

# AGENDA

## Lynnwood Planning Commission

Thursday, January 26, 2006 — 7:00 pm  
City Council Chambers, 19100 – 44<sup>th</sup> Ave. W., Lynnwood WA

- A. Call to Order** Chair DECKER  
Commissioner BIGLER  
Commissioner ELLIOTT  
Commissioner PEYCHEFF  
Commissioner WALTHER  
VACANT – Position #1  
VACANT – Position #3
- B. ELECTION OF OFFICERS FOR 2006**
1. Chair
  2. 1<sup>st</sup> Vice-chair
  3. 2<sup>nd</sup> Vice-chair
- C. APPROVAL OF MINUTES:**
1. Minutes of November 10, 2005
  2. Minutes of December 8, 2005
- D. COUNCIL LIAISON REPORT** – Councilmember Ted Hikel
- E. CITIZEN COMMENTS** – on matters **not** on tonight's agenda.
- F. INFORMAL PUBLIC MEETING:**
1. **Comprehensive Plan Amendment Process** – The deadline to submit proposals for the 2006 amendment process is March 1. The purpose of this meeting is to explain the process, the schedule, the forms and to assist the public with any questions they may have.
- G. WORK SESSIONS:**
1. **Initiation of Code Amendments** – Staff will describe several Zoning Code sections that are targeted for review and updating this year. The reviews will be formally initiated by either the Commission or City Council at a later date.
  2. **Shoreline Master Program** – Review shoreline inventory mapping.
- H. BUSINESS:**
1. **Planning Commission's Annual Report** – A draft of the 2005 Annual Report was reviewed at the Dec. 8 meeting. The revised report is now ready for Commission approval and forwarding to the City Council.
- I. DIRECTOR'S REPORT & INFORMATION:**
1. **City Council Actions**
  2. **Upcoming Meetings**
- J. ADJOURNMENT**

The public is invited to attend and participate in this public meeting. To request special accommodations for persons with disabilities, contact the City at (425) 670-6613 at least 24 hours prior to the meeting.

***Lynnwood Planning Commission***  
**Meeting of January 26, 2006**

**Staff Report**

**Agenda Item: F-1**  
**Informal Public Meeting –**  
**2005 Comprehensive Plan Amendments**

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

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

**Introduction:**

Lynnwood's Comprehensive Plan may be amended only once each year. Early each year, the Planning Commission schedules an "informal public meeting" as the kick-off to the amendment process. Whether conducted as a separate meeting or as a part of a Planning Commission meeting, this is an opportunity for citizens, groups and others to become aware of the Plan amendment process and obtain the information they need.

During this meeting, staff will provide the Commission and attendees with an overview of this year's process and tentative schedule. Staff will also be available prior to and following the meeting for one-on-one discussions. This is a good time for the public to obtain application forms or ask questions of the Commission or staff.

The following is a summary of this year's amendment process:

**A. Report on 2005 Plan Amendments:** [within 30 days of decision/adoption]

1. The City Council made its final decisions and passed the adopting ordinances on last year's Plan Amendments on November 28, 2005. The ordinances were published and the changes are now in effect.
2. Letters were sent to property owners and parties of record to inform them of the final decisions on their proposals and copies of the final ordinances were provided to the State within ten days of adoption, as required.

**B. Process to Solicit Amendments:**

1. March 1, 2006, is the deadline for new amendment applications and suggestions.
2. Notices have been placed in local newspapers to explain the process, timing, and to announce the Planning Commission's Informal Public Meeting on Jan. 26.
3. Press releases and notices will be provided on the City's website.
4. Persons and/or organizations known or suspected to have an interest in a Comprehensive Plan amendment are also being notified of the process and deadlines. Early applications are docketed throughout the year for processing after March 1.

5. The Planning Commission will host an Informal Public Meeting on January 26 to explain the process and assist potential applicants.
6. Staff will conduct pre-application conferences with potential applicants to discuss their needs, options and the steps involved in the process.
7. City boards, departments, commissions and the City Council are being informed of this year's amendment cycle. They may contact staff for further information.

**C. Establish the Proposed Amendments List:**

1. After March 1, staff will prepare a summary of proposals – including formal applications and informal suggested amendments.
2. The Planning Commission will be briefed on the "formal" applications, all of which will be processed. The Commission will also review "suggested" amendment proposals and conduct a public hearing on April 14 to help determine which proposals should or should not be recommended for processing. A recommended "Proposed Amendments List (PAL)" will then be forwarded to the City Council.
3. The City Council will consider the Commission's recommendations and may conduct an additional public hearing (not required) prior to making its decisions as to which suggested amendment proposals will be included in this year's amendment process.

