

**City of Lynnwood**  
**PLANNING COMMISSION MINUTES**  
**July 27, 2006**

**Commissioners present:**

Maria Ambalada  
Brian Bigler  
Patrick Decker  
Elisa Elliott  
Michael Wojack

**Staff present:**

Ron Hough, Comprehensive Planning Mgr.  
Kevin Garrett, Current Planning Mgr.  
Keith Maw, Associate Planner  
Shay Davidson, Admin. Assistant

**Others Present:**

**Commissioners absent:**

Jeff Davies  
Tia Peycheff

**CALL TO ORDER**

Chair Decker called the meeting to order at 7:00 PM. A quorum was present.

**APPROVAL OF MINUTES**

No changes or corrections were offered to the minutes of the June 13, 2006 Planning Commission meeting. Commissioner Ambalada moved to approve the minutes. The motion was seconded by Commissioner Elliott and passed unanimously.

**COUNCIL LIAISON REPORT**

Councilmember Hikel was not in attendance. No report.

**CITIZEN COMMENTS**

None

**PUBLIC HEARING**

None

**WORK SESSION**

**1. Access to Individual Single-family Lots – Code Amendment:**

Planning Manager Kevin Garrett provided a map of a typical short plat to help illustrate the proposed code amendment. He explained that this is the first in a series of code amendments approved by the City Council in March for processing. A public hearing will be scheduled for the Planning Commission later this year.

Mr. Garrett described the difference between a short and long plat, access requirements and maintenance responsibilities. The minimum width of a private road is 20 ft. but the Fire Code allows a reduction to 15 ft. when the road provides access to only one lot. That exception was overlooked when the City's subdivision code was updated in 2003 and is now an impediment to development. The proposed amendment will correct the problem

by reducing the width to 15 ft. for a private road that provides access to a single lot. A related change would reduce the required building setback from the private road from 15 ft. to 5 ft.

A general discussion following the staff presentation touched on such issues as the impact of the driveway on the neighboring residents, road maintenance responsibilities if the road falls into disrepair, buffering of the road and fire lane parking restrictions. Mr. Garrett will schedule this matter for a public hearing.

## **2. Parkway Annexation:**

Planning Manager Ron Hough introduced Associate Planner Keith Maw who is the lead staff person on this project and primary creator of the maps and related data. Mr. Hough walked the commissioners through the main sections of the staff report and summarized the background and initiators of this annexation. A PowerPoint presentation outlined the annexation process, the Planning Commission's role in the process, showed photographs of the annexation area and included maps of current land uses, Comprehensive Plan, zoning, wetlands and habitat areas.

Following the presentation, the commissioners and staff discussed a list of issues that will be of concern when making a recommendation to the City Council. Those issues included residential and commercial character, the County's Urban Centers Overlay, split-zoning possibilities, potential development, creation of nonconforming uses and the current status of ordinances that were passed for the North Gateway Annexation process in 1998. Although that annexation was not completed, the resulting Comprehensive Plan and zoning were approved and could be activated upon approval of the Parkway Annexation, unless modified or replaced by other designations.

Following the discussion, Mr. Hough indicated that staff would continue to develop plan and zoning proposals that will be the subject of a public hearing, possibly in September.

## **BUSINESS**

None

## **DIRECTOR'S REPORT & INFORMATION**

Planning Manager Ron Hough reported on the City Council's July 17<sup>th</sup> Comprehensive Plan amendments work session and decision to move ahead with public hearings. Council hearings have been scheduled and advertised for July 31<sup>st</sup> and August 14<sup>th</sup>. Seven of the eight proposals will be heard on July 31<sup>st</sup> and the August 14<sup>th</sup> portion of the hearing will be reserved for testimony on the mobile home park zone.

Since there is very little business coming to the Commission in August, Mr. Hough suggested that one of the August meetings be cancelled. Since several of the commissioners had a conflict with the August 24<sup>th</sup> meeting date, that meeting will be cancelled.

The Commission asked if staff had looked into the matter of providing an interpreter, if someone asked for that service at a Commission meeting. The agenda sheet includes an offer to provide "special accommodations for persons with disabilities" but it isn't clear that a language barrier is considered a disability, or if the statement refers only to physical disabilities. A revision may be needed for clarification.

Commissioner Ambalada asked for clarification of the meaning of the “Promotional duties” of the Planning Commission, as described in LMC 2.29.060. During the brief discussion that followed, it was felt that this section of the City Code encouraged the commissioners to take an interest in the City’s long-range planning programs and help the public understand them as well. The section says that extraterritorial planning shall be done and that the Commission should consider areas outside the City that might influence the welfare of the City.

Mr. Hough informed the Commission that staff is looking into the possibility of putting together a “planning short course” training session later this fall, tailored to the practices of Planning Commissions. The session would probably be held on a weekday evening and we could invite fellow commissioners from neighboring cities. The Commission agreed that this would be beneficial and encouraged staff to proceed.

### **ADJOURNMENT**

Commissioner Ambalada moved to adjourn. The motion was seconded by Commissioner Wojack and passed unanimously. The meeting was adjourned at 8:37 PM.

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Patrick Decker, Chair