

# AGENDA

## Lynnwood Planning Commission

Thursday, January 23, 2013 — 7:00 pm

City Hall, Council Chambers, 19100 44<sup>th</sup> Ave. W., Lynnwood WA

---

**A. CALL TO ORDER – ROLL CALL**

**B. ELECTION OF OFFICERS**

**C. APPROVAL OF MINUTES**

1. Approval of the minutes of the September 27, 2013 meeting.
2. Approval of the minutes of the December 19, 2013 special meeting.

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

**E. PUBLIC HEARINGS**

None

**F. WORK SESSION TOPICS**

1. 2015 Comprehensive Plan Update – public participation objectives.

**G. OTHER BUSINESS**

1. Resolution in appreciation of the service of Ian Cotton.
2. Draft 2013 Annual Report.

**H. COUNCIL LIAISON REPORT**

**I. DIRECTOR'S REPORT**

**J. COMMISSIONERS' COMMENTS**

**K. ADJOURNMENT**

*The public is invited to attend and participate in this public meeting. Parking and meeting rooms are accessible to persons with disabilities. Upon reasonable notice to the City Clerk's office (425) 670-5161, the City will make reasonable effort to accommodate those who need special assistance to attend this meeting.*

This page intentionally blank.

**DATE:** January 23, 2014  
**TO:** Planning Commission  
**FROM:** Corbitt Loch, Deputy Director  
**RE:** **ELECTION OF OFFICERS**

**AGENDA ITEM B**

**Summary**

This agenda item allows for election of Commission members to the positions of Chair, First Vice-Chair, and Second Vice-Chair.

Pursuant to the Planning Commission's Scope and Rules (2002), officers are to be elected annually.

**Policy Questions**

NA

**Action**

Nominate and subsequently elect Commissioners to the officer positions Chair, First Vice-Chair, and Second Vice-Chair.

**Background**

Officers for 2013 were:

Chair	Richard Wright
First Vice-Chair	Bob Larsen
Second Vice-Chair	Michael Wojack

**Previous Commission Actions**

NA

**Adm. Recommendation**

NA

This page intentionally blank.

**CITY OF LYNNWOOD  
PLANNING COMMISSION MINUTES  
September 27, 2012 Meeting**

<b>Commissioners Present:</b>	<b>Staff Present:</b>
Richard Wright, Chair	Paul Krauss, Comm. Dev. Director
Bob Larsen, Vice Chair	Corbitt Loch, Dep. Director Comm. Dev.
Maria Ambalada	Shay Davidson, Administrative Asst.
Chad Braithwaite	
Doug Jones	<b>Other:</b>
Michael Wojack, Second Vice-chair	Councilmember Van AuBuchon
<b>Commissioners Absent:</b>	
None	

**Call to Order**

The meeting was called to order by Chair Wright at 7:00 p.m.

**Approval of Minutes**

1. Meeting of June 28, 2012

*Motion made by Commissioner Wojack, seconded by Commissioner Larsen, to approve the 6/28/12 Meeting minutes as presented. Motion passed unanimously (6-0).*

**Citizen Comments**

Ted Hikel, 3820 – 191<sup>st</sup> Place SW, Lynnwood, 98036, commented on the City's restrictive sign code which goes back to the early 70's when Mayor Hrdlicka wanted to improve the quality and look of the community. At that time references were often made to Carmel, California where there are many more restrictions than what we have here. The reason why a lot of restrictions came into the City, particularly regarding the use of signs, pennants, and balloons, was because the Council and Mayor at that time wanted to make sure that the City looked better than adjacent communities that allowed a lot of these things to happen.

