

City of Lynnwood
PLANNING COMMISSION MEETING MINUTES
July 26, 2001

CHAIR TENO
COMMISSIONER BIGLER
COMMISSIONER HUDSON (absent)
COMMISSIONER JOHNSON
COMMISSIONER OLSON (absent)
COMMISSIONER POWERS

SUMMARY OF THE JULY 26, 2001, MEETING MINUTES

Citywide Design Program – Preliminary Draft Design Standards and Guidelines
Mark Hinshaw, LMN Architects, discussed preliminary draft design standards and guidelines for all multiple-family and commercial districts.

A. CALL TO ORDER

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

B. APPROVAL OF MINUTES – Meeting of July 12, 2001

Commissioner Bigler, seconded by Commissioner Johnson, moved to approve the July 12, 2001, minutes. Motion passed unanimously.

C. CITIZEN COMMENTS

Arnie Knudson – PO Box 3265, Lynnwood. Staff responded to Mr. Knudson’s questions about the Community Development Department’s budget and revenues. Mr. Knudson then spoke briefly about the need for planning and thanked them for their efforts in making Lynnwood a better place to live.

D. PLANNING COMMISSION MEMBER DISCLOSURES – None

E. PUBLIC HEARING – None

F. DIRECTOR’S REPORT:

Planning Manager Hough reported on the following City Council meetings:

- July 9 – Fourth hearing on Plan/Zone Consistency – final set of sites.
- July 11 – Fifth hearing on Plan/Zone Consistency – reviewed “overflow” sites and issues.
- July 23 – Council approved the DSP Rezone (from single family to multiple family in the College District)
 - Council approved the Raskin Rezone findings of fact.
 - Council approved the Moratorium findings of fact.
- July 30 – 60/40 discussion and housing definitions (carried over from July 23) and deliberations on Plan/Zone Consistency.
- August 6 – Scheduled for a continuation of the Plan/Zone Consistency deliberations.
- August 13 – Scheduled for Moratorium Work Plan and College District discussions.

- August 20 – Scheduled for more deliberations on Plan Map and Text Amendments.
- September 10 – Public hearing on Plan/Zone Consistency and the Mobile Home Park Zone recommendation, assuming we will continue to develop a new MHP zone.
- September 17 – Plan/Zone Consistency – final deliberation.
- September 24 – Adoption of Plan/Zone Consistency.

G. WORK SESSION

Citywide Design Program – Preliminary Draft Design Standards and Guidelines

Senior Planner Eastin introduced Mark Hinshaw, LMN Architects, consultant on the Citywide Design Program. Mr. Hinshaw discussed with the Commission preliminary draft design standards and guidelines for (A) all districts, except single-family residential, and (B) commercial districts.

The Commissioners offered the following comments and suggestions:

- Clearly define “front” and “back” of buildings
- Require that landscaping be maintained
- Change *Screening Rooftop Standards* to read: “...equipment mounted on the roof shall be properly screened...”
- Suggested screening for cellular antennas located on rooftops.
- Change *Overall Massing/Bulk/Articulation Standards* to read: “Facades longer than 100 ft. shall ...”
- Comfortable with changing the Zoning Code to accommodate the suggestions outlined under *Distance from the Street*.

At the conclusion of this discussion, Mr. Hinshaw stated that the standards and guidelines are a work in progress and will be further revised to address comments by the Planning Commission and City Council.

H. NEW BUSINESS

Commission Memo

Commissioner Johnson moved, seconded by Commissioner Powers, to direct staff, consistent with City Council’s direction of staff, to pursue what they need to pursue to create a new Mobile Home Park Plan designation and zone, and report back to the Commission on how it would impact the Comprehensive Plan and what would be required by the Commission to alter that Plan and its zoning code to include a Mobile Home Park Plan Designation.

Planning Manager Hough advised that this item will be on the next agenda for discussion, and on August 23 the Planning Commission is scheduled to hold a public hearing. This matter is also scheduled for a City Council public hearing on September 10.

The motion passed unanimously.

Commissioner Hudson’s Letter

Planning Manager Hough distributed copies of Commissioner Hudson’s revised letter to the Council and asked for additional comments. The Commissioners were in agreement with the content of the letter and it was signed by those present.

Commissioner Johnson advised that he will not be able to attend the August 23rd meeting.

I. OLD BUSINESS

Commissioner Johnson asked what the status was on the appointment of a new Planning Commissioner. PM Hough and Director Cutts responded that three applications have been received and forwarded to the Mayor. During discussion, it was suggested that one or two Commissioners, PM Hough or Director Cutts, and Mayor Roberts-Martinez be included on the interview panel. The Mayor could then make her appointment following those interviews.

J. INFORMATION ITEMS – No discussion

K. ADJOURNMENT

Commissioner Johnson, seconded by Commissioner Bigler, moved to adjourn. The motion passed unanimously and the meeting adjourned at 9:50 p.m.

Mick Teno, Chair