

AGENDA

Lynnwood Planning Commission

Thurs., Dec. 9, 2004 — 7:00 pm — City Council Chambers, 19100 – 44th Ave. W., Lynnwood

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

B. APPROVAL OF MINUTES

1. October 28, 2004 Commission meeting
 Note: The scheduled Nov. 18 Commission meeting was cancelled.

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

D. COMMISSION MEMBER DISCLOSURES:

E. PUBLIC HEARINGS:

1. **Code Amendment:** To accept public comments on a proposed Zoning Code amendment to allow schools in the B-2 [Limited Business] zone. Discussion and a recommendation to the City Council will follow acceptance of all testimony and the close of the hearing.

F. INFORMAL PUBLIC MEETING:

1. **Shoreline Master Program:** Final public involvement discussion of the final draft and related issues in preparation for submittal for State review.

G. WORK SESSIONS:

1. **Signs II Code Amendments:** Staff presentation and discussion of sign code issues identified by City Council and staff.
2. **Planning Commission's 2004 Annual Report:** Review and discuss draft.

H. UNFINISHED BUSINESS: None

I. DIRECTOR'S REPORT & INFORMATION:

1. **City Council Actions**
2. **Upcoming Meetings**
3. **Preparation for Election of 2005 Officers**

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 December 9th, 2004**

Staff Report

Agenda Item: **E-1**

Zoning Code Amendment [To Allow Schools in the B2 Zone]

File: 2004CAM0007

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

Lynnwood Department of Community Development — Staff Contact: Gina Coccia 425.670.8309

Background/Discussion:

On October 28, 2004, the Lynnwood Planning Commission, at the request of Associate Broker Donna Lambourn of Coldwell Banker Real Estate, initiated a review of and possible amendment to the Zoning Code to allow schools in the B-2 (Limited Business) zone. The following is an excerpt from the Minutes of that Commission meeting:

Donna Lambourn is representing William Benny Teal who recently purchased the Building located at 20818 - 44th Avenue West in the Quadrant I-5 Business Park. The owner has been approached by ITT Educational Services, Inc. (post graduate school for technical training) to lease 20,000 square feet of this building; however, when Ms. Lambourn checked the zoning she found that B-2 zoning would not allow this type of educational facility. Ms. Lambourn has asked the Planning Commission for a change in the code to allow ITT Educational Services, Inc. the opportunity to lease this space. She would like to expedite this if possible, if it is delayed too long, ITT will move it's facility to the City of Everett.

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

Motion passed unanimously.

B-2 is the only commercial zone that currently does not allow schools as either a permitted principal use or by Conditional Use Permit. The B-2 zone provides an office-oriented business environment. It allows mostly offices, but also allows limited residential uses, facilities for elderly and disabled, churches, other institutional uses, personal services, research and development, and very limited retail. The zone itself is limited to only a few scattered sites, the largest of which is the Quadrant I-5 Business Park on 44th Avenue.

Certain types of business and technical or vocational schools are very compatible with a business environment. They easily adapt to office buildings and often provide evening learning opportunities for those who work during the day.

Based on Ms. Lambourn's request, an amendment was drafted to Land Use Table 21.46.04 to allow the category Universities, Colleges, Schools, including preschools, commercial schools, such as dancing, music, trade, etc. in the B-2 zone.

Although the proposal was requested to meet the needs of a particular business at a specific location, this amendment will be designed to apply equally to all properties zoned B-2 throughout the City.

Options:

1. **No Change:** Land Use Table 21.46.04 will remain unchanged and schools will not be permitted in the B-2 zone.
2. **Change as Requested:** Schools within the stated category will be permitted as "P" principal uses in the B-2 zone.
3. **Change with Restrictions:** Schools may be permitted in the B-2 zone as "C" (upon approval of a Conditional Use Permit).
4. **Change with Limitations:** Schools, or just certain types of schools, may be permitted in the B-2 zone, subject to limitations or special requirements intended to prevent or mitigate any identified adverse impacts.

Secondary Alternatives:

The following alternatives would split the "schools" category into two divisions so that only "higher education" would be permitted in the B-2 zone, in keeping with its employment and business objectives. Other preschool, public elementary, secondary, dance, music and other specialty schools could either be allowed only by CUP (Alt. B) or not allowed at all (Alt. A).

Alternative A: Higher Education (Universities, Colleges, Technical Schools, and Vocational Schools) are permitted principal uses in the B-2 zone. All other schools (preschools, elementary, secondary, dance, music, etc.) are not permitted.

Alternative B: Higher Education (Universities, Colleges, Technical Schools, and Vocational Schools) are permitted principal uses in the B-2 zone. All other schools (preschools, elementary, secondary, dance, music, etc.) may be permitted upon approval of a Conditional Use Permit (CUP).

Recommendation:

The Administration recommends approval of **Option #2** (as requested).

Alternatives A and B should also be considered if the category needs to be refined for application to the B-2 zone. Both alternatives also address comments received through the referral process pertaining to the purpose of this zone and land use compatibility.