**Work Session**

1. **Discussion – B-2, B-3, and B-4 Zones, Consolidation. Discussion of proposed textual code amendments relating to three commercial zoning classifications**

Director Krauss explained that this item deals with the large number of low density commercial zoning districts that the City has. The item first came to the

attention of staff, the Planning Commission, and the City Council with regard to Perrinville. The City was approached by the bank that took ownership of the commercial strip center who was trying to see about selling off the property to pay off the loan. The bank asked the City to look at the situation and potentially expand the range of uses that are allowed. Staff thought that it had merit and originally looked at the potential of combining the B-2 and B-3 districts. About that time the issue of self-storage came up, which staff and Council had recommended against in these areas. He noted that Lynnwood has three districts that have extraordinary restrictions on the range of uses they can have – B-2, B-3, and B-4. This is because these districts are in transitional areas near single-family neighborhoods. Staff is now proposing combining those three districts into one new low-intensity district which has a little bit more flexibility in the kinds of uses that would be allowed. Potentially, it might be a useful type of district elsewhere in the City.

Director Krauss reviewed sections of the current code that deal with permitted uses and staff's recommendations for the proposed new zone as contained in the Planning Commission packet. Director Krauss commented that one of the more controversial items is that staff is proposing that multi-family residential units be permitted uses in all three districts. However, there is a stipulation that to be able to build multi-family you have to have a site that is at least .5 acre in size and that it be restricted to medium density residential designation from the Comprehensive Plan. He then solicited input and direction from the Planning Commission.

Commissioner Ambalada commented that it appears that the zones were written to apply to certain neighborhoods due to their specific prohibitions and allowances.

Chair Wright suggested that perhaps there were three different people working on these three different designations over the years or some of these uses were already in existence in these districts when they initially proposed these designations. He agreed that there doesn't seem to be a clear rhyme or reason why things were allowed in one district and not the others. He spoke in support of consolidating these, but requested more time to review the comprehensive list of proposed uses. Director Krauss agreed and encouraged the commissioners to use the maps to drive around and look at these areas.

Commissioner Ambalada expressed concern about an area along Olympic View Drive near Lynndale Park where there are a lot of children. Director Krauss noted that the fact that Perrinville backs up to the park is one reason why staff considered things like residential in the districts.

Commissioner Braithwaite spoke in support of consolidating these zones. He noted that the list of uses among the three zones is pretty similar. He commented that the medium-density residential seems to be more of a Perrinville thing than a

low-density commercial district thing. He asked if it would be logical to separate them and deal with Perrinville as a special study area. Director Krauss stated that these are all low intensity commercial districts. Staff is proposing that the amalgamated district remain a low intensity commercial district. However, staff is also suggesting that residential, up to medium density, can fit into the low intensity commercial district and still be consistent with the goal of the district. He added that one of the reasons that staff included the .5 acre minimum requirement for multi-family is that it pretty much limits it to Perrinville, the corner of 168<sup>th</sup> and 56<sup>th</sup>, and 196<sup>th</sup> Street past Edmonds Community College where the old, boarded-up shopping center is.

Commissioner Braithwaite then noted that some of the uses appear to be outdated such as building supply stores and hardware stores. Director Krauss indicated that staff could take another look at these. Commissioner Braithwaite referred to liquor stores and requested that those either be conditional uses or not allowed.

Commissioner Wojack asked how many residences could be on .5 acre under the current zoning. Director Krauss thought it would be 20 to 40 on an acre.

Commissioner Larsen spoke in support of combining these zones to make more efficient use of the code, but expressed concern about the limited staffing resources in Community Development to address this right now. Director Krauss concurred that staffing is extremely limited right now, but commented that they are doing well. He gave an update on current staffing levels and staff's ability to handle this.

There was consensus to continue to work toward consolidating this. Director Krauss commented that staff would do some more work and try to get this back on an agenda in the not-too-distant future.

## **2. Discussion – Banners. Discussion of proposed textual code amendments regulating the display of banners**

Deputy Director Loch stated that staff is preparing to update regulations relating to banners. Currently, banners are thoroughly regulated and narrowly allowed. The instances where they are allowed does not seem to be consistent with the interests and requests of businesses. Staff has looked at some other jurisdictions to see what their rules are, compared those with the City of Lynnwood's, and put together some concepts for revision of our banner rules. This is the first public discussion of this item, and staff is soliciting input from the Planning Commission.

