

# AGENDA

## Lynnwood Planning Commission

Thursday, January 11, 2007 — 7:00 pm  
City Council Chambers, 19100 – 44<sup>th</sup> Ave. W., Lynnwood WA

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- A. Call to Order** Chair DECKER  
Commissioner AMBALADA  
Commissioner BIGLER  
Commissioner DAVIES  
Commissioner ELLIOTT  
Commissioner PEYCHEFF  
Commissioner WOJACK

● **ELECTION OF OFFICERS FOR 2007**

1. Chair
2. 1<sup>st</sup> Vice-chair
3. 2<sup>nd</sup> Vice-chair

**B. APPROVAL OF MINUTES:**

1. December 14, 2006 Planning Commission meeting

**C. COUNCIL LIAISON REPORT:**

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

**E. PUBLIC HEARING:** None Scheduled

**F. WORK SESSION:**

1. Parking Code Revisions Continued discussion of proposed amendments to the parking requirements of the Zoning Code. A public hearing will be scheduled for a future meeting.
2. Mobile Home Park Zone Review general concept and early draft (tentative).

**G. BUSINESS:**

**H. DIRECTOR'S REPORT & INFORMATION:**

1. Upcoming Commission Meetings

**I. 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 11, 2007**

## **Staff Report**

### **Election of Officers for 2007**

- Election of Officers**
- Informal Public Meeting
- Work Session
- New Business
- Old Business
- Information
- Miscellaneous

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

### **Introduction:**

The Planning Commission's Scope and Rules call for the election of new officers at the first meeting of each new year. This report will describe the election process and the duties of each office.

Commissioners are encouraged to think about whom they might nominate for the different offices and about their own availability. Don't hesitate to express your interest in a particular office to fellow commissioners. Officers serve one-year terms. There are no term limits.

The current officers are:

- Chair – Patrick Decker
- First Vice-Chair – Tia Psycheff
- Second Vice-Chair – Elisa Elliott

### **Membership Status:**

Brian Bigler resigned his Position #4 at the end of 2006 after serving a full 6-year term.

Richard Wright was appointed to Position #4 and began his term in January 2007.

No other positions expired at the end of 2006.

Commissioners Michael Wojack, Maria Ambalada and Jeff Davies were appointed in June 2006 to fill vacancies.

### **Attendance:**

Good attendance is very important. It's costly, disruptive and sometimes embarrassing to cancel a meeting due to the lack of a quorum. Although rarely used, the Commission's Rules include procedures for the removal of a member who misses 25% or more of scheduled meetings or who has three consecutive unexcused absences.

The 2005 Attendance Report is part of the Commission's Annual Report.

## **Election Procedure:**

- Chair Patrick Decker will call the meeting to order and, following the roll call, will ask for nominations for the position of Chair for 2007.
- Nominations may be made by any of the Commissioners. There may be more than one nomination. After all nominations are made, the Chair will ask for a vote.
- The nominee receiving the majority of the votes cast is declared elected.
- As soon as the Chair position is filled, that person will immediately assume the new position and chair the remainder of the election and the meeting.
- Election of the First Vice-chair and Second Vice-chair will follow in that order with the newly-elected officers assuming their new positions.

## **Duties of Officers:**

### **Chair: (Elected)**

The chair presides over the Planning Commission and exercises all the powers incidental to the office, retaining however, the full right as a member of the Commission to have a vote recorded in all Commission deliberations, and to propose and second motions. The Chair may call special meetings of the Commission in accordance with the Scope and Rules, signs the approved minutes, resolutions and other formal documents, and sees to it that all actions of the Commission are properly taken.

### **First Vice-Chair: (Elected)**

During the absence, disability or disqualification of the Chair, the First Vice-Chair assumes the duties and powers of the Chair. The First Vice-Chair retains the full right as a member of the Planning Commission to have a vote recorded in all deliberations and to propose and second motions.