Next Steps:

- **Proposal:** The first draft of this code amendment was prepared for the Commission's review on November 18 and the December 9 public hearing.
- **Comments:** Changes to City codes are always routed to key staff members and other departments to get their input early in the process. The deadline for those comments was November 12. All comments were considered.
- **SEPA Review:** Code changes require environmental review. A SEPA Checklist was prepared and reviewed by the Environmental Review Committee (ERC) on November 24. ERC is expected to make its determination on Dec. 8, prior to the Commission's public hearing and recommendation.
- **Planning Commission public hearing:** A public hearing is scheduled on **December 9** to accept public comments on the proposed change.
- **60-day Review:** Following the Commission's recommendation, the proposal will be submitted to various state agencies for a mandatory 60-day review. The City Council will take action following receipt of those comments.
- **Council Hearing:** The City Council must conduct at least one work session and a public hearing before making its final decision. Staff has requested the work session on January 17, 2005. The hearing is not yet scheduled.
- **Adoption:** If approved by the Council, Land Use Table 21.46.04 will be amended by ordinance. The change will take effect five days after passage and publication of the ordinance.

The Current Code:

The category Universities, Colleges, Schools, including preschools, commercial schools, such as dancing, music, trade, etc. is allowed in commercial zones as follows:

- B1: "P" Permitted principle use
- B2: – Not permitted**
- B3: "P" Permitted principal use
- B4: "C" Conditional Use Permit
- PCD: "P" Permitted principal use
- CG: "CA" Permitted principal use, except in controlled area

The Zoning Code has no additional limitations or special requirements for schools. However, limitations or requirements could be added if it is determined that adverse impacts resulting from this use need to be mitigated or prevented.

The Commission will discuss the various aspects of this proposal and determine whether or not a school use will fit comfortably with other B-2 businesses and be compatible with surrounding land uses – particularly residential.

The following table shows the current institutional land uses allowed in commercial zones. The recommended change, if approved, would add a “**P**” under the B-2 zone.

Table 21.46.04

Institutional Uses	B-4	B-3	B-2	PCD	B-1	CG
Child Day Care ⁺	C	P	–	P	P	P-X
Churches, not using complementary parking	P	P	P	P	P	P-X
Churches with complementary parking ⁺	C	C	C	P	C	C-X
Nursing and Convalescent Homes and Housing for the Elderly and Physically Disabled ⁺	C	C	C	C	C	C
Libraries, Museums, Art Galleries and similar institutions	P	P	P	P	P	P-X
Municipal Services	P	P	P	P	P	P
Universities, Colleges, Schools, including preschools, commercial schools, such as dancing, music, trade, etc.	C	P	–	P	P	P-X

The following table shows the proposed amendment with the division of the land use category into two schools categories. In this example, higher ed would be permitted outright.

Table 21.46.04

Institutional Uses	B-4	B-3	B-2	PCD	B-1	CG
Child Day Care ⁺	C	P	–	P	P	P-X
Churches, not using complementary parking	P	P	P	P	P	P-X
Churches with complementary parking ⁺	C	C	C	P	C	C-X
Nursing and Convalescent Homes and Housing for the Elderly and Physically Disabled ⁺	C	C	C	C	C	C
Libraries, Museums, Art Galleries and similar institutions	P	P	P	P	P	P-X
Municipal Services	P	P	P	P	P	P
Higher Education: Universities, Colleges, Technical, Business, Trade and Vocational Schools	C	P	P	P	P	P-X
Primary & Specialty Education: Preschools, elementary, secondary, dance, music, art, automotive, mechanical, etc.	C	P	C	P	P	P-X

Key:

P = Permitted as principal use

A = Permitted as accessory use with a principal use

C = May be permitted as a principal use upon approval of a conditional use permit

AI = Permitted as accessory use if located in the building of a permitted principal use, and internally oriented with principal public access through the main access of the building

– = Not permitted

-X = Not permitted in controlled area

CA = Permitted only in controlled area. See LMC [21.46.120](#).

Lynnwood Planning Commission
Meeting of December 9, 2004

Staff Report

Agenda Item: F-1

Shoreline Master Program - Draft

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

Lynnwood Dept. of Community Development — Staff Contact: Dennis Lewis, Senior Planner

BACKGROUND:

An early draft of the Shoreline Master Program (SMP) was given to the Planning Commission on September 9, and the Commission had an opportunity to ask questions about the draft on September 23 and again on October 28. The Commission received the completed edition of the draft SMP with the November 18 agenda packet. **Note: Please bring the November 18 copy of the Draft Shoreline Master Program to this meeting.**

David Pater from the Department of Ecology (DOE) will be at the December 9 Planning Commission informal public meeting to participate in the review and discussion of the draft SMP. The December 9 informal public meeting is for the purpose of taking public comments on the draft. After receiving public comments and making any necessary changes, the final draft can be submitted to the Department of Community Trade and Economic Development (CTED), our grant-funding agency, for acceptance in satisfaction of our grant obligation. We need to accomplish this submittal by the December 15 grant deadline.

In addition to sending the SMP draft to our funding agency (CTED), we will also send the draft to DOE for informal review. The informal review comments received from DOE will set the work program for any follow-up work needed on the SMP. Some additional work can be expected. So, the project will continue into 2005. If the amount and type of work needed is more than our staff can handle we may need to apply for grant funding from DOE to obtain the necessary assistance in finalizing our SMP. A new round of grant funding from DOE is opening in January.

SHORELINE MASTER PROGRAM CONTENTS:

The October 28 staff report informed the Planning Commission of new information from Department of Ecology staff resulting in a decision to expand the focus of the SMP to include the possible annexation of areas within the adopted Lynnwood Urban Growth Area. There are two additional shoreline jurisdiction areas within the UGA. The Puget Sound shoreline area of Meadowdale Park, and the western shore of Martha Lake are

the areas that must be studied and included within the Lynnwood SMP. Adding coverage for these areas increases the complexity and volume of our SMP.