Currently there are only two ways to display a banner in the City. One way they are allowed is for city-sponsored events; the other way is for special events. Staff is finding that businesses in town wish to have banners for things that aren't technically special events, but they are compelled to apply for a special event

permit in order to have a banner that announces a sale or a grand opening. This doesn't work very well for the City because true special events have significant impacts on the community and the applications are reviewed by virtually every department. This means that the banner applications are being reviewed by all departments which does not appear to be the best use of city resources.

Deputy Director Loch stated that staff is asking if the City should allow banners on an occasional basis, outside of those two ways that you can get them now. If, the answer to that is yes, then, what are the best rules for this city? Staff has prepared a draft for review in an effort to get feedback. He also noted that staff will be looking at the code that applies to special events since that has not been updated in quite some time.

Director Krauss added that one of the issues that recently came up was when Whole Foods wanted to put up a "Now Hiring" banner prior to opening, and the City couldn't let them. He stressed the need to be flexible and to be able to work with people in a reasonable and responsible way.

Commissioner Ambalada added that there are a lot of different ethnic business owners in the city. She agrees that they should be allowed to put up temporary banners saying who they are and what kind of business they have, especially for events such as Cinco de Mayo.

Commissioner Jones spoke in support of banners as a revenue stream for the City, but expressed concern about how many people will be reviewing these permits. He wondered if it would be possible to apply for these permits online to save time for reviewers. Director Krauss said these would be simple over-the-counter type permits. Staff would only need to know where and how they were affixing it. As for online permit issuance, the City wants to get there eventually. People can apply online, but they still have to come in to actually get them. He commented that this would be much quicker for the applicants since special event permits can take a month to get and include things like a police background check.

Commissioner Braithwaite spoke in support of being a business-friendly city as well as reducing the administrative resources allocated to this sort of thing. He commented that there are lots of ways that people get around the signage code, such as the proliferation of sandwich boards. Director Krauss reviewed the impact of the Blazing Bagels court case. Because of that case, cities had to revise their codes to allow people to put sandwich boards out as long as they don't block the sidewalk. Commissioner Braithwaite used Hobby Lobby as an example of getting around the code and pointed out that they had their grand opening sign up on Highway 99 for seven months. He is in support of streamlining things, but at the same time, too much signage can make the city look trashy. He spoke in support of allowing two banners for 15 days instead of

two banners for 30 days. Director Krauss discussed the value of looking at what other cities are doing and what results they are getting.

Commissioner Larsen also spoke in support of allowing banners with some limits. He agrees that they are popular with businesses. They don't cost much to put up, and if they are done well they have a festive element to them. He commented that about a year and a half ago they looked at the sign code related to flashing lights and this seems to relate to that. Director Krauss recalled that they were asked to look at the electronic sign code earlier as well the entire sign code. He spoke to the complexities and controversies surrounding sign codes. Commissioner Larsen noted that the proposal had quite a few parameters. He spoke in support of simplifying it by having just one or two sizes.

Chair Wright asked if temporary signs would be allowed when companies are having buildings constructed or remodeled. Deputy Director Loch said banners would be allowed under the proposed code while the building was under renovation or construction. Director Krauss thought that there currently is a section under the building permit process that allows construction-related signage. Chair Wright pointed out that these types of projects will typically last more than 30 days, and definitely more than 15 days. He stated that while he doesn't care for banners, he understands the need for them.

Commissioner Wojack discussed hypothetical situations. He asked if the grand opening could be an additional event in addition to the two other potential events allowed per business. Director Krauss replied that it could be. Commissioner Wojack asked if permits would be displayed to show that it is a legitimate banner. Director Krauss replied that the Code Enforcement Officer would have access to records on his laptop computer. Commissioner Wojack asked if there are clear limitations and definitions to "grand openings". Director Krauss commented that they could tighten up the language regarding that.

Commissioner Jones referred to the KUBE 93 Haunted House sign on Highway 99 that was up until the new construction started a month ago. He noted that the sign was up for almost two years. He wondered whose responsibility it was to take it down. Director Krauss indicated he would have to look into that specific situation. Commissioner Jones spoke in support of Edmonds regulations which allow 60 days per year. Director Krauss acknowledged there are lots of ways to approach this. Deputy Director Loch noted that in some other jurisdictions they attempted to specify what the special events can be. Lynnwood decided not to try to regulate the types of events, but instead to just limit them to two per year.