**D. Process the Requests:**

1. Staff will process all proposals on the approved PAL as follows:
  - Gather and analyze necessary data.
  - Prepare maps, tables, graphs, etc.
  - Work with the citizens, groups, organizations, boards and commissions.
  - Refer the proposals to other jurisdictions and departments for comments.
  - Prepare the SEPA documentation and obtain the ERC determination.
  - Submit all proposals for 60-day state review.
  - Prepare staff reports and recommendations for all amendments.
  - Prepare related zoning amendments to maintain Plan/Zone consistency.
  - Conduct the notification process.
2. Planning Commission will:
  - Jan. – Conduct an Informal Public Meeting.
  - March – Conduct a public hearing to review the suggested amendments.
  - March – Recommend the Proposed Amendments List (PAL) to the City Council.
  - May-June – Conduct work sessions and hearings for public review of the proposals.
  - June – Make recommendations to the City Council on each proposed amendment.
3. The City Council will:
  - April – Review the proposals, conduct a public hearing (optional), consider the Commission's recommendations and approve the "Proposed Amendments List."
  - June-July – Conduct work sessions on all proposals.
  - August – Conduct public hearing(s). Make final decisions after considering the public testimony received, the SEPA Review documentation, comments from the 60-day review and the Planning Commission's recommendations.

**E. Tentative Schedule:** [subject to adjustment]

Jan. 26	Planning Commission: Informal Public Meeting.
March 1	Deadline for new applications and suggested amendments.
<b>March 9</b>	Planning Commission: <b>Public Hearing &amp; Recommendations</b> to Council.
March 23	Planning Commission: work session – formal applications only.
April 3	Council: work session on Proposed Amendments List.
<b>April 10</b>	Council: action on <b>Proposed Amendments List</b> .
April 13	Planning Commission: work session (if needed).
April 27	Planning Commission: work session.
May 11	Planning Commission: work session (if needed).
May 25	Planning Commission: work session.
June 5	Council: work session – formal application(s) only.
June 8	Planning Commission: work session.
June 19	Council: work session – introduction to suggested amendments.
<b>June 22</b>	Planning Commission: <b>Public Hearing &amp; Recommendations</b> .
July 3	Council: work session – Presentation of Commission’s recommendations.
July 17	Council: work session.
July 31	Council: work session.
August 7	Council: work session.
<b>August 14</b>	Council: <b>Public Hearing &amp; Decisions</b>
August 21	Council: work session on draft ordinances (Memo for Action).
<b>Sept. 11</b>	Council: <b>Adoption</b> of 2006 Plan Amendments and related zoning changes.

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\* The final scheduling of work sessions will be determined, in part, by the numbers, types and complexity of the proposals received by March 1.



**Lynnwood Planning Commission  
Meeting of January 26, 2006**

**Staff Report**

**Agenda Item: G-1  
Initiation of Code Amendments**

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

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

**Introduction:**

The Dept. of Community Development has studied and proposed a number of changes to various development regulations during the past several years. Changes have ranged from revisions to the residential sections of the Zoning Code to relatively minor adjustments to manufactured housing regulations and parking requirements.

Code amendments may be initiated by either the Planning Commission or City Council. During 2006, the department has targeted several more sections of the code for review and updating. However, before any changes are formally initiated, these six will be taken to a City Council work session on February 6. The Council wish to initiate some or all of these changes. If not, the proposals may return to the Planning Commission for formal initiation at a later meeting.

The following is a brief summary of the work involved.

**Ch. 21.12 – Nonconforming Uses and Structures**

This section places limitations on land uses and site/structures that were legally established or developed, but that either would no longer be permitted in the zone in which they are located (uses) or do not meet current development standards. These types of uses and buildings will eventually be phased out. In the interim, they may be modified, expanded, etc., only if they meet certain requirements. The requirements and procedures in the current code are old, difficult to follow and possibly inappropriate for some applications. This chapter can be improved to work much more effectively.

**Ch. 21.18 – Off-street Parking**

The City's off-street parking requirements are old and out-of-date. A review and update is needed to better address today's land uses, parking needs and newer concepts.

**Ch. 21.30 – Planned Unit Development**

The PUD process allows for innovation and special features in new development. It can also be beneficial in conserving energy, open space and natural land features. This chapter needs to be updated to better accommodate new ideas and to simplify and clarify the PUD process.

**Ch. 21.42 – Sect. 110-F – Accessory Dwelling Units**

The requirements and process for permitting ADUs are contained in the Single-family Residential section of the Zoning Code. Our ADU standards are very restrictive and very few new ADUs have been permitted in Lynnwood. Many single-family homes have been altered to include accessory units. However, most of those were done illegally because they couldn't comply with

our standards. This is a good time to review our ADU provisions to see why they are ineffective and to look for changes to better address the City's housing needs while protecting adjacent residences and neighborhoods.

