

# **AGENDA**

## **Lynnwood Planning Commission**

**Thurs., Feb. 26, 2004 — 7:00 pm** — City Council Chambers, 19100 – 44<sup>th</sup> Ave. W., Lynnwood

**A. Call to Order**      Chair JOHNSON  
                                 Commissioner BIGLER  
                                 Commissioner DECKER  
                                 Commissioner PEYCHEFF  
                                 Commissioner POWERS  
                                 Commissioner WALTHER  
                                 Commissioner ELLIOTT

**B. APPROVAL OF MINUTES:**

- Minutes of February 12, 2004 meeting

**C. CITIZEN COMMENTS** – on matters **not** on tonight's agenda:

**D. COMMISSION MEMBER DISCLOSURES:**

**E. PUBLIC HEARING:**

**1. College Parking Standards – Zoning Code Amendment** (continued from Jan. 22)

A proposal to adjust the off-street parking requirements for "Colleges, Universities or Institutions of Higher Learning" within the City of Lynnwood.

**2. CDO Zone Highway 99 Dev. Standards – Zoning Code Amendment**

A proposal to exempt commercially-zoned business sites that have frontage on Highway 99 from the development requirements of the College District Overlay (CDO) zone.

**F. INFORMAL PUBLIC MEETING:**

- **2004 Comprehensive Plan Amendments**

Overview of the Plan amendment process, including deadlines, schedules, review procedures and expectations.

**G. NEW BUSINESS:** None

**H. WORK SESSIONS:** None

**I. DIRECTOR'S REPORT & INFORMATION:**

**1. Recent City Council Actions**

**2. Upcoming Commission Meetings**

**J. ADJOURNMENT**

The public is invited to attend and participate. To request special accommodations for persons with disabilities, contact the City at 425-670-6613 with 24 hours advance notice.

***Lynnwood Planning Commission***  
**Meeting of February 26, 2004**

## **Staff Report**

**Agenda Item: E-1**

### **Parking Standards for Colleges**

File: 2003CAM0006

- Public Hearing**
- Informal Public Meeting
- Work Session
- New Business
- Old Business
- Information
- Miscellaneous

Lynnwood Dept. of Community Development — Staff Contact: Ron Hough 425.670.6655

#### **Introduction:**

On November 13, 2003, the Planning Commission initiated a review and possible amendment of the off-street parking requirements for colleges, universities and other institutions of higher learning. The decision to initiate this change was based primarily on the conclusions of a parking analysis that was completed in October 2003 for Edmonds Community College.

City staff, representatives of the College and consultant Rob Bernstein discussed various parking requirement options and offered three options for discussion at the Planning Commission's December 11, 2003 meeting. Later on, a fourth option was also considered.

All four options were studied and discussed at Commission work sessions before a preferred option was taken forward to a public hearing on January 22, 2004. Comments were taken and the hearing was continued to February 26 to allow more time for staff to review some parking-related concerns.

The Commission is now expected to accept final testimony, close the public hearing, complete its discussion and forward its recommendation to the City Council.

#### **Background/Discussion:**

In 1998, the City of Lynnwood, Edmonds Community College and consultants began the task of updating the campus master plan. The project was expanded to develop a neighborhood plan for off-campus areas to the north and east. Rob Bernstein, P.E., consulting transportation engineer/planner, was hired to conduct a special traffic analysis, at the request of the City's Environmental Review Committee. The College District Plan was adopted by the Lynnwood City Council in November 2002.

Mr. Bernstein recently completed another Traffic and Parking Analysis in preparation for the design and construction of a new Instructional Laboratory Building (ILB). The analysis concluded that the City's off-street parking standards no longer adequately address the characteristics of today's student population and campus operations. Direct

application of those standards will result in an excessive number of parking spaces at excessive expense to the college.

### **Justification for a Change:**

In his letter of October 15, 2003, EdCC Senior Vice President Robert Botley pointed out significant changes in the student population over the past 30 years. The percentage of part-time students increased from 28 to 39 percent. Even more significant was a dramatic increase in the numbers of working students. Very few students worked full-time in 1970 but, by 1999, 80 percent were employed full-time.

Part-time students are not on campus for a full eight-hour day and many of those who work during the day are taking evening courses. During the Fall and Winter quarters, 20 percent of EdCC students were taking evening classes. This number will increase to 29 percent in the Spring and Summer quarters and will affect the demand for parking.