Commissioner Ambalada thought that banners should be allowed for special events. She wondered if there are limits to special events. Director Krauss did not think there was a limit to the number of special events, but he thought that they were limited between Thanksgiving and New Year. He pointed out that a special events permit takes a month to get and is not an easy process.

Commissioner Ambalada asked about the cheapest way that businesses could get their ethnic identity on a banner. Director Krauss commented that they could apply for a special events permit which costs about \$90.

Chair Wright summarized that there was a general consensus to allow banners on special occasions and some differing opinions about when and how to allow them.

3. Discussion – 2015 Comprehensive Plan Update. Discussion of the work plan and schedule for amendment of the Comprehensive Plan as required by the Growth Management Act.

Deputy Director Loch stated that this is simply an introduction. Staff will be embarking on the update of the Comprehensive Plan that is required by the Growth Management Act. The deadline is June 30, 2015. Staff has some ideas on areas they want to look at due to regulatory changes and also due to locally-driven issues. There is no discrete funding for this, so all work will be done in-house by staff. This is a limiting factor, but the City would like to achieve as much as possible to make sure that the Comprehensive Plan is fully functional and achieving everything that the community wants. He stressed that public participation is a requirement of the Growth Management Act.

Commissioner Ambalada was enthusiastic about the transportation and the visioning parts of this which will involve the public. She found out that there is some new funding that requires the involvement of the community with Sound Transit. There is a brand new one-time only grant on their website. She stated that the way they can create the visioning strategy is to pull together some of the regional members of that group who can study and contribute ideas that they see would be a good project for the community. Transportation can be included in this. She stressed the importance of having inter-city transportation, and stated that she has 300 signatures in support of that. This would also be good for local businesses.

Commissioner Braithwaite referred to the areas of focus. The sheet from the Department of Commerce talks about capital facilities and transportation. He asked why the City is focusing just on transportation. Deputy Director Loch replied that the infrastructure plans that the City has for the non-transportation systems are updated regularly based on the population growth forecast. Because of good funding analysis, this is one of the better planned aspects since it is being addressed on an annual basis already. Director Krauss concurred and added that when the Department of Commerce generates the information it is generated for every community that is planning under the Growth Management Act in the state. Commissioner Braithwaite asked about the focus of the transportation part. He noted that it looks like they will be focusing on light rail and non-motorized modes of transportation. He wondered if there is any need to focus on traffic in the city. Director Krauss replied that the City has a fairly

sophisticated traffic plan in terms of future improvements, a model that is up and running, and a funding strategy that is updated every year.

Commissioner Larsen thanked staff for the table showing the major projects and the time in which they will be done. He commented on the large population increase they are expecting and expressed hope that they would get a sense early on of what it will take to accommodate that population growth. Director Krauss concurred that one of the primary emphases coming out of the Growth Management Act is to accommodate growth so cities don't continue to sprawl. This gets more and more difficult to do as time goes on. He noted that between Lynnwood and Bothell there will be a fairly significant allocation of growth. He reminded the Planning Commission that one of the reasons behind the Highway 99 Plan was to give the City flexibility to give density where it could be accommodated and preserve single-family neighborhoods. Having opportunities to put density in other places may be necessary to achieve those targets.

### **Other Business**

None.

### **Council Liaison Report**

Councilmember AuBuchon reported:

- The City Council is now short one councilmember. They will be working hard to replace that individual, and then to fill the Planning Commission vacancy.
- The City's financial situation continues to improve. Excess funds are increasing and hopefully next year we can start adding back some of the things we have been missing over the past couple years.
- He attended a recent public meeting regarding the transition area. There are some issues that may find their way back to the Planning Commission.
- He thanked the Planning Commission for their hard work.

