

**City of Lynnwood**  
**PLANNING COMMISSION MEETING MINUTES**  
August 23, 2001

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

**SUMMARY OF THE AUGUST 23, 2001, MEETING MINUTES**

**Carlyle Rezone (Amendment to Zoning Agreement only)**

Associate Planner Michaelis gave a brief presentation. Following its “Informal Public Meeting”, the Commission forwarded a recommendation for approval of the amended Concomitant Zoning Agreement to the City Council.

**Citywide Design Program – Preliminary Draft Design Standards and Guidelines**

Senior Planner Eastin briefed the Commission on the major draft code amendments to implement Design Standards and Guidelines. Discussion followed.

**A. CALL TO ORDER**

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

Chair Teno acknowledged the presence of Council member Lisa Utter, the Council’s liaison to the Planning Commission.

**B. APPROVAL OF MINUTES** – Meeting of August 9, 2001

Commissioner Bigler, seconded by Commissioner Hudson, moved to approve the August 9, 2001, minutes. Motion passed unanimously.

**C. CITIZEN COMMENTS** – None

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

**E. INFORMAL PUBLIC MEETING**

**Carlyle Rezone (Amendment to Zoning Agreement only)**

Associate Planner Lee Michaelis, Community Development, described the proposal to change the existing Concomitant Zoning Agreement (CZA) between the City of Lynnwood and Sundquist Homes, Inc. Mr. Michaelis stated that Sundquist Homes is asking that the design plans for the original development of two three-story apartment buildings with at-grade parking be replaced with plans for a single three-story 30-unit condominium building with parking under the building. At the conclusion of his presentation, the Commissioners asked questions and received answers to their concerns from Bob Vick, General Manager and Senior Vice President of Sundquist Homes. The Commissioners’ questions and concerns included:

- Adequate disabled parking areas with appropriate official signage (Hudson)
- Perimeter walkway (Hudson)
- Size and price range of the condominium homes (Olson)
- Size and types of recreational areas for all age groups (Olson)
- Driveway and traffic issues (Hudson)
- Citywide design guidelines applications to the development – fencing, landscaping, pedestrian connections, recreational areas (Teno)

**Bob Morgan, 5010 194<sup>th</sup> Street SW.** Mr. Morgan stated he has been very active in getting this project completed, and that the neighbors are also very anxious. He asked Mr. Vick why the number of buildings in the plans had changed. Mr. Vick responded that when the change from apartment buildings to condominiums was considered, Sundquist decided to build a project similar to The Barrington Complex (located on 208<sup>th</sup> Street in Lynnwood). When a citizen's group from 198<sup>th</sup> Street was shown the Barrington, they were very pleased and favored that building concept.

At the conclusion of the discussion, Commissioner Hudson, seconded by Commissioner Bigler, moved that the Commission recommend City Council approval of the proposed amendment to the Carlyle Condominiums Concomitant Zoning Agreement. The motion passed unanimously.

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

Planning Manager Hough reported on the following City Council meetings:

- August 6 – Discussion of housing-related definitions
- August 13 – 193<sup>rd</sup> Place Annexation public hearing. Definitions on agenda but not discussed.
- August 20 – Work session to discuss Consistency sites.
- September 4 – Work session scheduled to continue deliberations on the Consistency sites.
- September 10 – Final public hearing – scheduled.
- September 24 – Proposed adoption – scheduled.

Planning Manager Hough added that the next meeting will be held September 6 for a public hearing on the Citywide Design Program. Proposed amendments to the Capital Facilities Plan will also be on that agenda as a business item, with recommendations to the City Council.

Planning Manager Hough advised the Commission that there are three applicants for the vacant position on the Planning Commission – Matthew Appel, Tia Peycheff, and Patrick Decker. During discussion with the Commission, it was decided that the interviews would take place on Thursday, September 6, from 6:00 pm until 7:30 pm. Chair Teno and Commissioner Bigler volunteered to participate in the interviews. Hough advised them that he would also invite the Mayor to either participate or observe.

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

##### **Citywide Design Program –Draft Design Standards and Guidelines**

Senior Planner Darryl Eastin, Community Development, discussed the major proposed amendments to the Lynnwood Municipal Code to implement the design standards and guidelines and design review process. Eastin explained that a Design Review Process section will be a new chapter in the Zoning Code. During discussion, he explained that a Design Departure Section is proposed that would allow modification of the guidelines if deemed necessary.

Community Development Director Cutts suggested that the Commission submit any changes or suggestions they have for the Guidelines to Senior Planner Eastin by Tuesday, August 28, in order to be incorporated prior to the City Council public hearing on September 10.

Commissioners expressed concern with the following:

- Tree spacing and size
- Landscape buffers between light industrial and residential zones
- Maintenance of landscaping
- Recreational areas
- Sight distance at entrance/egress locations

Patrick Decker, 17824 37<sup>th</sup> Place West – In response to a discussion on spacing street trees, Mr. Decker added that mature trees have branches over ten feet in length. If trees are planted only 25 feet apart, they may grow together and create unhealthy trees unless trimmed frequently. This information was provided to him by a Master Gardner.

#### **H. NEW BUSINESS**

Council member Lisa Utter thanked the Commission for letters supporting the College District Plan and for taking time to attend Council meetings. She stated that the Council has started moving forward on the College District. She was also appreciative of the Commission for moving their meeting date forward to September 6 so that the Design Review Standards will hopefully be in place when the Moratorium is over.

Commissioner Hudson distributed a draft response to a letter by Council member Hikel that was printed in the Lynnwood Enterprise. After discussion, it was decided that the letter should address only remarks that affected the Planning Commission. The Commissioners would advise Commissioner Hudson of any changes they may have to the draft.

Community Development Cutts advised that a discussion on changes to the Sign Code was not heard at the Council meeting of August 20. This item has been continued to next year.

#### **I. OLD BUSINESS**

Commissioner Hudson referred to the letter prepared and read at a recent Council meeting. This same letter was e-mailed to various newspapers. The Herald has requested that the letter be condensed in order to print in their paper. Commissioner Hudson distributed copies of condensed versions to the Commission and asked that they review and respond.

#### **J. INFORMATION ITEMS**

##### **J-1 – MUGA Process – Update and proposed schedule**

Planning Manager Hough updated the Commission on the Municipal Urban Growth Area (MUGA) process. He stated that staff has met with Snohomish County, Everett, Mukilteo, Mill Creek and Bothell. He added that it will not be possible to have a MUGA proposal ready for City Council's final review during the five-year Plan Update. Hough outlined a tentative schedule that has September 2002 as the date for City Council adoption of 2002 Plan Amendments, including the MUGA boundaries. Three public open house meetings have been scheduled to discuss MUGA and get additional information on the program. Lynnwood's open house will be held on September 11, 6:00 - 8:30 pm at the Fire Station.

##### **J-2 – Upcoming Commission Meeting Agenda**

Planning Manager Hough reported on the following:

- September 6 – Citywide Design Program Public Hearing and Capital Facilities Plan
- September 27 – Work Sessions on MUGA and Land Use Regulations

October 11 – Zoning for Mobile Homes

Commissioner Bigler asked for the status on the Tree Ordinance. Planning Manager Hough responded that he would contact Public Works for a status report on that project.

**K. ADJOURNMENT**

Commissioner Hudson, seconded by Commissioner Bigler, moved to adjourn. The motion passed unanimously and the meeting adjourned at 10:43 p.m.

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**Mick Teno**, Chair