The October 28 draft of the SMP was to have included the two new environment designations necessary to cover the additional of the two areas within the UGA. A miscommunication between staff resulted in the new information not being included in the SMP draft that was distributed with the agenda. The new information, contained in Section 5, was handed out at the meeting, but not all members were in attendance. In any case, the new designations are: "shoreline residential" and "rural conservancy". The "shoreline residential" will only apply to the Martha Lake shoreline. The "rural conservancy" designation will only apply to the developed park portion of Meadowdale Park. The other two designations, "aquatic" and "high-intensity", will also apply to the Meadowdale Park shoreline area.

The November 18 draft SMP includes other additions and modifications. Section 1 additions include information on the relation of the SMP to other land use regulations. Considerable editing has been done to the middle sections on policies and regulations. This editing has been done to make the somewhat generic text fit the specifics of the Lynnwood situation. The largest addition has been to Section 8 through the addition of an executive summary of the shoreline analysis and characterization. Work on the full appendix on the shoreline analysis and characterization is continuing. A draft will be delivered to the Commission members at the December 9 meeting.

While the November 18 SMP draft is considered a complete document (with the exception of the full appendix on the shoreline analysis and characterization), it can stand further editing. Each Commission member is encouraged to question the material and offer suggestions for improvement. We will be taking input from other departmental and city staff too, and expect to have some early comments from DOE staff.

ENCLOSURE:

Shoreline Analysis and Characterization – Preliminary Executive Summary

Shoreline Analysis and Characterization Preliminary Executive Summary

Introduction

The purpose of this Preliminary Executive Summary of the Shoreline Analysis and Characterization report is to give the reader of the Draft Lynnwood Shoreline Master Program (SMP) an understanding of the key facts collected during the survey and analysis. The inventory and survey of the shoreline was the starting point of the planning process leading to the proposal of environment designations, goals, policies, and regulations. While the full Shoreline Analysis and Characterization report is still undergoing assembly and editing, this brief summary (combined with the inventory maps published in the Draft SMP) should give the reader sufficient knowledge of the regional and local shoreline characteristics to evaluate the effectiveness of the Draft SMP in meeting the requirements of the Shoreline Management Act. This Preliminary Executive Summary will be finalized and incorporated within the full report.

The method used to collect the information for the analysis and characterization of the Lynnwood shoreline relied largely on the assembly of previously collected information. In addition, non-scientific field observations were made. Materials were assembled from various Internet websites of state and local agencies, including but not limited to: Department of Ecology, Department of Natural Resources, King County, Snohomish County, City of Edmonds, Municipal Research and Services Center, and the Puget Sound Nearshore Project.

Planning Context

The area of the City of Lynnwood located within shoreline jurisdiction is a small part of the city which is not connected to the main body of the city. It is an area of about four acres located on the Puget Sound shoreline and is the location of the city's wastewater treatment plant. The length of the Lynnwood shoreline at the Ordinary High Water Mark (OHWM) is approximately 700 feet. This area of Lynnwood is effectively an enclave within the City of Edmonds. While the Edmonds city limits do not wrap around this Lynnwood territory entirely (with the western boundary of this part of Lynnwood being the Puget Sound), Edmonds does surround this area of Lynnwood on the north, east, and south. Street access to this part of Lynnwood is through the City of Edmonds. The Lynnwood wastewater treatment plant provides sewage treatment services to the area of the City of Edmonds surrounding the plant. The entrance to the treatment plant site is west of 76th Street SW at about 168th Street SW.

There are differing ways of describing the regional context of this small geographic area of Lynnwood. It is only a tiny part of the whole Puget Sound region. But it is influenced by many of the processes that operate within this larger context. For an understanding of these larger regional processes, Lynnwood staff has relied upon and learned from a report prepared in May 2001 for the King County Department of Natural Resources. The report is entitled, *Reconnaissance Assessment of the State of the Nearshore Ecosystem: Eastern shore of Central Puget Sound, including Vashon and Maury Islands*. This summary will simply refer to this report as the Nearshore Reconnaissance Assessment.

The Nearshore Reconnaissance Assessment assigns Shoreline Reach Number 1 to the shoreline containing the Lynnwood jurisdiction. This reach of the shoreline starts at Elliot Point in

Mukilteo and extends to Edwards Point in Edmonds. All of this reach is contained within Water Resources Inventory Area 8, which is the Cedar-Sammamish drainage basin. Much of this reach is within a smaller sub-basin called the nearshore drainage basin. All of the streams in this sub-basin drain directly into the Puget Sound. The net shore-drift in this reach is to the north.

The landforms for much of the reach within which Lynnwood is located are similar. This area of the shoreline is characterized by relatively little flat land area between the shoreline and a moderate to steep bluff. The bluff is transected in some locations where local streams have cut deeply incised ravines leading from the upland areas down to the beach.

A significant man made alteration of this landscape is a key to understanding ecological processes in this reach. This alteration is the location of the Burlington Northern Santa Fe (BNSF) railroad line along the toe of the bluff. The railroad track bed, in the area of the Lynnwood shoreline, is located on rock fill and serves as a revetment. This transportation facility and other land uses in the area have permanently altered the local ecosystem.

The Nearshore Reconnaissance Assessment provides information on the marine life in this reach. In general, there appears to be a healthy marine environment in place with few threats identified.