### **Director's Report**

Director Krauss had the following comments:

- He encouraged any Planning Commissioners who were interested to apply for the vacant Council position.
- Staff has been working on the budget since June. Things are looking a little bit better.
- He noted that a number of years ago he proposed doing neighborhood-level planning starting with the more distressed neighborhoods. At that time they had to put it aside because they couldn't afford to spend the money. The Mayor's Proposed 2013 Budget to the Council resurrects that idea with some related funding.

## **Commissioner Comments**

Commissioner Wojack noted that in yesterday's paper Sound Transit was talking about options for expansion of the maintenance facility. He was surprised that Lynnwood was number seven on the list. Director Krauss explained that this would be a facility where they would overhaul cars in a building and where the drivers of the train would report, drop their cars off, and pick up trains. It would be a fairly intensive use. On the Lynnwood Link side, of the three, the most likely location is the same piece of property that the City has already approved for the Edmond School District's admin building/bus barn off of Cedar Valley and I-5. Director Krauss discussed potential issues with this site. There will be an open house in Lynnwood on October 11 at the Convention Center.

Chair Wright brought up concerns about oversized campaign signs. Director Krauss indicated staff would look into it.

## **Adjournment**

The meeting was adjourned at 8:48 p.m.

---

Richard Wright, Chair

**CITY OF LYNNWOOD  
PLANNING COMMISSION MINUTES  
December 19, 2013 Meeting**

<b>Commissioners Present:</b>	<b>Staff Present:</b>
Richard Wright, Chair	Corbitt Loch, Dep. Director Comm. Dev.
Robert Larsen, First Vice Chair	Gloria Rivera, Senior Planner
Chad Braithwaite, Second Vice Chair	Shay Davidson, Administrative Asst.
Doug Jones	
Michael Wojack	
Ian Cotton	
<b>Commissioners Absent:</b>	<b>Other:</b>
Maria Ambalada	Councilmember Van AuBuchon

**A. Call to Order**

The meeting was called to order by Chair Wright at 7:00 p.m.

**B. Approval of Meeting Minutes** – None available for the Commission’s review. Chair Wright indicated that consideration of the minutes of the September 12, 2013 meeting would occur at a future meeting.

**C. Public Comments** - None

**D. Public Hearings** – None

**E. Work Session**

**1. Briefing: 2015 Comprehensive Plan Update**

Deputy Director Loch explained that the 2015 Comprehensive Plan Update is required by the Growth Management Act. The City must confirm that the Comprehensive Plan and all of the City’s Development Regulations comply with the latest iteration of the Growth Management Act and all of the related policies and plans adopted pursuant to it. Staff has been diligently working on this item which is why the Planning Commission hasn’t had many meetings during 2013. Work on the Comprehensive Plan will be a major part of the Planning Commission’s work program in 2014 as it needs to be adopted by June 30, 2015.

Deputy Director Loch referred to the various elements of the Comprehensive Plan and generally commented on each one. One substantive item with Land Use is ensuring that the City plans for accommodating the 20-year Growth Forecast which has been established by Snohomish County. This will be a challenge because the growth targets approved last year increased Lynnwood’s

future residential population by approximately 10,000 persons. The issue is what land use designations will need to change to accommodate 10,000 additional residents.

Right now the Parks Department is producing a Comprehensive Parks Plan. Deputy Director Loch recommended that that Parks Plan have the major part of the information regarding Parks for Lynnwood. Then what would remain in the Comprehensive Plan for Parks would just be some overarching policies that establish the community vision such as ample number of parks, clean parks, level of service, etc.

The Transportation Element will be largely influenced by the City's Comprehensive Transportation Plan which is prepared by the Public Works Department. The Planning Commission will need to decide how much information they want to retain in the Comprehensive Plan and how much to defer to the Transportation Plan. Commissioner Larsen asked if there is a separate body that looks at the Transportation Plan. Deputy Director Loch said that there is not. It is expected that the Planning Commission would review that.

The Housing Element will largely be driven by the Countywide Planning Policies as they contain requirements for all the Snohomish Country jurisdictions about how to plan for Lynnwood's share of affordable housing units. A new interjurisdictional entity called AHA (Alliance for Housing Affordability) created 2013 will help the City with this by providing some technical assistance.

