

AGENDA

Lynnwood Planning Commission

Thursday, January 25, 2007 — 7:00 pm
City Council Chambers, 19100 – 44th Ave. W., Lynnwood WA

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

B. APPROVAL OF MINUTES:

1. December 14, 2006 Planning Commission meeting
2. January 11, 2007 Planning Commission meeting

C. COUNCIL LIAISON REPORT:

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

E. INFORMAL PUBLIC MEETING:

1. 2007 Comprehensive Plan Amendment Process
The deadline for applications for this year's cycle of Comprehensive Plan amendments is March 1. This is an opportunity for the Commission and the public to review the annual process and tentative schedule and to ask questions and obtain staff assistance.

F. WORK SESSION:

1. TBA

G. BUSINESS:

1. Election of Officers – Second Vice-chair
The Chair and First Vice-chair officer positions were filled at the January 11 meeting. The position of Second Vice-chair was postponed and still needs to be filled.

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 25, 2007**

Staff Report

**E-1: Informal Public Meeting –
2007 Comprehensive Plan Amendments**

- Public Hearing
- Informal Public Meeting**
- Work Session
- 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. Conducted as a part of the regular 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. It's also an opportunity for newly appointed commissioners to become familiar with the process.

During this meeting, staff will provide 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 2006 Plan Amendments:

1. The City Council made its final decisions and passed the adopting ordinances on last year's Plan Amendments on September 11, 2006. The ordinances were published and the changes are now in effect.
2. Adopted 2006 amendments included:
 - Good Shepherd Baptist Church – Plan and Zoning Map amendments
 - Edmonds School District – Bus Barn Site – Plan & Zoning Map amendments
 - Edmonds School District – Service Center Site – Plan & Zoning Map amendments
 - Mobile Home Parks – Adopted new "MH-1" Plan designation
 - Transportation Element – Text revisions and 20-year project list
 - Parks & Recreation Element – Annual Update
 - Essential Public Facilities – Revisions to the Siting Process
 - 5-year Implementation Program – Annual Update
3. Property owners, other parties of record and the State were informed of the final decisions within ten days of adoption.
4. Plan documents and maps were updated and distributed.

B. Process to Solicit Amendments:

1. March 1 is the deadline for amendment applications and suggestions.
2. Notices have been placed in local newspapers and on the City's website to explain the process, timing, and to announce the Planning Commission's Informal Public Meeting.
3. Persons and/or organizations known or suspected to have a need for a Comprehensive Plan amendment are being notified of the process and deadlines. Early applications can be docketed throughout the year.
4. The Planning Commission will host an Informal Public Meeting on January 25 to explain the process and assist potential applicants.
5. Staff will conduct pre-application conferences with potential applicants to discuss their needs, options and the steps involved in the process.
6. City boards, departments, commissions and the City Council are being informed of the amendment cycle and are encouraged to contact staff for assistance.

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. On March 8, the Planning Commission will be briefed on the "formal" applications, all of which will be processed.
3. On March 22, the Commission will review "suggested" amendment proposals and conduct a public hearing to help determine which proposals should or should not be recommended for processing. The Commission's recommended "Proposed Amendments List (PAL)" will then be forwarded to the City Council.
4. The City Council will consider the Commission's recommendations in April and may conduct an additional public hearing (optional) prior to making its decisions as to which amendment proposals will be processed this year.

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 checklists and related documentation.
 - Obtain SEPA determinations from the Environmental Review Committee (ERC).
 - Submit all proposals for the mandatory 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.
- April-May – Conduct work sessions on all proposals.
- June – Conduct public hearings to accept public comments.
- June – Forward recommendations to the City Council on each proposal.

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 final work sessions and public hearing(s).
- Sept. – 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.
- Sept. – Adopt final ordinances to amend the Plan (and related Zoning changes).

E. Tentative Schedule: [subject to adjustment]

Jan. 25	<u>Planning Commission</u> Informal Public Meeting.
March 1	Deadline for new applications and suggested amendments.
Mar. 22	<u>Planning Commission</u> public hearing & recommendations to Council.
Apr. 12	<u>Planning Commission</u> work session on formal applications.
April 2	Council work session on Proposed Amendments List recommendations.
April 26	<u>Planning Commission</u> work session on formal applications only.
April 16	Council's second work session on the PAL (if needed).
April 23	Council Public Hearing (optional) and approval of the PAL for processing.
May 10	<u>Planning Commission</u> work session.
May 24	<u>Planning Commission</u> work session.
June 14	<u>Planning Commission</u> Public Hearing – Part #1
June 18	Council work session – Overview briefing on all proposals.
June 28	<u>Planning Commission</u> Public Hearing – Part #2 and recommendations.
July 2	Council work session – first consideration of Commission's recommendations.
July 16	Council work session.
July 23	Council Public Hearing – Part #1 (or continued work session)
Aug. 13	Council Public Hearing – Part #2
Aug. 20	Council work session – review draft ordinances
Sept. 4	<u>Adoption</u> of 2007 Plan Amendments and related zoning adjustments.

* 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 25, 2007

Staff Report

G-1: Election of Officers for 2007 – *Continued*

- Public Hearing
- Informal Public Meeting
- Work Session
- 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. At its January 11, 2007 meeting, the Commission elected members to the positions of Chair and First Vice-chair, but postponed action on the position of Second Vic-chair.

The Election of Officers staff report, in the Jan. 11 agenda packet, provided information on each of the positions as well as the election procedures and membership status. Please refer to that report as necessary.

The current officers are:

- Chair – Patrick Decker
- First Vice-Chair – Michael Wojack
- Second Vice-Chair – Elisa Elliott (continuing from 2006)

Election Procedure:

- The Chair will ask for nominations for the position of Second Vice-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.

Duties of This Office:

Second Vice-chair:

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.

Lynnwood Planning Commission
Meeting of January 25, 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.

Jan. 25: **Informal Meeting:** 2007 Comp. Plan Amendment Process
Business: Election of Officers for 2007 – Elect Second Vice-chair
Work Session: Mobile Home Park Zone – if ready

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

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

Mar. 8: **Public Hearing:** None Scheduled
Work Session: 2007 Comp. Plan Amendments

Mar. 22: **Public Hearing:** 2007 Comp. Plan Amendments
Work Session: