

City of Lynnwood
PLANNING COMMISSION MINUTES
January 11, 2007

Commissioners present:

Patrick Decker
Jeff Davies
Elisa Elliott
Michael Wojack
Richard Wright

Staff present:

Ron Hough, Planning Manager
John Bowler, Associate Planner

Commissioners absent:

Maria Ambalada
Tia Peycheff

Others Present:

Ted Hikel, City Council Liaison

CALL TO ORDER

The meeting was called to order by Chair Decker at 7:00 PM in the Council Chambers of Lynnwood City Hall. Commissioners Decker, Davies, Elliott, Wojack and Wright were in attendance. A quorum was present.

ELECTION OF OFFICERS FOR 2007

Planning Manager Ron Hough explained that the Commission elects its officers at the first meeting of each new year and referred to the staff report for further details of each position. The positions are Chair, First Vice-chair and Second Vice-chair. The procedure for nominating and electing officers was explained.

Commissioner Elliott nominated Patrick Decker for Chair. There were no other nominations and Decker was elected to that position by a 5-0 vote and continued to chair the meeting.

Commissioner Elliott nominated Michael Wojack for First Vice-chair. Chair Decker nominated Jeff Davies for the same position. Discussion between the two nominees followed and they generally decided that Wojack was most interested in the position. The vote to elect Davies failed 1-4 and Wojack was elected First Vice-chair 5-0.

Since two commissioners were absent, there were no nominations for Second Vice-chair. It was agreed to consider that position at the next meeting.

Commissioners Davies and Wojack inquired about the voluntary position of Council Liaison, its importance, and why it hasn't been more successful in the past. Chair Decker, who served as liaison for several years, provided some comments and history. He felt the liaison was an important link between the two bodies but, with work and family commitments, he tried to focus his attendance primarily on the planning-related agenda items. Council member Hikel informed the Commission that the Council's business meetings, held on the 2nd and 4th Mondays are probably more important to attend than are the work sessions, which involve participation of staff but usually not the audience. No one volunteered to serve as the liaison but some options were discussed, such as rotating the assignment or encouraging any of the commissioners to attend any Council meeting. This matter will be discussed again at a future meeting and staff will keep the Commission informed of planning-related matters on future Council agendas.

APPROVAL OF MINUTES

Because there were not four commissioners in attendance who attended the Dec. 14, 2006 meeting, action on the minutes of that meeting will be on the next agenda.

COUNCIL LIAISON REPORT

Council member Hikel reported that the City Council had passed the City's biennial budget and had made its 2007 appointments. Hikel will again be the Council's liaison to the Planning Commission. Loren Simmonds will continue as Council President and Hikel as Council Vice-president.

CITIZEN COMMENTS

No citizens were in attendance.

PUBLIC HEARING

No hearings were scheduled.

WORK SESSION

1. Parking Code Revisions:

Associate Planner John Bowler explained some key changes in the parking code revisions and, during his presentation, responded to questions and comments that had been received since the previous work session. Section 21.18.900 (Shared Parking) was included and Bowler explained how that process works. The process for allowing parking on adjacent or nearby property was also simplified in Section 21.18.200 to allow administrative approval and a parking agreement. A Conditional Use Permit, as currently required, would not be necessary for remote parking.

There was considerable discussion about truck/trailer parking in commercial parking lots. Mr. Bowler showed aerial photos of several businesses and pointed out problem areas. Among sites discussed were Fred Meyer, Target, the Alderwood Mall area and a shopping center at 196th Street and Highway 99. Bowler informed the Commission that the City has screening standards for "outdoor storage areas" (Sect. 21.46.210). Larger stores or shopping centers with more space than needed for parking might create a place where trailers can be stored legally on their property.

Mr. Bowler referred to two tables to assist in the discussion; "Retail Categories by Parking Demand" and "Comparison of Parking Requirements for Retail Uses." He also explained that the City uses a variety of professional sources when revising its parking codes, including the American Planning Association's Parking Standards, the ITE standards and information from the Urban Land Institute (ULI). The standards are adjusted, as necessary, based on local experience and needs.

Following the discussion, the Commission directed staff to schedule a public hearing on the proposed revisions. Further discussion can take place following the hearing and before a recommendation is forwarded to the City Council.

2. Mobile Home Park Zone:

Planning Manager Ron Hough informed the Commission that this work session will not be held tonight. Staff still needs to meet with the Mayor to discuss the general intent and direction of this new zone before it goes to a formal work session. That meeting should take place soon and the new zone is tentatively scheduled for a work session at the January 25 Commission meeting.

BUSINESS

No further business.

DIRECTOR'S REPORT & INFORMATION

Planning Manager Hough briefed the Commission on upcoming meeting agendas. Since the 2007 Comprehensive Plan amendment process begins on March 1, the Commission will hold a public meeting on January 25 to discuss that process and answer any questions from the public. A preview of the 2007 docket will be on the Feb. 22 agenda followed by a public hearing on March 22 and recommendation to the City Council on which proposals to include on this year's Proposed Amendments List (PAL).

The Mobile Home Park Zone proposal will be on the Jan. 25 agenda, if it's ready. Parking Code Revisions will be scheduled for a public hearing on Feb. 8.

ADJOURNMENT

A motion was made and seconded to adjourn. This meeting was adjourned at 8:25 pm.

Patrick Decker, Chair