

# **AGENDA**

## **Lynnwood Planning Commission**

**Thurs., Oct. 13, 2005 — 7:00 pm** — City Council Chambers, 19100 – 44<sup>th</sup> Ave. W., Lynnwood

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

**B. APPROVAL OF MINUTES:**

1. Minutes of August 11, 2005

**C. COUNCIL LIAISON REPORT**

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

**E. COMMISSION MEMBER DISCLOSURES:**

**F. PUBLIC HEARING:**

**G. WORK SESSION:**

1. **Capital Facilities Plan Review** – Review and discuss the 2006-2011 Preliminary CFP for compliance with the City's Comprehensive Plan. Forward a recommendation to the City Council to approve and adopt the CFP with any changes suggested by the Commission.
2. **Planning Commission Work Program** – Discuss possible ways to expand the role of the Planning Commission and increase its involvement in community planning activities. Staff will also review the 2006 schedule of Commission meetings, special meetings and other tasks.

**H. BUSINESS:**

**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 October 13, 2005**

**Staff Report**

Agenda Item: **G-1**  
**Capital Facilities Plan Review**

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

Lynnwood Dept. of Administrative Services — Staff Contact: Vicki Heilman, Assistant Finance Director

**Recommendation:**

Review and discuss the 2006– 2011 Preliminary Capital Facilities Plan for Comprehensive Plan compliance and forward a recommendation to the City Council to approve and adopt.

**Background/Discussion:**

The Planning Commission is being asked to review the 2006 – 2011 Preliminary Capital Facilities Plan (CFP). The CFP is an important link between the City’s planning and budgetary processes, allowing the Planning Commission to determine the projects that are needed to meet the goals of the Comprehensive Plan. The purpose for Planning Commission review is to ensure that the proposed projects do not conflict with the adopted Comprehensive Plan.

To assist you with the review of the CFP projects for Comprehensive Plan compliance, within the CFP document there is Appendix A which includes Project Worksheets for all proposed projects for this six-year plan. The worksheets provide you with the project’s number, name and description. Also, it illustrates the projected costs and revenue for the project. Where possible, specific Comprehensive Plan Objectives and Policies are cited. For these citations, the Comprehensive Plan element is noted in shorthand before the specific objective or policy number, where:

- LU = Land Use
- H = Housing
- T = Transportation
- CF = Capital Facilities and Utilities
- P = Parks, Recreation, Cultural Arts & Open Space.

For example, LU: 1, 1.1, 1.2 would refer to specific Land Use element objectives and policies.

Except for the Newly Proposed Projects, which are denoted in the following summary of changes, the majority of the projects have already been reviewed for compliance with the Comprehensive Plan.

Some projects required scheduling changes, reappropriation of funds between projects and some were withdrawn. All of these changes are reflected in the summary to give you a complete picture of the City’s planned capital expenditures for the next six years.

## Summary of Changes

The following is an overview of the changes that have occurred in the CFP since it was adopted last year by the City Council.

### Capital Planning Committee

This year a Capital Planning Committee was developed made up of Department Directors, Project Managers and representatives from the Administrative Services Department. This Committee wrote a memo, authored by Mike Bailey, Finance Director, to the Mayor and Council defining the objective for this committee and the process that took place. For your reference, this memo is included in the front of the 2006 – 2011 Preliminary CFP document.

### Parks

Following is a list of Park projects that reflect new phases to an existing project or proposed as new for the first time:

BP2006023A	Recreation Center Renovation, Phase I, Pool Roof Replacement
BP2006023B	Recreation Center Renovation, Phase II
BP2006023C	Recreation Center Renovation, Phase III
BP2006024A	Community Center Site Acquisition
BP2006024B	Community Center Development, Phase I
BP2006024C	Community Center Development, Phase II
PK1997015D	Heritage Park Development, Phase IV

### Streets

The Street element is proposing the following four new projects:

ST2006079A	City Center: Transit Lynnwood Link – Trolley Feasibility Study
ST2006080A	Intelligent Transportation System - Traffic Management Center
ST2006084A	Traffic Intersection Control at 48 <sup>th</sup> Ave W and 194 <sup>th</sup> St SW
ST2006085A	Comprehensive Plan, Transportation Element Revisions.

The City-wide Sidewalk and Walkway Program has been broken out into two phases, ST2006018B is for construction of ADA Ramps and ST2006018C is for on-going maintenance and operation projects.

### Stormwater

The Stormwater element is proposing two new projects, the first is SD2006020A, Drainage Improvements: Maple Road and Ash Way. Second new project is SD2006021A, Catch Basin Repair.

### Sewer

Sewer has two new projects being proposed, the first is SE2006051A , Preheat System Replacement and SE2006052A for construction of Lift Station 16.

Also, on-going project SE2006053A has been established to provide for an annual sewer line replacement program. All previous and new sewer line replacement projects that still need to be completed will be reported using this project number. Projects will be selected each year according to the Sewer Comprehensive Plan.