Key Findings and Conclusions

- The location of the BNSF railroad along the Lynnwood shoreline has permanently altered the local environment. The alteration has resulted in: removal of a band of native vegetation and wildlife habitat which cannot be replaced, changing the natural stream outlet to the beach possibly causing in a restriction of transport of source materials to the beach, and permanently limiting pedestrian access to the beach at this location.
- The location of the Lynnwood wastewater treatment plant within the small ravine has permanently altered the local environment. The alteration has resulted in: probable removal of wetlands associated with that portion of the small stream which is now piped around and under the plant, and removal of native vegetation and wildlife habitat.
- The littoral cell drift in this area is to the north. The beach appears to be stable with no net loss of material.
- There is evidence of an old dock on the Lynnwood beach. There are about eight to ten old pilings in place. They are quite worn and protrude only about one foot above the rocky beach.
- There are six land parcels in private ownership in the Lynnwood shoreline jurisdiction (excluding the BNSF land). These are in the tideland area. They are in most cases remnant parcels of the upland parent parcels created by truncation when the BNSF right-of-way was acquired.
- The land uses within the Lynnwood shoreline jurisdiction are well established and stable. There appears to be no opportunity for further development.

- The BNSF railroad is an active mainline transportation corridor that will remain in use for the foreseeable future.
- The Lynnwood wastewater treatment plant has a useful life that extends into the foreseeable future.
- The six private land parcels are tidelands and have limited, or no, potential for developed uses.
- The SMA goal of increasing physical public access would be extremely difficult and expensive to achieve at the Lynnwood site. It is deemed not to be practical to pursue this goal in the Lynnwood SMP. There are better alternative sites to provide physical access. The Lynnwood beach is still open and available for public use to those who access it by land from the north or south, or by water.
- There may be an opportunity to enhance eelgrass off the Lynnwood shoreline. The Nearshore Reconnaissance Assessment report indicates that eelgrass in this area is at best patchy. More investigation on this possible opportunity is warranted.
- A possible beach restoration action, which could be taken, would be to remove the old pilings. Further investigation of this action is warranted.
- The potential for inclusion of the Meadowdale Park area in the incorporated limits of Lynnwood is not deemed to be likely. The recent actions of the City Council in responding to requests for annexation show that there is little interest in adding more territory to the city unless there is a significant positive revenue advantage to the city. This area offers no such advantage.
- The potential for inclusion of the Martha Lake area in the incorporated limits of Lynnwood is more likely than the Meadowdale Park area because the potential for net revenue enhancement does exist in this area. However, annexation of this area is complicated by the fact that the area is claimed by both Lynnwood and Mill Creek as areas planned for future city annexation. The matter is pending resolution.

2004
ANNUAL REPORT
of the
Lynnwood Planning Commission



Members
at end of year

Brian Bigler
Patrick Decker
Elisa Elliott
Dave Johnson
Tia Psycheff
Jacqueline Powers
Donna Walther



2004 Annual Report *of the* **Lynnwood Planning Commission**

Prepared by:

City of Lynnwood
Department of Community Development
December 2004

Introduction:

The Lynnwood Planning Commission was established under the authority of RCW 35.63, "Planning Commission Laws" of 1935 but has been governed by RCW 35A.63 since the City's reclassification to an Optional Municipal Code City in 1971. Lynnwood Municipal Code Title 18, Chapter 2.29 provides the general organization and procedural provisions.

The Planning Commission serves as an "advisory body" to the City. To carry out its fact finding functions it may conduct surveys, analyses and research, and prepare reports as authorized or requested by the Mayor, City Council, or State of Washington with the approval of the Council.

The Commission's work is oriented toward the implementation of the City's long-range Comprehensive Plan. It also provides a forum for public comment and discussion in public meetings, work sessions and hearings.

The Commission works most closely with the Department of Community Development to maintain the Comprehensive Plan, to revise and implement regulations, and to develop sub-area plans and other special projects that are consistent with the goals and intent of the Plan. In most cases, the Commission's work culminates in findings, conclusions and recommendations for final action by the City Council.

The Annual Report:

This Annual Report provides a summary of the Planning Commission's work during 2004, including significant discussion issues, actions and recommendations. It is intended primarily for the Mayor and City Council, but may also be of interest to other commissions, organizations and individuals and will be made available to them as well.



2004 in Summary:

The following items accounted for a significant portion of the Planning Commission's attention during 2004:

1. 2004 Comprehensive Plan and Zoning Amendments

The Commission conducted several public hearings and work sessions to study and recommend a variety of proposed amendments to the Comprehensive Plan during the annual amendment process. The 2004 proposals included:

Proposed Amendments	Council Action
Raskin (Site specific map amendment)	Denied
Kingsbury West Mobile Home Park (Site specific map amendment)	Approved
Residential Balance (Replacement of Land Use Element goal)	Approved
College District Plan (boundary and CDO Zone adjustments)	Approved
Policy Adjustments (from codes to Comprehensive Plan)	Approved
Data Updates (non-policy statistical updates)	Approved
Parks & Recreation Element (annual update)	Approved
Growth Policies Review (adjustment to MUGA boundary)	No Action
Implementation Program Update (5-year Implementation Program)	Approved

On June 12, the Planning Commission conducted its public hearing and forwarded recommendations for Council action. The City Council conducted work sessions in July and September and took final action on November 22.

