

City of Lynnwood
PLANNING COMMISSION MINUTES
October 28, 2004

Commissioners present:

Dave Johnson – Chair
Elisa Elliott
Tia Peycheff
Donna Walther

Commissioners absent:

Brian Bigler
Patrick Decker
Jacqueline Powers

Staff present:

James Cutts, Director
Kevin Garrett, Current Planning Manager
Ron Hough, Comprehensive Planning Manager
Dennis Lewis, Senior Planner

Others present:

Martin Nelson, Council Member Liaison
John Ewell – Project Manager
Donna Lambourn, CCIM

CALL TO ORDER

Chair Johnson called this special meeting to order at 7:10 pm. A quorum was present and the Chair recognized the presence of Council liaison Martin Nelson.

APPROVAL OF MINUTES

Approval of the September 23, 2004 and the September 30, 2004 meeting minutes were approved unanimously. [Note: The Commission met in a joint meeting with the City Council on October 14. No written minutes from that meeting.]

CITIZEN COMMENTS

Donna Lambourn introduced herself as a broker with Coldwell Banker Real Estate who is representing William Benny Teal. Mr. Teal recently purchased the building at 20818 - 44th Avenue West in the Quadrant I-5 Business Park. He has been approached by ITT Educational Services, Inc. (post graduate school for technical training) to lease 20,000 square feet of the building. However, when Ms. Lambourn checked the zoning she found that B-2 zoning does not allow this type of educational facility. Ms. Lambourn asked the Planning Commission to initiate a change in the City's zoning code to allow ITT Educational Services, Inc. the opportunity to lease this space for school purposes. She would like to expedite this if possible. If the process takes too long, ITT may locate it's school in the City of Everett instead.

Commissioner Peycheff made a motion to direct staff to expeditiously look into affecting this zoning code change. Chair Johnson seconded this motion.

Motion passed unanimously.

COMMISSION MEMBER DISCLOSURES

None.

PUBLIC HEARINGS

None.

NEW BUSINESS

Planning Commission Training:

Director of Community Development James Cutts reminded the Commission that a discussion about training was brought up at the joint meeting with the City Council on October 14.

The Department of Community Development has reduced its budget in recent years and the City does not have additional funds for Planning Commissioner training in the next biennial budget. However, staff will look into various training opportunities for the Commissioners and keep them informed of any opportunities that come along. Mr. Cutts suggested that staff get together with an appointed subcommittee of Commissioners to discuss classes and/or workshops that are available.

WORK SESSION

Shoreline Master Program:

Senior Planner Dennis Lewis informed the Commission that the Department of Ecology (DOE) will soon have a change in staff. Our new liaison will be David Patter. Mr. Patter has indicated that he will attend the November 18 Commission meeting. Mr. Lewis anticipates that a completed draft will be ready at that time to give to Mr. Patter. The expectation is that he and others at DOE will have ample time to thoroughly review the draft. Mr. Patter will then be able to give staff a more detailed synopsis on what the next stage should be on the project.

The City's Shoreline Master Program is being prepared under a GMA grant with the State Department of Community Trade and Economic Development (CTED). The deadline for submittal of a completed draft is December 15, 2004. Staff feels very confident that this deadline will be met.

The Department of Ecology will begin another round of grants in January 2005. Staff feels confident that the funds will be available to the program.

The Department of Ecology advised that, although it's not mandatory, we should give some consideration to planning for any shoreline that is in the City of Lynnwood's Urban Growth Area. The only such areas to be considered are the western shore or portion thereof of Martha Lake and the Meadowdale Beach Park area. Staff began this process by adding a couple of environment designations in the description of the Master Program and expanding the Table of Uses.

On November 18, staff will have a completed draft and will follow up with an informal public meeting on December 9.

UNFINISHED BUSINESS

None.

DIRECTOR'S REPORT & INFORMATION

Recent City Council Actions:

Director Jim Cutts and Planning Manager Hough provided an update of City Council activities, specifically:

- Oct. 11th City Center Plan – Public Hearing – Continued to Oct. 25th.
College Parking – Code Amendment – Adopted the amendment
- Oct. 18th Comp. Plan Ordinances – Work Session. (return on Nov. 22nd)
- Oct. 20th Urban Transition Resolution – Special Wednesday Work Session.
- Oct. 25th City Center Plan – Continued hearing.
Urban Transition Resolution – Adopted the Resolution
- Nov. 17th City Center Plan – Conducted Work Session.

Upcoming City Council Meetings:

- Nov. 22nd Plan Amendments and Adopting Ordinances – Final Action
Budget – Final Hearing
Economic Development Action Plan – Final Action

Upcoming Planning Commission Meetings:

- Nov. 18 Critical Areas Ordinance – Public Hearing
Shoreline Master Program – Work Session
Sign Code II – Amendments – Work Session
Code Amendment to add schools to B-2 zone – Work Session
- Dec. 9 Shoreline Master Program – Informal Public Meeting
Planning Commission's Annual Report – Review Draft
Preparation for Commission's Election of Officers for 2005
Code Amendment to add schools to B-2 zone – Public Hearing

ADJOURNMENT

A motion was made and seconded to adjourn. The motion carried unanimously and the meeting was adjourned at 7:58 pm.

Dave Johnson, Chair