Project SE2002033A, Heat Recovery & Energy Generation at Wastewater Treatment Plant has been withdrawn.

The following Sewer element projects have been moved to the long range:

SE2000027A Treatment Plant Secondary Ultraviolet Light Disinfection  
SE2000029A Treatment Plant Incinerator Repair/Replacement  
SE2005048A WWTP: Fire Sprinkler System

### **Water**

The Water element established project WA2006050 for Water Main Replacements. This is a new way of reporting previously listed individual projects for main replacements. Per the recommendations in the Water Comprehensive Plan, maintenance records will be reviewed annually to select projects from the list presented in the Plan.

### **Fire**

The fire element is recommending project FD2006007A, East City Fire Station/Training Facility.

### **Administrative**

The Administrative is recommending project BD2006029A, On-going Building Facilities Capital Upgrades. This is being proposed to provide needed upgrades to City facilities.

Once again, the role of the Planning Commission is to review the Capital Facilities Plan for compliance with the adopted Comprehensive Plan, to comment on how the CFP does or does not comply, and to make recommendations to the City Council with respect to the 2006 – 2011 Preliminary Capital Facilities Plan.

There will be an opportunity for public testimony on the CFP at a City Council Public Hearing scheduled for November 14, 2005.

### **Reference:**

**City of Lynnwood 2006-2011 Capital Facilities Plan**  
Provided to Planning Commission – under separate cover.

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

**Staff Report**

**Agenda Item: G-2**

**Planning Commission Work Program**

- 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:**

The Lynnwood Planning Commission's role in the planning and development process is largely prescribed by city code. The Commission spends most of its meeting time considering planning issues related to comprehensive planning policy and to consistency between the Comprehensive Plan and zoning, Capital Facilities Plan, TIP and other documents.

City code gives development review functions and final decisions to staff, the Hearing Examiner and the City Council. So, in many ways the Planning Commission is asked to react to proposals and make recommendations rather than initiate actions or projects of its own.

**PROPOSAL:**

Staff encourages members to think about the Planning Commission's role in the City's planning processes and to engage in a discussion to determine whether there is interest in exploring an expanded role. If there is interest, the discussion should then extend into what that expanded role might be and how it would take place. Staff will assist in the discussion to the extent the Commission members desire.

To stimulate discussion, staff offers the following example of the type of task the Commission might consider in its expanded role. Without direct decision-making authority, the Commission might do an annual or semi-annual review of approved or completed development projects throughout the City and comment or rank them according to some criteria and on the merits of each. A "best of list" could be generated and awards presented to the "Project of the Year".

This is just a thought. The Commission will surely have other and better ideas to offer.

## **2006 Work Program:**

The following is a preliminary listing of the Planning Commission's anticipated work program for next year. This program is being prepared in coordination with the staff work program for purposes of planning and scheduling work and projects.

Please review the program and offer any corrections, changes or suggestions at the October meeting.

### **Regular Meetings:**

- 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month – January through October.
- One meeting will be held in November and December to avoid holidays.

### **Anticipated Meeting Topics & Tasks:**

- Jan: Elect new officers for 2006.
- Jan: Informal Public Meeting on Comp. Plan Amendment Process.
- February: Meeting with the Hearing Examiner.
- March: Public Hearing & Recommendations on Comp. Plan PAL (list).
- April: Joint meeting with City Council.
- June: Public Hearing & Recommendations on all Plan Amendments.
- Sept: Review and recommend Capital Facilities Plan to City Council.
- Dec: Review and approve 2006 Annual Report of the Planning Commission.

### **Other Possible Activities:**

- Informal Public Meetings in support of neighborhood planning activities.
- Plan and Zoning review for Parkway Annexation (possibly others).
- Review and recommend changes to development regulations.
- Involvement in new Comprehensive Plan element.
- Involvement in Shoreline Master Program.

*Lynnwood Planning Commission*  
**Meeting of Oct. 13, 2005**

**Staff Report**

Agenda Item: I-2

**Upcoming Commission Meetings**

- Public Hearing
- Informal Public Meeting
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- Miscellaneous

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

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

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**Aug. 25**      **Meeting Cancelled** – Lack of Business

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**Sept. 8**      **Meeting Cancelled** – Lack of Quorum

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**Sept. 22**      **Meeting Cancelled** – Lynnwood University

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**Oct. 13**      **Public Hearing:**      None scheduled  
**Work Session:**      2006-2011 Capital Facilities Plan  
Planning Commission Work Program

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**Oct. 27**      **Meeting Cancelled** – Lynnwood University

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**Nov. 10**      **Public Hearing:**      None Scheduled  
**Work Session:**      Parkway Annexation – Comp. Plan & Zoning

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**Nov. 24**      **Meeting Cancelled** – Thanksgiving Holiday

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**Dec. 8**      **Public Hearing:**      None Scheduled  
**Work Session:**      2005 Annual Report of the Planning Commission