2. City Center Plan

During 2004, the Commission studied and discussed all major aspects of the City Center Plan, culminating with a public hearing and recommendations, including:

- Feb. 26 – General work session
- March 25 – Land Use Regulations and Design Guidelines
- April 22 – Draft SEIS (continued to May 13 & 27 meetings)
- May 27 – Implementation Strategy
- June 24 – City Center CFP & Financing Strategy

3. Shoreline Master Program

Early in 2004, the Commission discussed the need for a SMP and followed with several work session. On June 24, staff provided an overview of the proposed program, schedule and related regulations to comply with state requirements.

4. Urban Transition Resolution

On August 26, the Commission reviewed a Snohomish County issue paper on the subject of growth and land use regulation and considered a draft resolution of intent to participate in the development of a program to transfer more planning and permitting responsibilities from the County to the cities. The Commission recommended Council approval. On October 25, the City Council changed the title to a "resolution of interest" and passed Resolution No. 2004-19.

5. Critical Areas Ordinance

On August 12, the Commission was briefed by staff and conducted a work session to discuss proposed changes to LMC 17: Environmentally Critical Areas. Several questions were raised and the discussion was continued to Sept. 23. A public hearing will be scheduled in 2005 and recommendations will be forwarded to the City Council for action following consideration of any additional testimony.

6. Transportation Improvements Plan (TIP)

Reviewed the revised TIP on May 13 and forwarded a recommendation to the City Council.

7. Capital Facilities Plan (CFP)

On September 23, the Commission heard a staff briefing and discussed proposed amendments to the City's CFP. The proposals were found to be consistent with the Comprehensive Plan and the Commission recommended Council approval.

8. Development Regulations Update – Group II

The Commission's 2004 work on development regulations consisted primarily of residential zone amendments, Groups II and III. The Group II amendments, along with the new RS-4 zone, were adopted by the City Council on July 12.

9. Development Regulations Update – Group III

Group III amendments were processed by the Planning Commission and forwarded on May 13 to the City Council with a recommendation for approval. On August 26, the Commission completed its review of the Parking & Landscaping and Order of Restrictiveness sections of the Zoning Code and forwarded those recommendations to the Council. Due to other priorities, the Group III amendments could not be considered by the Council and will be carried over to 2005.

10. Specific Code Amendments

In addition to the Development Regulations Update process, several other amendments to City codes were processed, including

- Research and development (R&D) activities. The Commission recommended the addition of a new R&D land use category for the Zoning Code. The City Council adopted the change on March 22, 2004.

- College District Overlay Zone The Commission initiated a Zoning Map amendment in January to remove the CDO overlay zone from commercial properties fronting on Highway 99. The purpose was to remove a conflict between the design and building setback requirements of the zone and the traditional design of automobile sales businesses. The City Council approved this amendment on May 24, 2004.
- RS-4 (Single-family High-density Residential) zone A new RS-4 zone was created to provide for small lot subdivisions. This zone implements the SF-3 Comprehensive Plan designation which was a 2003 Plan amendment. The City Council adopted the new zone on July 12, 2004.
- Parking Code Amendment In November, 2003, at the request of Edmonds Community College, the Commission initiated an amendment to reduce the number of parking spaces required for colleges, universities and similar institutions. The parking formula was adjusted to exclude evening students and to slightly reduce the number of spaces for required for students. This code amendment was adopted by the City Council on Oct. 11, 2004.
- B-2 Zone Code Amendment On October 28, the Commission initiated a change to the B-2 zone to allow schools. This will be decided in 2005.

11. Other Activities of Significance

Liaison to City Council: The Planning Commission continued for a second year its position of Council Liaison. This position was intended to improve communications between the Commission and City Council. Commissioner Decker volunteered to test the position in 2002 and continued in that capacity through 2003. He attended Council meetings, supported and helped explain Commission recommendations, and reported on Council activities and other matters of interest to the Commission.

City Center Representative: Commissioner Decker also served as the Commission's representative to the City Center Oversight Committee throughout 2003 and agreed to continue into 2004. Commissioner Donna Walther will be his alternate.

Joint Meeting with City Council: On October 14, the Planning Commission and City Council met for a special joint (dinner) meeting at the offices of the Public Utilities District. Attendees took a hard-hat walking tour of the new Lynnwood Convention Center, which is under construction. Agenda items included (1) Sensitive Areas Ordinance, (2) City Center Plan and (3) Commission/Council Training.

12. Membership

- Elisa Elliott was appointed to fill vacant position #7. Her first Commission meeting was May 27.
- Jacqueline Powers announced her retirement at the end of 2004 when the term of her Position #1 expires. She has served since October 1999.

2003 Major Recommendations & Council Actions:

<i>Month</i>	<i>Planning Commission Actions & Recommendations</i>	<i>City Council Actions</i>
January	Approved and forwarded the 2003 Annual Report of the Planning Commission.	No action required.
February	Recommended Code Amendment to add R&D uses to the Zoning Code.	Approved – March 22
	Recommended Code Amendment to remove CDO Zone from Highway 99 properties.	Approved – May 24
	Recommended Code Amendment to adjust parking formula for colleges and universities.	Approved – Oct. 11
April	Recommended 2004 Comp. Plan “Proposed Amendments List (PAL).”	Approved the PAL – May 10
	Recommended Group II Residential Code Amendments for Council adoption.	Adopted – July 12
	Recommended new RS-4 zone to implement the SF-3 Comp. Plan designation.	Adopted – July 12
May	Recommended Transportation Improvement Plan (TIP) for Council adoption.	Adopted – June 28
	Recommended Group III Residential Code Amendments for Council adoption.	Deferred to 2005
August	Forwarded Comprehensive Plan Amendment recommendations to City Council.	Action Taken – Nov. 22
	Recommended Council approval of “Urban Transition Resolution of Intent”	Passed – Oct. 25 as a “Resolution of Interest”
September	Recommended Capital Facilities Plan (CFP) for Council adoption.	Action anticipated in Dec.
October	Oct. 30 – Special Meeting – Recommended Council adoption of the City Center Plan.	Deferred to 2005
	Oct. 14 – Joint dinner meeting with City Council at PFD office.	
December	Recommended Code Amendment to allow schools in the B-2 Zone.	To Council in 2005