### **Second Vice-Chair: (Elected)**

During the absence, disability or disqualification of the Chair and the First Vice-Chair, the Second Vice-Chair assumes the duties and powers of the Chair. The Second Vice-Chair retains full rights as a member of the Planning Commission to have a vote recorded in all deliberations and to propose and second motions.

### **Chair Pro-Tempore:**

During the absence, disability or disqualification of the Chair, the First Vice-Chair and the Second Vice-Chair, the most senior member of the Planning Commission shall chair the meeting. The Chair Pro-Tempore shall retain the full right as a member of the Planning Commission to have a vote recorded in all deliberations and to propose and second motions.

### **Executive Secretary:**

The Director of Community Development serves as Executive Secretary of the Planning Commission. Since the Director attends many City Council meetings and numerous other meetings, he has designated the Comprehensive Planning Manager to perform many of the duties of the Executive Secretary and provide the staff services necessary to carry out the work of the Planning Commission.

### **Council/Commission Liaison:**

Each year, the City Council appoints one of its members to function as a liaison to the Planning Commission. Council member Ted Hikel was the liaison during 2006. A better communication link between the two bodies often exists when a Council member is present to answer questions or help explain the Council's actions or intent.

In 2002, the Planning Commission decided to appoint one of its members to act as a liaison to the City Council. Patrick Decker volunteered to test the liaison position and attended primarily those Council meetings at which Commission recommendations were being considered. Commissioner Decker assisted in some presentations, provided helpful background information to the Council, provided support to staff, and was available for questions.

The Liaison position has continued as a voluntary and "experimental" position. Staff and the Commission still feel that a Commissioner's presence at Council meetings has been valuable and helpful in some situations. In turn, he/she can report back to the Commission on Council actions of interest. Commissioner Decker served in this capacity for three years (2002, 2003 and 2004). No one volunteered for this job in 2005 or 2006, which resulted in virtually no Planning Commission representation at most City Council meetings.

The Commission is encouraged to discuss the benefits (or lack thereof) of continuing this voluntary position.

**Current Status of the  
LYNNWOOD PLANNING COMMISSION  
as of January 1, 2007**

| <b>Position</b> | <b>COMMISSIONERS</b>  | <b>Appointed</b>  | <b>Term Expires</b> |
|-----------------|-----------------------|-------------------|---------------------|
| 1               | <b>Michael Wojack</b> | June 19, 2006     | December 31, 2010   |
| 2               | <b>Tia Peycheff</b>   | December 10, 2001 | December 31, 2010   |
| 3               | <b>Maria Ambalada</b> | June 19, 2006     | December 31, 2011   |
| 4               | <b>Richard Wright</b> | January 1, 2007   | December 31, 2012   |
| 5               | <b>Jeff Davies</b>    | June 19, 2006     | December 31, 2013   |
| 6               | <b>Patrick Decker</b> | January 1, 2002   | December 31, 2007   |
| 7               | <b>Elisa Elliott</b>  | May 27, 2003      | December 31, 2008   |

***Lynnwood Planning Commission***  
**Meeting of January 11, 2007**

**Staff Report**

**Agenda Item: H-1**

**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.

***HAPPY NEW YEAR***

**Jan. 11:**      **Public Hearing:**      None Scheduled  
                   **Work Session:**      Parking Code Revisions – continued discussion  
                   **Business:**              Election of Officers for 2007

**Jan. 25:**      **Informal Meeting:** 2007 Comp. Plan Amendment Process  
                   **Public Hearing:**      None Scheduled  
                   **Work Session:**      Mobile Home Park Zone – if ready

**Feb. 8:**        **Public Hearing:**      Parking Code Revisions – Tentative  
                   **Work Session:**      Mobile Home Park Zone – continued

**Feb. 22:**      **Public Hearing:**      None Scheduled  
                   **Work Session:**      2007 Comp. Plan Amendments – Preview  
    Nonconforming Uses – Code Revisions

**Mar. 8:**        **Public Hearing:**      2007 Comp. Plan Amendments  
                   **Work Session:**