

AGENDA

Lynnwood Planning Commission

Thurs., Jan. 13, 2005 — 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 WALTHER
 VACANT

B. ELECTION OF OFFICERS FOR 2005

- Chair
- First Vice-chair
- Second Vice-chair
- Liaison to City Council (not an officer)

C. APPROVAL OF MINUTES:

- Minutes of December 9, 2004

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

E. COMMISSION MEMBER DISCLOSURES:

F. PUBLIC HEARINGS: None

G. WORK SESSION:

1. **Code Amendment:** SB-6593 – Manufactured Housing

H. BUSINESS:

1. **2004 Annual Report:** Approve the Planning Commission's Annual Report for submittal to the City Council.
2. **Initiate a Code Amendment:** Review the City's requirements for conventional and manufactured housing and recommend changes to comply with SB-6593.

I. DIRECTOR'S REPORT & INFORMATION:

1. **City Council Actions**
2. **Upcoming 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 January 13, 2005**

Staff Report

Agenda Item: **B**

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. A report was included in the December 2004 Commission packet describing the election process and the duties of each 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 served in Position #1 since October 1999. Her term expired on December 31 and she stepped down at that time. That position has not yet been filled.

Tia Psycheff was appointed three years ago to fill Position #2, which also expired at the end of 2004. Tia has been reappointed. The City Council confirmed her reappointment on Dec. 13, 2004.

Brian Bigler served on the Commission for four years. Although the term of Position #4 extends through 2006, he decided to step down at the end of 2004 but agreed to continue to serve for a short period while the City seeks a replacement.

Eligible to serve as 2005 Officers:

Johnson
Decker
Elliott
Psycheff
Walther

Attendance:

Good attendance is important. The 2004 Attendance Report is included in this report.

Election Procedures:

- Chair Johnson will:
 1. Call the January 13 meeting to order
 2. Ask for the roll call
 3. 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.

**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 (Resigned)	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

2004 Attendance Summary

COMMISSIONER	PRESENT	ABSENT
Bigler	16	3
Decker	13	6
Elliott	14	5
Johnson	18	1
Peycheff	13	6
Powers	17	2
Walther	17	2

2004 Planning Commission Attendance Record

DATE	Bigler	Decker	Elliott	Johnson	Psycheff	Powers	Walther	Comments
1/08/04	Cancelled							
1/22/04	Absent	✓	✓	✓	✓	✓	✓	
2/12/04	✓	Absent	Absent	✓	✓	✓	Absent	
2/26/04	✓	✓	✓	✓	✓	✓	✓	
3/11/04	Cancelled							
3/25/04	✓	✓	Absent	✓	✓	✓	✓	
4/08/04	✓	✓	✓	✓	Absent	✓	Absent	
4/22/04	Absent	✓	✓	✓	✓	✓	✓	
5/13/04	✓	✓	Absent	✓	Absent	✓	✓	
5/27/04	✓	✓	Absent	Absent	✓	✓	✓	
6/10/04	✓	Absent	✓	✓	✓	✓	✓	
6/24/04	✓	✓	✓	✓	Absent	✓	✓	
7/08/04	✓	✓	✓	✓	✓	Absent	✓	
7/22/04	✓	✓	✓	✓	✓	✓	✓	
8/12/04	✓	✓	✓	✓	✓	✓	✓	
8/26/04	✓	Absent	✓	✓	Absent	✓	✓	
9/09/04	✓	Absent	Absent	✓	✓	✓	✓	
9/23/04	✓	✓	✓	✓	Absent	✓	✓	
9/30/04	✓	✓	✓	✓	Absent	✓	✓	
10/14/04	Canceled							
10/28/04	Absent	Absent	✓	✓	✓	Absent	✓	
11/18/04	Canceled (Lack of quorum)							
11/25/04	Thanksgiving Holiday							
12/09/04	✓	Absent	✓	✓	✓	✓	✓	
12/23/04	Christmas Holiday							

Lynnwood Planning Commission
Meeting of January 13, 2005

Staff Report

Agenda Item: **H-1**

2004 Annual Report

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

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

Introduction:

The 2004 Annual Report of the Lynnwood Planning Commission provides a summary of the 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.

The "draft" report was distributed for the Commission's review at its Dec. 9 meeting. No changes or additions were made at that meeting. The Commission may still direct staff to make any final changes to the report. Following approval, the report will be distributed. No further action by the Commission or City Council is necessary.

Recommendation:

Motion to approve the 2004 Annual Report of the Planning Commission.

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)

■ ■ ■

Respectfully submitted,

Dave Johnson, 2004 Chair

**Lynnwood Planning Commission
Meeting of January 13, 2005**

Staff Report

**Agenda Item: H-2
Initiate a Code Amendment –
Manufactured Housing**

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

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

Recommendation:

Initiate a code amendment to review the City’s design/development requirements for conventional and manufactured single-family housing and recommend any needed changes to comply with SB-6593.

Background/Discussion:

For years, manufactured housing interests have sought to pre-empt city authorities to determine where manufactured homes can be sited in a city. This year they were successful in getting SB 6593 passed by the legislature. Each jurisdiction is now reviewing its regulations to make sure they comply with this new legislation.

In essence, this bill prevents cities from regulating manufactured homes any differently than site built homes. Specifically, homes built to the federal manufactured housing construction standards must be regulated in the same manner as site built homes, factory built homes, and homes built to any other state construction standard.

Cities and counties may require manufactured housing to be set on a permanent foundation that meets manufacturer standards and may require concrete or a concrete product to be put between the base of the home and the ground, be thermally equivalent to the state energy code, meet local design standards and otherwise meet all other requirements for a designated manufactured home. However, there are some other requirements that are placed on manufactured homes by Lynnwood’s zoning code that may not be appropriate.

Following initiation of this review, staff will provide additional information and options for the Planning Commission’s consideration.



**Lynnwood Planning Commission
Meeting of January 13, 2005**

Staff Report

Agenda Item: I-2

Upcoming Commission Meetings

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

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

- The following schedule is for planning purposes – subject to adjustments.

Happy New Year!

Jan. 13 Election of Officers for 2005

Unfin. Business: 2004 Annual Report – Approval

Work Session: Code Amendment – SB-6593 – Manufactured Housing

Jan. 27 Informal Meeting: 2005 Comprehensive Plan Amendment Process

Work Session: Signs II Code Amendment
Shoreline Master Program (?)

Feb. 10 Public Hearing: Critical Areas Ordinance

Work Session: None scheduled

Feb. 24 Public Hearing: None scheduled

Work Session: None scheduled