Summary of Commission Activities:

January 8, 2004 – No meeting

January 22, 2004

- Elected officers for 2002: Dave Johnson, Chair; Tia Peycheff, 1st Vice Chair and Jacqueline Powers, 2nd Vice Chair.
- Parking Standards for Colleges – Conducted a public hearing to consider four proposals. The hearing was opened and continued to February 26, 2004.
- 2003 Annual Report – The final report was approved for submittal to the City Council.
- Code Amendment Initiation – The Commission initiated a review and possible amendment of the College District Overlay (CDO) zone, as it applies to commercial properties fronting on Highway 99.
- Zoning Code Amendment – R&D Land Uses. Discussed the proposed amendment with staff in preparation for a public hearing in February.
- Development Regulations Update – Conducted a work session to discuss problems with various residential zone code requirements and to provide input to staff in drafting amendments for future consideration.

February 12, 2004

- R&D Land Uses – Zoning Code Amendment: The Commission conducted a public hearing to accept public comments on a proposal to add R&D uses to the City's zoning code.
- Zoning Code Amendment – CDO Zone along Highway 99: At a work session, staff presented a proposal to remove commercially-zoned business sites along Highway 99 from the requirements of the College District Overlay zone.
- Development Regulations: The Commission continued its discussion of residential development regulations, including lot dimensions and setbacks in residential zones and a discussion about Accessory Dwelling Units (ADU).

February 26, 2004

- College Parking Standards – Zoning Code Amendment The Planning Commission concluded a public hearing that began in January to accept public comments on a proposal to adjust the off-street parking requirements for Colleges, Universities or Institutions of Higher Learning and recommended the amendment for Council adoption.
- **CDO Zone Highway 99 Dev. Standards – Zoning Code Amendment** A public hearing was conducted to hear public comment on a proposal to remove commercially zoned business sites along Highway 99 from the requirements of the College District Overlay zone. A recommendation was forwarded to the City Council.
- **2004 Comprehensive Plan Amendments** Staff outlined the 2004 Comprehensive Plan Amendment process, explained the Planning Commission's involvement and responsibilities and described tentative docket items for later processing.

March 11, 2004 – No Meeting

March 25, 2004

- City Center Planning Project - At a work session, staff presented a preliminary draft of the City Center Project Proposed Land Use Regulations for Lynnwood.

April 8, 2004

- 2004 Comprehensive Plan Amendments – A public hearing was conducted to accept comments related to this year’s “suggested” amendments to the Comprehensive Plan. Following the hearing, the Commission recommended ten proposals for City Council inclusion on this year’s Proposed Amendments List.
- Development Regulations Update – Staff described the proposed final amendments to the residential chapters of the zoning code. The Commission discussed the changes and asked questions for clarification. The proposals are scheduled for an April 22 hearing.

April 22, 2004

- Development Regulations Update Residential – A Public Hearing was conducted on proposed amendments to the residential chapters of the Municipal Code. The hearing was continued to May 13, 2004, to allow more time to consider comments and suggestions from Brian Parry of the Master Builders Assn.
- City Center Plan – Draft SEIS – Staff gave a brief update of the City Center Plan to the Commissioners. Since not all Commissioners were in attendance, the work session was extended to May 13, 2004 for additional comments and discussion.

May 13, 2004

- Development Regulations Update – A Public Hearing was conducted on proposed amendments to the residential chapters of the Municipal Code. The Commission recommended the Development Regulations for City Council approval.
- Transportation Improvements Plan (TIP) – A Public Hearing was conducted on this year’s TIP. There was no public testimony and, after deliberation, the Commission forwarded the TIP to the Council for approval.
- Comprehensive Plan Amendments – A Work Session was conducted on two formal applications to amend the Comprehensive Plan, Raskin and Kingsbury West Mobile Home Park. Staff briefed the Commission on these proposals.
- City Center Plan – Draft SEIS – The commission had time to review the draft and told Staff about a few changes to be made. The Commission asked questions and expressed concerns. Commissioner Bigler complimented staff on an excellent report.

May 27, 2004

- City Center Plan – Draft SEIS Following discussion and review, the Commission forwarded comments on the draft SEIS, as drafted by staff.
- City Center Plan – Implementation Strategy A work session was conducted on costs of the City Center, possible funding sources, and how the funds will be spent.
- Comprehensive Plan Amendments A work session was conducted on two of the 2004 Plan amendment proposals – the College District Plan and Growth Policies.

June 10, 2004

- Comprehensive Plan Amendments A work session was conducted on two of the nine "suggested" amendments, Residential Balance and Policy Adjustments. They will both be brought back for further review on July 8th, 2004.