**Ch. 21.44 – Public and Semi-public Zone**

In 2005, the City Council approved a minor adjustment to the P-1 zone to make our “Existing Waste Water Treatment Plant” an allowed use in the P-1 zone. It was previously not listed and, therefore, was a nonconforming use. The next phase of work on the P-1 zone is to split the zone into two separate “public use” zones. One would contain mostly parks, open space, schools, recreational facilities, etc. The other zone would provide for public utilities and services, such as the treatment plant, pump stations, maintenance yards and similar facilities. Staff intends to work primarily with the Departments of Public Works and Parks and Recreation on this review.

In 2006, the Commission and City Council will be considering proposed Comprehensive Plan amendments related to Essential Public Facilities. The “P” zones will include such facilities. Other sections of the City's municipal code may also require adjustments to maintain EPF consistency.

**Ch 19.50 – Access to Individual Single-Family Lots**

In the recent update of the Subdivision Code (Title 19), staff had intended to recommend a minimum width for the access road that serves an individual single-family lot to be 15 feet. (The minimum width for an access road serving two or more lots is 20 feet.) However, this recommendation was not included in the updated Code. This code amendment would allow consideration of this provision.



***Lynnwood Planning Commission***  
**Meeting of January 26, 2006**

## **Staff Report**

**Agenda Item: G-2**

**Shoreline Master Program- Review  
Inventory Mapping**

- 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:**

At the November 10, 2005 Planning Commission meeting, the staff presented the scope of work and schedule for the process to complete and adopt a Shoreline Master Program (SMP) for Lynnwood. It was explained that the first phase of the process ended in December 2004 with the completion of a draft SMP. Completion of the draft satisfied the contractual requirements of the planning grant (from CTED) which funded that portion of the process. The draft SMP was submitted to the Department of Ecology (DOE) for review and comment as required by state law. Comments on the draft by DOE were received in January 2005. The DOE comments indicated there was significant work remaining to revise the draft SMP to meet the requirements of the Shoreline Management Act (SMA). The DOE is now providing grant funding to the City to assist in completion and adoption of the SMP.

The attached quarterly progress report submitted to DOE will give Commissioners information on what staff has been doing on the project since the start. Also attached are the list of data sources that will be used in the inventory phase, and draft copies of the inventory mapping. This meeting is an opportunity for the Commissioners and the public to review the material and ask questions and/or offer any suggestions.

### **THE WORK AHEAD:**

Initiation of work on the project was delayed by finalization of the DOE grant agreement. As a result, the project is at least three weeks behind the schedule described in the scope of work. Staff is now working hard to make up for lost time and get back on schedule.

### **ATTACHMENTS:**

1. Quarterly Progress Report to DOE.
2. Draft List of Inventory Data Sources.
3. Draft Inventory Maps.
4. Notice of Public Meeting.

**Lynnwood Planning Commission  
Meeting of January 26, 2006**

**Staff Report**

**Agenda Item: H-1**

**Planning Commission's  
Annual Report**

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

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

**The Annual Report was included  
in the Jan. 12 meeting packet.**

**Recommendation:**

Approve, by motion and vote, the 2005 Annual Report of the Planning Commission and forward same to the City Council.

**Background:**

The Planning Commission's Annual Report is a summary of its activities during the previous year. It highlights some of the more significant projects and provides a specific monthly summary of activities, recommendations and City Council actions.

The first draft of the report was discussed at the Planning Commission's December 8, 2005 meeting. No changes were proposed. The final version was included in the Jan. 12 meeting packet for approval. That meeting was cancelled.

Following the Commission's approval, this report will be adjusted and forwarded to the City Council. It will be on the City Council's work session agenda in February as an informational item.

**Reference:**

2005 Annual Report of the Planning Commission:

The draft document was included with the Dec. 8 meeting packet. A couple minor corrections were made and the attendance record was updated, but no significant changes have been made.

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***Lynnwood Planning Commission***  
**Meeting of January 26, 2006**

**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.

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**Jan. 12      MEETING CANCELLED – Lack of Quorum**

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**Jan. 26      Informal Meeting:** 2006 Comp. Plan Amendment Process  
**Work Session:**      Initiation of Code Amendments  
                                  Shoreline Program – Review Inventory Mapping  
**Business:**            2005 Annual Report

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**Feb. 9        Liaison Report:**      Mayor Gough – Address to the Commission  
**Public Hearing:**      None Scheduled  
**Work Session:**      Shoreline Program – Draft characterization of  
                                  ecosystem-wide processes and shoreline functions.  
                                  Code Amendment Proposals – if ready.

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**Feb. 23      Public Hearing:**      None Scheduled  
**Work Session:**      2006 Comp. Plan Amendments – Preview  
                                  Parkway Annexation – Plan & Zoning  
                                  Shoreline Program – Analysis report and map portfolio.  
                                  SR99 Corridor & MUGA Studies – Review concepts.