

City of Lynnwood
PLANNING COMMISSION MINUTES
October 13, 2005

Commissioners present:

Patrick Decker, Chair
Brian Bigler
Elisa Elliott
Marina Georgiev
Dave Johnson

Staff present:

James Cutts, Director of Community Dev.
Ron Hough, Planning Manager
Carol Thompson, Transportation Planner

Commissioners absent:

Donna Walther
Tia Peycheff

Others Present:

Ted Hikel, City Council Liaison

CALL TO ORDER

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

APPROVAL OF MINUTES

A motion was made and seconded to approve the August 11, 2005 meeting minutes. The motion passed unanimously.

COUNCIL LIAISON REPORT

City Council member Ted Hikel reported that the City Council held a public hearing on the 2005 Plan amendments on October 10th. Most of the testimony concerned the Good Shepherd Church proposal. The hearing was continued to October 24th for questions and discussion.

Mr. Hikel also reported that the parties involved in the proposed Halls Lake subdivision had reached an agreement, which resulted in the withdrawal of the SEPA appeal. They agreed to stipulations involved in the retention of significant trees, redesign of the surface water management facilities and maintenance of a landscape buffer. The Council will hold a hearing on the Preliminary Plat in November.

On October 24th, the Council expects to take final action on the Development Regulations, Group 3, which was postponed from the October 10th meeting.

CITIZEN COMMENTS

Commissioner Bigler asked for a report on the driveway issues that were brought to the Commission earlier by residents of Carlyle Condominiums. Carol Thompson informed the Commission that the Transportation Manager and other staff met with the residents, discussed their issues and suggested ways in which their driveway might be modified to discourage through traffic. It's now up to the condo owners to take the next steps.

COMMISSION MEMBER DISCLOSURES

None

PUBLIC HEARING

None

WORK SESSION

G-1: Capital Facilities Plan Review

Prior to the staff presentation, concerns were raised about the complexity of the Capital Facilities Plan (CFP) document, its relationship to other documents such as the Comprehensive Plan and City Budget, and the knowledge and ability of the Planning Commission to determine whether or not the proposals were correct, accurate or appropriate. Questions were asked about the overall format and numbering system and how projects were prioritized in the General Fund and departments listings. Staff helped to clarify those issues.

The Commission is asked to review and comment on a variety of things, sometimes without sufficient background or training. Although they work with the Comprehensive Plan every year, they expressed a desire for more training in comprehensive planning. Most Commissioners agreed that all City boards and commissions require a certain amount of basic knowledge and training to do their jobs efficiently and, therefore, training funds should be included in the City Budget.

Motion: Commissioner Bigler moved that the Planning Commission support the inclusion of \$10,000 in the City's budget for training for boards and commissions. The motion was seconded and passed 4-1 (Yes: Bigler, Georgiev, Johnson and Decker. No: Elliott)

Planning Manager Ron Hough explained that the CFP is a link between the City Budget and the Comprehensive Plan, City Center Plan and other planning documents. He described the Planning Commission's role in reviewing the CFP to point out errors or to suggest changes to project proposals to ensure consistency with the Comprehensive Plan. They then recommend the document for City Council approval. Mr. Hough directed the Commission's attention to the introductory memorandum to the Mayor and City Council at the beginning of the CFP document. The memo outlined the recommendations and explained the committee's involvement, prioritization system and categories that were used in the CFP process. He noted that City Center projects are listed independently. In the absence of Parks Department staff, Mr. Hough also summarized the new phases of existing parks projects and the new parks projects that are being proposed.

The Commission asked why the pool roof was being replaced if the center is proposed for major modifications and if the funds were for another removable roof. Staff responded that the funds would replace the removable fabric roof with a permanent retractable roof.

It was noted that \$8 million is allocated for acquisition of a site for the future community center facility, although the actual location is yet to be determined. No further discussion.

Commissioner Elliott expressed concern about how funds are allocated to various projects, especially street improvement projects and how some of those projects will affect, or implement, the City Center Plan. Related questions were asked about the Level of Service "E" that is to be maintained in the City Center. Carol Thompson and Director Cutts explained how the LOS system works and talked about the proposed street projects, including the grid system, traffic flow and other aspects. Ms. Thompson assured the

Commission that all proposed projects were designed and reviewed by staff to comply with the City's Comprehensive Plan.

Since the Commission normally deals with the CFP only once each year, a two-part CFP review process was suggested for next year. The first meeting, when the CFP is distributed to the Commission, would include a staff overview of the process, the format and organization of the CFP document, and a reminder of what the Commission is expected to do. They will then be better equipped to review the document and return at the next meeting with educated comments and recommendations.

Recommendation: Commissioner Bigler moved that the Commission forward the 2006-2011 Capital Facilities Plan to the City Council with a "do adopt" recommendation. The motion was seconded and passed unanimously.

G-2: Planning Commission Work Program

Mr. Hough reviewed the Commission's tentative work program for 2006, including the meeting schedule, anticipated meeting topics and tasks and other possible activities. Among those would be a February meeting with the Hearing Examiner and a spring joint meeting with the City Council. Since the City may fund a new neighborhood coordinator position as well as neighborhood activities outlined in the strategies of the Economic Development Dept., it was suggested that the Planning Commission provide a neutral forum for meetings and discussions of neighborhood or community planning matters.

The Commission can also expect to be involved in the planning and zoning of the Parkway Annexation area, the development of the Shoreline Master Program and possibly the preparation of a new Energy Element for the Comprehensive Plan.

In addition to the scheduled meetings and activities, the Commission was asked what other things it might like to do in 2006.

Commissioner Bigler suggested that the Commission look at low-impact development techniques, such as the use of pervious surfacing materials that might later be incorporated into our development regulations. He suggested that the effort be coordinated with the newly formed environmental committee.

Commissioner Bigler also suggested that the Commission look into ways in which it might interact with the planning commissions of neighboring communities.

Mr. Hough mentioned that the State Department of CTED provides a "Short Course in Planning" which might be a way to get some training and also meet our neighbors. The course is usually two to three hours and conducted in an evening workshop style. It can be designed to include the topics we need to learn about. We can host the workshop and invite commissioners from surrounding cities. Staff will look into it and report back.

Chair Decker felt it would be appropriate for the Planning Commission to be more active in neighborhood planning and would welcome that opportunity.

Director Cutts asked if the Commission is interested in learning more about growth and the annexation process? They expressed a strong interest in that subject.

Mr. Hough will look into these possibilities and bring a more refined list to a future meeting for continued discussion.

BUSINESS

None.

DIRECTOR'S REPORT & INFORMATION

Mr. Hough mentioned the planning matters that are on upcoming City Council meeting agendas. He also indicated that two scheduled Commission meetings in November and December would be cancelled due to holidays and the Lynnwood University. There will be only one meeting in November and December for the remainder of the year.

ADJOURNMENT

A motion was made by Commissioner Bigler to adjourn. The motion was seconded by Chair Decker and passed unanimously. The meeting was adjourned at 8:39 pm.

Patrick Decker, Chair