June 24, 2004

- Shoreline Master Program A Shoreline Master Program is required by the state to cover our Waste Water Treatment Plant property on Puget Sound. Community Development Department staff briefed the Commission on a work program to prepare the SMP.
- Community/Recreation Center Plans The Parks Director briefed the Commission on conceptual plans and possible sites for a new community center. He also showed plans for the remodel of the existing Recreation Center.
- City Center Plan – CFP & Financing Strategy Public comment period on the Draft SEIS ended June 4th. Traffic congestion and higher taxes were the major concerns expressed. A list of capital projects needed to implement the City Center Plan was presented by staff, along with updated project cost estimates.
- Comprehensive Plan Amendments The Commission was briefed on the final three proposals on this year's list of Comprehensive Plan Amendments. They included Plan Data Updates, Implementation Program Updates and revisions to the Parks and Recreation Element.

July 8, 2004

- Comprehensive Plan Amendments The Commission reviewed six of the Comprehensive Plan Amendments that needed more discussion or included new information. They included Raskin, Kingsbury West, College District Adjustments, Growth Policies Review, Residential Balance and Policy Adjustments.

July 22, 2004

- Comprehensive Plan Amendments – Public Hearing The Commission conducted its first public hearing to accept public comments on the 2004 Plan amendment proposals. Nine proposals were ready for this hearing. The hearing was continued to August 26.

August 12, 2004

- LMC 17: Environmentally Critical Areas Public Works Dept. staff presented proposed changes to this chapter of the City's code to meet GMA requirements, incorporate "Best Available Science," add definitions, etc. Discussion followed the presentation.
- Comprehensive Plan Amendments A work session was held to give the Commissioners a chance to discuss any of this year's proposals and ask questions of staff prior to the continued hearing on Aug. 26.

August 26, 2004

- Comprehensive Plan Amendments The Commission continued its public hearing, from July 22 and accepted public comments on Plan amendment proposals. Recommendations were made for the first nine proposals and the hearing was continued to Sept. 9 for further input and discussion on the City Center Plan.

- RS-4 Zone A hearing was conducted on the proposed application of the new High-density Single-family (RS-4) zone to Kingsbury East and The Squire mobile home parks. Following the hearing and deliberation, the Commission forwarded a recommendation to the Council for approval.
- Code Amendments to LMC 21.40 and 21.42 A hearing was conducted to accept public comments on minor amendments to two sections of the Municipal Code to correct omissions pertaining to off-street parking, landscaping and inclusion of new zones in the Order of Restrictiveness table. The Commission recommended Council approval.
- Urban Transition Resolution The Commission discussed a proposed resolution of intent to participate in further discussions with Snohomish County regarding the possible transfer of planning and permitting responsibilities to the City for lands within our urban growth area. The Commission recommended Council passage of the resolution.
- City Center Plan Following the earlier public hearing, the Commission met with staff and consultants in a more focused discussion of the City Center Plan proposals.
- Shoreline Master Program Staff updated the Commission on the requirements, process, schedules, inventory work and general progress of the SMP. An early draft was presented for their review.

September 9, 2004

- Comprehensive Plan Amendments The Commission finalized its recommendations for City Council actions on Kingsbury Mobile Home Park and the Implementation Program. The public hearing on the City Center Plan was continued to September 23.

September 23, 2004

- Comprehensive Plan Amendments Discussion continued on the City Center Plan. The hearing was continued to a special meeting on October 30 to consider the final 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 at a later date.
- Capital Facilities Plan (CFP) A summary of this year's changes was presented by Public Works staff. The Commission found the CFP to be consistent with the City's Comprehensive Plan and recommended City Council approval.
- 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.

September 30, 2004 – Special Meeting

- The Commission considered Resolution No. 1 of the City Center Project Oversight Committee, which was passed earlier that day. It recommended adoption of the City Center Subarea Plan and implementing documents. Based in part on the findings of the Oversight Committee, as stated in its resolution, the Commission recommended Council adoption of the City Center Plan and implementing documents (Development Regulations, Design Guidelines and Capital Facilities Plan), and including the amendments shown in Exhibit A of the Oversight Committee's Resolution No. 1.

October 14, 2004 – Special Joint Meeting with City Council

- The Commission and Council conducted a joint dinner meeting at the offices of the Public Utility District. A “hard-hat” tour of the new convention center was followed by dinner and general discussion of the sensitive areas ordinance, City Center Plan and training opportunities.

October 28, 2004

- At the request of Donna Lambourn, a broker with Coldwell Banker Real Estate and representing William Benny Teal, the Commission initiated a Zoning Code amendment to allow schools in the B-2 zone. Mr. Teal recently purchased the building at 20818 - 44th Avenue West in the Quadrant I-5 Business Park.
- Shoreline Master Program Staff briefed the Commission on progress in the preparation of the SMP, a key staffing change at DOE and the possibility of including Meadowdale Beach Park and the western edge of Martha Lake in our plan.

November 11, 2004 No meeting (Veterans’ Day Holiday)

November 18, 2004 No Meeting (lack of quorum)

- This special meeting was scheduled on the third Thursday but was cancelled due to the lack of a quorum.

November 25, 2004 No Meeting (Thanksgiving Holiday)

December 9, 2004

- Conducted a public hearing on proposed amendments to the Zoning Code to allow schools in the B-2 zone.
- Shoreline Master Program Conducted an Informal Public Meeting to encourage public involvement and input into the draft SMP prior to submittal to Depts. of CTED and DOE.
- Sign Code II Conducted a work session to hear a staff presentation of proposed changes to the Signs section of the Zoning Code.
- Annual Report Reviewed the first draft of the Commission’s 2004 Annual Report.

