

**City of Lynnwood**  
**PLANNING COMMISSION MEETING MINUTES**  
**September 23, 2004**

**Commissioners present:**

Dave Johnson – Chair  
Brian Bigler  
Patrick Decker  
Elisa Elliott  
Jacqueline Powers  
Donna Walther

**Staff present:**

Jim Cutts, Director  
Kevin Garrett, Planning Manager  
Ron Hough, Planning Manager  
Dennis Lewis, Senior Planner  
Gina Coccia, Assistant Planner

**Commissioners absent:**

Tia Peycheff

**Others present:**

Martin Nelson, Council member Liaison  
Bill Franz, Director of Public Works  
Sandy Howe, Environmental Engineer  
Carol Thompson, Transportation Planner

**SUMMARY OF THE SEPTEMBER 23, 2004, MEETING MINUTES**

**Comprehensive Plan Amendments (Continued Public Hearing)**

Discussion continued on the City Center Plan and the hearing was continued to October 30 for a special meeting to consider the recommendations of the Oversight Committee.

**Environmentally Critical Areas – LMC 17**

To meet a state deadline, the Public Works Department is updating the City's Sensitive Area Ordinance, with assistance from the firm of Jones & Stokes. Public Works staff provided additional information and clarification for the Commission. A public hearing will be scheduled.

**Capital Facilities Plan (CFP)**

A summary of this year's changes was made to the Commission by Public Works staff. The Commission felt the CFP was in compliance and recommended this plan to the City Council.

**Shoreline Master Program** The Commission was shown maps and photographs of the City's sewage treatment plant site and surrounding environment on Brown's Bay. The Commission was informed of two planned additions to the sewage treatment plant to add ultraviolet sterilization and an emergency generator.

**CALL TO ORDER**

Chair Johnson called this meeting to order at 7:00 pm. A quorum was present.

**APPROVAL OF MINUTES**

A motion was made to approve the September 9, 2004 meeting minutes. It carried unanimously.

**CITIZEN COMMENTS**

None.

## COMMISSION MEMBER DISCLOSURES

None.

## PUBLIC HEARINGS

### **Comprehensive Plan Amendments (continued)**

Planning Manager Kevin Garrett updated the Commission on the progress of the City Center Plan and the work of the Oversight Committee. Mr. Garrett recommended a Special Meeting of the Planning Commission to be held on September 30, 2004, to review the recommendations of the Oversight Committee and make its recommendation to the City Council. The Commission will also hear the resolution of a legal concern related to the proposed floor area ratio (FAR) bonus system and the Oversight Committee's recommendation related to that issue. The City attorney is currently reviewing the bonus system proposal, which can be found in the draft development regulations. Mr. Garrett intends to meet with the Oversight Committee and Planning Commission on the 30<sup>th</sup> with expectations of wrapping up this phase of the work.

Chair Johnson made a motion to continue this public hearing to September 30<sup>th</sup>, 2004, where at that time there will be a Special Planning Commission Meeting.

*Motion was passed.*

## NEW BUSINESS

None.

## WORK SESSIONS

### **Environmentally Critical Areas – LMC Chapter 17**

Bill Franz, Public Works Director, and Sandy Howe, Environmental Engineer, gave a concise report on the progress in updating Chapter 17 of the Lynnwood Municipal Code. The Growth Management Act (GMA) requires the City to update its Critical Areas Ordinance by the end of this year. Mr. Franz received a report from consultants Jones & Stokes that addressed compliance with the "best available science" requirement, as it relates to the draft code.

Mr. Franz met with the task group and found there weren't many issues, with the exception of buffer sizes. The smaller sized buffers should, in all probability, be larger. At the present time they are only 10' wide and should be closer to 50'. Franz stated the buffers and wetland issues will be better defined at the next meeting on November 18<sup>th</sup>.

### **Capital Facilities Plan (CFP)**

Public Works Director Franz and Transportation Planner Carol Thompson are working on the 2005–2010 Capital Facilities Plan (CFP), which is a component of the Comprehensive Plan but adopted separately. It lists projects in excess of a \$100,000, which is principally the infrastructure, such as buildings, streets, parks, utilities, etc. The grants that are received fund many of these projects and also dictate when City projects get done. Ms. Thompson summarized the changes made to this year's Capital Facilities Plan.

Commissioner Walther asked why the dog park had been pushed out so far. Ms. Thompson wasn't sure of the details and will pass the question along to the Director of Parks & Recreation, Craig Larsen.

Funding over the years has been getting tighter, but they were able to obtain a few grants.

Commissioner Bigler moved that the Planning Commission recommend to the City Council that the Capital Facilities Project is consistent with the Comprehensive Plan and may be adopted. Chair Johnson seconded the motion.

Commissioner Walther moved to amend the main motion by including a suggestion that the dog park be moved up on the list. Commissioner Decker seconded her motion and the amendment passed.

*Main Motion passed.*

### **Shoreline Master Program**

Dennis Lewis, Senior Planner for Community Development, summarized the schedule for this program. He indicated that there will be two more work sessions, on October 14 and 28 and a Special Meeting on November 18, due to Veteran's Day on November 11.

Mr. Lewis and Assistant Planner Gina Coccia showed the Commission maps and photographs of the sewage treatment plant on Brown's Bay and the seven-acre treatment plant site, which is accessed off of 76<sup>th</sup> Avenue. He informed the Commission of first hand knowledge he received by taking a tour of the plant to see how it functioned.

Lewis informed the Commission of the possibility of two short-term additions that Public Works would like to make to the plant. The first is to build a small building for ultra violet sterilization to reduce the chlorine gas, which is hazardous material. The second addition would house an emergency generator.

The Shoreline Master Program discussion was continued to the October 14, 2004 meeting.

## **UNFINISHED BUSINESS**

None.

## **DIRECTOR'S REPORT & INFORMATION**

### **Recent City Council Actions:**

Planning Manager Hough provided an update of City Council activities, specifically:

- Sept. 13 Comprehensive Plan Amendments – Public Hearing**
- Two people testified on the Raskin proposal (a citizen and Larry Calvin).
  - Many folks from Kingsbury West were in attendance and testified.
  - The hearing lasted until 10 PM and was continued to September 27<sup>th</sup>.

### **Upcoming Council Meetings:**

**Oct. 11 City Center Plan – Public Hearing scheduled.**

**Oct. 18 Draft Ordinances** – For Council review and direction to staff.

**Oct. 25 Final Action on Ordinances** – Will probably be rescheduled.

**Other Information:**

**Shoreline Master Program Update**

Schedule public meetings prior to submittal of the draft to state Dept. of Ecology.

October 14<sup>th</sup> - Work session.

October 28<sup>th</sup> - Work session.

November 18<sup>th</sup> - Special meeting – work session.

December 9<sup>th</sup> - Informal Public Meeting or Hearing (option).

December 15<sup>th</sup> - Submittal deadline to DOE.

**County Plan Update Meeting**

Need two Planning Commissioners to attend this meeting to provide input into the Snohomish County Comprehensive Plan Update process.

**Date:** Wednesday, November 3<sup>rd</sup> or Tuesday November 9th.

**Time:** 6:30 to 8:30 PM

**Subject:** 10-year Comprehensive Plan Update.

**ADJOURNMENT**

A motion was made and seconded to adjourn. The motion carried unanimously and the meeting was adjourned at 7:44 pm.

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**Dave Johnson**, Chair