The Economic Development Element will be retooled to see what strategies in the 2001 Economic Development Plan need to be updated.

Senior Planner Gloria Rivera referred to the Historical and Cultural Resources Element and commented that there appears to be some duplication since the Parks Department has renamed itself. This Element will probably focus upon Historical topics.

Environmental Resources Element will contain technical amendments related to laws and mandates regarding critical areas, wetlands, stormwater, air quality, etc.

Capital Facilities Element will also reflect technical amendments addressing the facilities needed in the community to accommodate anticipated future growth and strategies for achieving that over the 20-year period.

Staff will recommend that the Energy and Sustainability Element be folded into Environmental Element and not be a standalone Element. If the Planning Commission concurs with this approach, there would be one less chapter in the Comprehensive Plan.

The Implementation Element is more of a housekeeping element about the mechanics of the Comprehensive Plan and is expected to be the easiest one to update.

Deputy Director Loch explained that the draft schedule on agenda item E2 would bring the various parts of the Comprehensive Plan to the Planning Commission. Staff will be asking the Planning Commission in January what kind of public participation process they would like to have for this. Commissioner Larsen asked when the public hearings might occur. Deputy Director Loch stated that those will be built into the schedule based on the Planning Commission's instructions in January.

Commissioner Wojack referred to the additional 10,000 residents and asked if the county's directives can force the City to change zoning to make room for more housing. Deputy Director Loch replied that the Growth Management Hearings Board or a judge could instruct the City to accommodate the growth, but they wouldn't tell the City how to do it as this is a local decision.

## **2. Discussion – 2014 Work Plan**

Deputy Director Loch referred to the proposed schedule for 2014. He commented that it is very hard to predict with accuracy how much of the Comprehensive Plan Update will be accomplished in 2014. This is a tentative schedule that is expected to change. The important thing to recognize is that once the Planning Commission is done with its work, the Comprehensive Plan Update will still have to go through the Council review process. It is unknown how long that part of the process will take so staff's goal is to be able to deliver something to the Council by the end of 2014. This would give the Council and the community plenty of time during the first half of 2015 to complete it. He pointed out that there is also the issue of Development Regulations, Zoning Code, Critical Areas Code, and Sign Code. If amendments to those need to be made based on the Comprehensive Code changes or policy decisions then it's incumbent on staff to put those together too. He summarized that 2014 will be busier for the Planning Commission than 2013.

Deputy Director Loch noted that there are some code amendments that are planned so those matters are on the work plan list also. One of those items is the City's regulations for exterior lighting. Another item is regulations for marijuana operations and businesses necessitated by changes in State law.

He pointed out that the City will have a new Mayor beginning January 1, and she may have additional projects for staff or the commission. There will also be a change in the City Council makeup which could result in new legislative or planning projects not previously anticipated.

Commissioner Larsen stated that each one of these Elements is a major subject. The Staff and Planning Commission will have to be organized and efficient in order to keep this process moving. He then referred to the Draft College District Subarea Plan and asked Deputy Director Loch if this will be a big discussion. Deputy Director Loch said they are not sure yet how big this will be. He noted that it is not an amendment that is required by the Growth Management Act so if it needs its own schedule they can do that. Senior Planner Rivera stated that staff has been in contact with the College. They are updating their plans right now so staff will be working closely with them as well as with other stakeholders, especially property owners around the college. Commissioner Larsen commented that there seems to be a shift of interest to community colleges as a result of the increases in four-year college tuitions. The area around Everett Community College has really exploded, and he thinks this will happen here too.

Commissioner Wojack said he had seen in the paper that the City Council had put a moratorium on the marijuana issue for six months. He asked if this was intended to give the Planning Commission time to go through this item. Deputy Director Loch indicated it was.

Commissioner Jones asked if there has been a lot of interest in marijuana businesses in Lynnwood. Deputy Director Loch said the application window closes tomorrow at the Washington State Liquor Control Board. After it's closed the City will know the number that will be proposed in Lynnwood. Already, there are three applications for retail operations. The Liquor Board will approve a maximum of two. There is no limit to the number of production or processing operations per jurisdiction. There is one application right now that staff is aware of.