Public transit is also a factor. At least five Community Transit bus routes now serve EdCC and four other routes follow Highway 99 within walking distance of the campus. A transit center near the center of the campus makes bus commuting a convenient and attractive option and free bus passes are available to EdCC students.

The Traffic and Parking Analysis was done for the College in the fall of 2003 by Robert Bernstein, P.E. His analysis found the "observed peak parking demand" to be **1,595** spaces. Lynnwood's parking code, as currently written, would require more than 700 additional parking spaces. This gap between the code and actual need will become a major hardship and reduce the College's ability to service the community. The proposed code adjustment is intended to better reflect today's actual parking needs.

### **The Current Code:**

Off-street parking standards are contained in Lynnwood Municipal Code Chapter 21.18 This code amendment pertains only to parking standards in the category of:

#### **Colleges, Universities or Institutions of Higher Learning.**

The current off-street parking requirement is:

#### **One parking stall per employee and faculty member, plus one per three full-time students (including conversion of part-time students into equivalents of full-time students)**

The College currently has **744** employees, **5,150** student FTEs and **1,866** parking stalls. If the City's current code standards were applied today, the college would need **2,460** spaces, or about 700 more than currently available on the main campus.

### **Parking Demand and Availability:**

Of the **1,866** parking stalls available to EdCC students . . .

- 1,742 spaces are located on the main campus.
- 124 spaces are in remote off-campus parking lots.

An additional 108 spaces are provided at the North Campus complex. Another 50-100 on-street parking spaces in adjacent neighborhoods are also available and utilized (but not included in the off-street parking calculations).

The Parking Analysis determined the main campus peak parking demand to be **1,595** stalls when school is in session. This is 147 spaces fewer than currently provided. The close-in and most accessible parking areas are the most sought after, while more distant spaces remain available as the last resort. As a result, the perception at peak times is that there is not enough parking, although the existing **1,742** spaces on the main campus were observed to be about **85%** occupied at peak times and the remote lots were **52%** occupied at peak periods.

### **Golf Course Considerations:**

A number of on-campus spaces are reserved for golf course users and those spaces were not included in the college's parking inventory. However, because the golf course parking area is on the campus, parking violations do occur, especially during peak periods when students are rushing to get to class and can't find a convenient parking space. The City's Parks Dept. and golf course managers were concerned about the possibility of increased congestion as a result of this code amendment.

A new Instructional Laboratory Building (ILB) is proposed for a site on the existing driveway and open space immediately south of Lynnwood Hall, which will require some changes in access routes into the golf course parking area. Although the ILB concerns are project related, changes to the parking standards could result in added pressure to park illegally. Additional time was given to study and seek solutions to those concerns.

### **Alternatives:**

The Traffic and Parking Analysis concluded that the City's parking requirements were excessive – about **132** percent of the actual parking demand.

To bring the City's code more in line with actual demand, the Planning Commission discussed three "code equivalencies" at its December 2003 work session and at its January 22, 2004 public hearing. The options used the consultant's 1,595 peak parking demand, based on the Spring 2003 demand, plus 10 percent.

A fourth alternative was later added. It would have based the parking directly on the number of students on campus during the peak period of the day. Although this approach could be made to work, it contained inherent difficulties with factors and coefficients that had already been worked out for the other options, as described in the Commission's January 22 staff report.

### **Proposal:**

The current off-street parking requirement is:

**One parking stall per employee and faculty member, plus one per three full-time students (including conversion of part-time students into equivalents of full-time students)**

The proposal is to change this requirement to read:

**1 space per employee, plus 1 space per 4 day-student FTEs.**

The proposed parking standard would yield 1,710 spaces for Edmonds Community College, which exceeds the 1,595 peak parking demand by 115 spaces.

**Recommendation:**

The administration recommends that the Planning Commission forward a recommendation to the City Council to adopt the parking amendment as proposed.

**Environmental Review:**

A SEPA Checklist was prepared for this proposed amendment and submitted for review by the City's Environmental Review Committee. The ERC reviewed it with staff on Jan. 7 and issued a Determination of Nonsignificance.

