOURNMENT**

Commissioner Johnson, seconded by Commissioner Olson, moved to adjourn. The motion carried and the meeting adjourned at 10:08 p.m.

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**Robert Temples, Chair**