December 23, 2004 – No Meeting (Christmas Holidays)

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Respectfully submitted,

Dave Johnson, Chair

**Lynnwood Planning Commission
Meeting of December 9, 2004**

Staff Report

Agenda Item: I-3

Election of Officers for 2005

- Election of Officers
- Informal Public Meeting
- Work Session
- New Business
- Old Business
- Information
- Miscellaneous

Lynnwood Dept. of Community Development — Staff Contact: Ron Hough, Planning Manager

Introduction:

The Planning Commission's Scope and Rules call for the election of new officers at the first meeting of each new year. The purpose of this paper is to describe the election process and the duties of the offices so that commission members can discuss the process or ask questions of staff at this meeting.

Commissioners are encouraged to think about whom they might nominate for the different offices and about their own availability. Don't hesitate to express your interest in a particular office. Officers serve one-year terms. There are no term limits.

The current officers are:

- Chair – Dave Johnson
- First Vice-Chair – Tia Psycheff
- Second Vice-Chair – Jacqueline Powers

Membership Status:

Jacqueline Powers has served Position #1 since October 1999. Her term expires on December 31 and she has decided to step down at that time. The City is currently advertising for interested citizens to apply for that position.

Tia Psycheff was appointed three years ago to fill Position #2, which also expires at the end of this year. Tia would like to continue on the Commission and the City Council's confirmation of her reappointment is scheduled for Dec. 13.

No other positions expire this year.

Attendance:

Good attendance is very important. It's costly, disruptive and sometimes embarrassing to cancel a meeting due to the lack of a quorum. Although rarely used, the Commission's Rules include procedures for the removal of a member who misses 25% or more of scheduled meetings or who has three consecutive unexcused absences.

The 2004 Attendance Report will be included in the final version of the Commission's Annual Report in January.

Election Procedures:

- Chair Dave Johnson will call the January 13 meeting to order and, following the roll call, will ask for nominations for the position of Chair.
- Nominations are made from the floor by any of the Commissioners. There may be more than one nomination. After all nominations are made, the Chair will ask for a vote.
- As soon as the Chair position is filled, that person will immediately assume the new position and chair the remainder of the meeting.
- Election of the First Vice-chair and Second Vice-chair will follow in that order with the newly-elected officers assuming their new positions.
- The nominee receiving the majority of the votes cast is declared elected.

Duties of Officers:

Chair:

The chair presides over the Planning Commission and exercises all the powers incidental to the office, retaining however, the full right as a member of the Commission to have a vote recorded in all Commission deliberations, and to propose and second motions. The Chair may call special meetings of the Commission in accordance with the Scope and Rules, signs the approved minutes, resolutions and other formal documents, and sees to it that all actions of the Commission are properly taken.

First Vice-Chair:

During the absence, disability or disqualification of the Chair, the First Vice-Chair assumes the duties and powers of the Chair. The First Vice-Chair retains the full right as a member of the Planning Commission to have a vote recorded in all deliberations and to propose and second motions.

Second Vice-Chair:

During the absence, disability or disqualification of the Chair and the First Vice-Chair, the Second Vice-Chair assumes the duties and powers of the Chair. The Second Vice-Chair retains full rights as a member of the Planning Commission to have a vote recorded in all deliberations and to propose and second motions.

Chair Pro-Tempore:

During the absence, disability or disqualification of the Chair, the First Vice-Chair and the Second Vice-Chair, the most senior member of the Planning Commission shall chair the meeting. The Chair Pro-Tempore shall retain the full right as a member of the Planning Commission to have a vote recorded in all deliberations and to propose and second motions. [Example: If Chair Johnson, First Vice-Chair Peycheff and Second Vice-chair Powers are absent, Commissioner Bigler would be the most senior remaining member and would chair the meeting. If he is also absent, there would be no quorum.]

Executive Secretary:

The Director of Community Development serves as Executive Secretary of the Planning Commission. Since the Director attends most City Council meetings and numerous other meetings, he has designated the Comprehensive Planning Manager to perform many of

the duties of the Executive Secretary and provide the staff services necessary to carry out the work of the Planning Commission.

Council/Commission Liaison:

Each year, the City Council appoints one of its members to function as a liaison to the Planning Commission. Council member Martin Nelson was the liaison during 2004. A better communication link between the two bodies often exists when a Council member is present to answer questions or help explain the Council’s actions or intent.

In 2002, the Planning Commission decided to appoint one of its members to act as a liaison to the City Council. Patrick Decker became the liaison and attended primarily those Council meetings at which Commission recommendations were being considered. Commissioner Decker assisted in the presentations, provided helpful background information to the Council, provided support to staff, and was available for questions.

The Liaison position was “experimental” in 2002 but has been continued. Staff and the Commission felt that Commissioner Decker’s presence at Council meetings was valuable and his reports on Council actions helped the Commission understand the results of its recommendations. Commissioner Decker has served in this capacity for three years and was also a link to the City Center Plan’s oversight committee.

**Current Status of the
LYNNWOOD PLANNING COMMISSION
as of January 1, 2005**

Position	COMMISSIONERS	Appointed	Term Expires
1	VACANT	-----	December 31, 2010
2	Tia Peycheff	December 10, 2001	December 31, 2010 *
3	Dave Johnson	July 13, 1998	December 31, 2005
4	Brian Bigler	January 1, 2001	December 31, 2006
5	Donna Walther	September 23, 2002	December 31, 2007
6	Patrick Decker	January 1, 2002	December 31, 2007
7	Elisa Elliott	May 27, 2003	December 31, 2008

* Reappointment pending