**Reference:** [Included with the Dec. 11 Planning Commission report.]

**TRAFFIC AND PARKING ANALYSIS** – Edmonds Community College Instructional Laboratory Building. By: Robert Bernstein, P.E. – Oct. 10, 2003



***Lynnwood Planning Commission***  
**Meeting of February 26, 2004**

## **Staff Report**

**Agenda Item: F**  
**Informal Public Meeting –**  
**2004 Comprehensive Plan Amendments**

- Public Hearing
- Informal Public Meeting**
- Work Session
- New Business
- Old Business
- Information
- Miscellaneous

Dept. of Community Development — Staff Contact: Ron Hough (425) 670-6655

### **Introduction:**

Lynnwood's Comprehensive Plan may be amended only once each year. Early each year, the Planning Commission conducts an "informal public meeting" as the kick-off to the amendment process. This is an opportunity for citizens, groups and others to become aware of the Plan amendment process, whether they are just curious or if they have a need for an amendment.

During this meeting, staff will provide the Commission and attendees with an overview of this year's process and tentative schedule. Staff will also be available at least a half-hour prior to the meeting for one-on-one discussions. This is a good time for the public to pick up application forms or ask questions of the Commission or staff.

The following is a summary of this year's amendment process:

#### **A. Report on 2003 Plan Amendments:** [within 30 days of decision/adoption]

1. The City Council made its final decisions on last year's Plan Amendments on December 8, 2003 and passed the adopting ordinances on January 12, 2004. Following Council clarification on February 2, the ordinances will be published and will become effective five days after publication.
2. Letters are now being sent to property owners and parties of record to inform them of the final decisions on their amendment proposals. Copies of the final ordinances must also be provided to the State.

#### **B. Process to Solicit Amendments:**

1. April 1, 2004, is the deadline for amendment applications and suggestions.
2. Notices have been placed in local newspapers to explain the process, timing, and to announce the Planning Commission's informational public meeting on Feb. 26.
3. Press releases and notices will be provided on the City's website.
4. Persons and/or organizations known or suspected to have an interest in a Comprehensive Plan amendment will be notified of the process and deadlines. Early applications are docketed throughout the year for processing after April 1.

5. The Planning Commission will host a public informational meeting on February 26 to explain the process and assist potential applicants.
6. Staff will conduct pre-application conferences with potential applicants to discuss their needs, options and the steps involved in the process.
7. January - March: City boards, departments, commissions and the City Council will be informed of this year's amendment cycle and urged to contact staff for information.

**C. Establish the Proposed Amendments List:**

1. After April 1, staff will prepare a summary of proposals – including formal applications and informal suggested amendments.
2. The Planning Commission will be briefed on the formal applications, all of which will be processed. The Commission will also review the suggested amendment proposals and conduct a public hearing on April 8 to help determine which proposals should or should not be recommended for processing. A recommended "Proposed Amendments List (PAL)" will then be forwarded to the City Council.
3. The City Council will consider the Commission's recommendations and may conduct an additional public hearing (not required) prior to making its decisions as to which suggested amendment proposals will be included with the formal applications in this year's amendment process.

**D. Process the Requests:**

1. Staff will process all proposals on the approved PAL as follows:
  - Gather and analyze necessary data.
  - Prepare maps, tables, graphs, etc.
  - Work with the citizens, groups, organizations, boards and commissions.
  - Refer the proposals to other jurisdictions and departments for comments.
  - Prepare the SEPA documentation and obtain the ERC determination.
  - Submit all proposals for 60-day state review.
  - Prepare staff reports and recommendations for all amendments.
  - Prepare related zoning amendments to maintain Plan/Zone consistency.
  - Conduct the notification process.
2. Planning Commission will:
  - Feb. – Conduct an informational public meeting.
  - April – Conduct a public hearing to review the suggested amendments.
  - April – Recommend the Proposed Amendments List (PAL) to the City Council.
  - June – Conduct one or more public hearings while reviewing the proposals.
  - June – Make recommendations to the City Council on each proposed amendment.
3. The City Council will:
  - May – Conduct one or more public hearings during its review of the proposals.
  - Consider the public testimony received, the SEPA Review documentation, comments from the 60-day review and the Planning Commission's recommendations.
  - Sept. – Make final decisions on all amendments.
  - Sept. – Officially amend the Comprehensive Plan and Zoning Map (if necessary).

