

**City of Lynnwood**  
PLANNING COMMISSION MEETING MINUTES  
October 9, 2003

Commissioners present:

Dave Johnson, Chair  
Brian Bigler  
Patrick Decker  
Elisa Elliott  
Tia Peycheff  
Jacqueline Powers  
Donna Walther

Staff present:

Jim Cutts, Community Development Director  
Ron Hough, Planning Manager  
Laurie Cowan, Parks Planner  
Bill Franz, Engineering Services Manager

**SUMMARY OF THE OCTOBER 9, 2003, MEETING MINUTES**

**Capital Facilities Plan** – Review CFP for Compliance with the Comprehensive Plan:  
After discussion, the Commission forwarded a recommendation to City Council to adopt and approve the Capital Facilities Plan.

**R&D Land Uses Code Amendment** – Initiate a Zoning Code amendment:  
The Commission requested staff to initiate a zoning code amendment to allow research and development type businesses in the B-2 (Limited Business) zone.

**Appointment** – Commission’s Representative to City Center Oversight Committee:  
The decision was held over for further consideration at a later date.

**NEW BUSINESS**

**1. Capital Facilities Plan – Review CFP for compliance with Comprehensive Plan:**

Planning Manager Hough explained that the purpose of this review was to determine if the 2004-2009 Preliminary CFP is consistent with the City’s Comprehensive Plan. He explained that the Plan contains the City’s long-range vision, goals, objectives and policies to guide our growth and decision-making. Such tools as the development code and Capital Facilities Plan must be generally consistent if they are to effectively carry out the long-range plan. He noted that Laurie Cowan from the Parks Dept. and Bill Franz from Public Works were on hand to answer any questions the commissioners may have.

The Commission inquired about various projects and their scheduling and staff responded. Following the general discussion . . .

*Commissioner Bigler moved to forward to City Council a recommendation to approve and adopt the Capital Facilities Plan.*

*Commissioner Powers seconded the motion and it carried unanimously.*

**2. R&D Land Uses Code Amendment – Initiate a Zoning Code amendment:**

Planning Manager Garrett reviewed a letter recently received from Aegon USA requesting that the list of allowed uses in the B-2 zone (limited business) be expanded to allow research and development type businesses.

Mr. Garrett further explained the general nature of this proposal the types of uses associated with “research and development.” A brief discussion followed.

*Commissioner Decker, seconded by Chair Johnson, moved to ask staff to initiate this zoning code amendment.*

*After further discussion, the motion passed unanimously.*

**3. Appointment – Commission’s representative to City Center Oversight Committee:**

Community Development Director Cutts explained the need for an additional representative from the Planning Commission to sit on the City Center Oversight Committee.

After discussion, this item was tabled until a later date.

**DIRECTOR’S REPORT & INFORMATION**

Community Development Director Cutts reported on the following City Council activities:

September 22 Meeting:

**Secure Community Transition Facilities (SCTF)** – Public Hearing. No changes were made to the ordinance that was adopted earlier.

**Planned Regional Center (PRC) zone sign regulations** – Council conducted a Public Hearing, which was continued to October 13.

**Development Regulations** – Council adopted the SF/MF division of the Residential Chapter of the Zoning Code.

**Subdivision Code** – Council adopted the revised subdivision code.

**Carriage Gardens** – Council adopted the Final PUD and Preliminary Plat.

September 29 Work Session:

**Comp Plan Amendments** – Final Council Work Session held before Public Hearing

October 13 Meeting:

**Planned Regional Center (PRC) zone sign regulations** – Continued Public Hearing

**Comp Plan Amendments** – Public Hearing and possible action on ordinances.

Planning Manager Hough reported on the following items:

Personnel Changes:

October 9 – Sandra Wallenfelsz, Admin. Assistant, Com. Dev. tendered her resignation.

October 22 – Joint dinner meeting with City Council at Cinnamon’s Restaurant.

October 23 – Planning Commission meeting is canceled due to lack of business.

**ADJOURNMENT**

Commissioner Decker, seconded by Commissioner Bigler, moved to adjourn. The motion carried unanimously, and the meeting adjourned at 8:23 p.m.

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**Dave Johnson, Chair**