**E. Tentative Schedule:** [subject to adjustment]

Feb. 26	Planning Commission's informal public meeting.
Apr. 1	Deadline for new applications and suggested amendments.
Apr. 8	Planning Commission public hearing & recommendations to Council.
Apr. 19	Council's first work session on Proposed Amendments List.
Apr. 22	Planning Commission work session on formal applications.
May 3	Council's second work session on the PAL (if needed).
May 10	Council Public Hearing (if desired) and approval of the PAL for processing.
May 13	Planning Commission work session on formal applications.
May 27	Planning Commission work session on suggested amendments.
June 10	Planning Commission public hearing & recommendations.
June 21	Council work session on formal applications.
June 24	Planning Commission forwards recommendations to Council.
July 19	Council work session.
Aug. 2	Council work session.
Aug. 30	Council work session.
Sept. 6	Council work session.
Sept. 13	Council Public Hearing and preliminary decisions.
Sept. 20	Final Ordinances to Council (memo for action)
Sept. 27	Adoption of 2004 Plan Amendments and related zoning adjustments.

**Lynnwood Planning Commission  
Meeting of February 26, 2004**

**Staff Report**

**Agenda Item: H-1  
City Center Planning Project**

- Public Hearing
- Informal Public Meeting
- Work Session
- New Business
- Old Business
- Information
- Miscellaneous

Lynnwood Dept. of Community Development — Staff Contact: Kevin Garrett 425.670.6292

**Recommendation:**

No action at this work session.

**Background/Discussion:**

This work session begins a series of reviews of the major documents produced by the City Center Planning Project, leading to public hearings on the proposal this summer. Tonight's work session will revisit the Subarea Plan and the policy direction in that document, as well as cover the schedule for the rest of these reviews. Future work sessions will focus on the other major documents (see schedule below).

The new City Center is envisioned as a dynamic place to live, work and play while ensuring that the surrounding neighborhoods would be largely unaffected. It would provide the opportunities and amenities of a central business district that includes pedestrian friendly streets in a park like environment. The Introduction to the Plan states,

“The Lynnwood City Center has extraordinary potentials as part of a dynamic regional market. Adjacent to two major freeways and surrounded by strong, stable residential neighborhoods, it contains numerous properties that have remained vacant or underdeveloped.

“As one of the officially designated “urban centers” in the metropolitan area, it can attract major new investment providing jobs, retail shops and services, entertainment, public spaces, and cultural attractions that do not now exist in the area. It has potential for a considerable amount of new housing. The City Center can emerge over time as a lively, diverse and appealing place to live, work, shop and play.

“To achieve this, the physical setting of the City Center would need to be altered to attract both new development and redevelopment. Additional traffic would warrant the widening of some streets and construction of new ones providing safe and appealing sidewalks. Upgrading the infrastructure and new public spaces and amenities would be needed. Finally, entirely new codes and standards would be necessary.

“Both public and private sectors will need to exercise leadership in directing resources to achieve the vision and address the challenges. The result will be a greatly enhanced tax base and new choices for Lynnwood residents, workers and visitors.”

The Draft Plan:

- Expands on the Vision for the City Center from the CBD visioning project in 2000;
- Provides for mixed use development in three districts (West End, Core and North End), with different intensity, building size and primary land uses in each district;
- Finds that maintaining adequate traffic circulation will require major street improvements, using funding from all available sources (grants, developers, property owners and the City);
- Envisions public-private partnerships in all aspects of the redevelopment program;
- Calls for revised zoning standards and other codes to promote redevelopment of the City Center into an urban area; and
- Commits the City to taking a leadership role in jump-starting redevelopment by dedicating both staff and funding for capital improvements.

Copies of the Draft Subarea Plan were distributed to the Commissioners last year. Copies of the Plan may be downloaded from the City’s web site (follow the link on the City’s home page). If you need a printed copy, please contact Kevin Garrett (425.670.6292 or kgarrett@ci.lynnwood.wa.us).

**Purpose of this Planning Project:**

Recommend a plan for redevelopment of the Lynnwood City Center (the north side of I-5 between the Mall and the Transit Center) into a pedestrian-friendly, urbane, mixed use center of Lynnwood.

**Next Steps:**

Work sessions on the following schedule:

March 25.	Draft Supplemental Environmental Impact Statement
April 22	Development Regulations and Design Guidelines
May 27	Implementation Strategy
June 24	Capital Facilities Plan and Financing Strategy

**Attachments:**

None