## **F. Other Business**

### **1. Appreciation of Ian Cotton**

The Planning Commission expressed their appreciation and congratulated Ian Cotton on becoming a new Councilmember. Commissioner Cotton commented that it has been a pleasure working with the Planning Commission.

## **G. Council Liaison Report**

Council Liaison Van AuBuchon thanked the Planning Commission for their service to the City noting that it was essential to the functioning of the City. He noted that the Council is facing some very challenging issues right now. One of these is the marijuana issue. He explained that approving marijuana businesses would violate their oath of office because of the conflict with federal regulations.

He commented on the leadership changes in the city with the new Mayor and new makeup of the Council. He hopes that this year the Council will meet and

take a formal presentation from the Planning Commission as is required to be done annually by the Lynnwood Municipal Code. He noted that the LMC also allows for joint meetings with the Planning Commission and the Council in order to use time most efficiently. He thinks the marijuana issue would be an ideal subject for this type of meeting. He referred to the Comprehensive Plan Update Work Plan and noted that the Planning Commission has their work cut out for them this year.

## **H. Director's Report**

Deputy Director Loch reported the following:

- There will be a vacancy in the Planning Commission once again with the departure of Ian Cotton. Staff will be accepting applications from citizens. He encouraged the commissioners to encourage people to apply. The *Inside Lynnwood* newsletter will contain an announcement in January.
- Mayor Gough has scheduled a community meeting on December 30 regarding the one marijuana application to the Liquor Control Board for production and processing.
- He encouraged the Planning Commission to be involved in the work on the Comprehensive Parks Master Plan. This will be a great opportunity for citizens to participate individually. It will also come before the Planning Commission in 2014.
- He thanked the Planning Commission for their service to the City. He stated that staff appreciates what the Planning Commission does for the City.

## **I. Commissioners' Comments**

Commissioner Jones thanked Councilmember AuBuchon for his comments about joint meetings. He is also interested in seeing this happen.

Commissioner Wojack said he is glad to see the Outdoor Lighting Code coming up again. As he has been driving at night a lot lately he has noticed some cities are very dark, but Lynnwood has the glow of Alderwood Mall which can be seen from miles away. He stated that this is a waste of energy and contributes to light pollution. He thinks it really needs to get addressed.

Commissioner Jones asked when Lynnwood University is typically held. Staff indicated it was held annually from September through November. Commissioner Jones asked staff if there are plans to move the Planning Commission toward more of a paperless process. Ms. Davidson explained that staff was supportive of this idea, but one of the commissioners did not have access to a computer.

Commissioner Larsen spoke in support of attending the Lynnwood Police Academy. He noted that they can request to ride with an officer for a shift which

is quite an experience and one he fully recommends. He commented that Lynnwood really has a great Police Department.

Commissioner Cotton thanked staff and the other commissioners for a great year. He expressed appreciation for all of their wisdom, patience, and guidance.

Commissioner Larsen praised Commissioner Cotton for his great questions and a good mind. He advised him to never say that he doesn't know what he's talking about because he has a lot of great thoughts and ideas.

## **J. Adjournment**

The meeting was adjourned at 7:43 p.m.

---

Richard Wright, Chair

**DATE:** January 23, 2014

**AGENDA ITEM F.1**

**TO:** Planning Commission

**FROM:** Paul Krauss, Director

**RE: REVIEW OF TENTATIVE SCHEDULE, COORDINATION WITH OTHER DEPARTMENTS AND CITY COUNCIL AND PUBLIC PARTICIPATION OBJECTIVES FOR 2015 COMPREHENSIVE PLAN UPDATE**

**Summary**

The purpose of this agenda item is to receive input from the Planning Commission in several critical areas related to the production and adoption of the 2015 Comprehensive Plan. These include coordination with on-going updates to the:

- City's Parks Plan;
- Utilities Plans,
- Transportation Plan,
- and the Economic Development Plan.

The City is proposing to embark on a Budgeting for Outcomes project that would tie budget priorities to community's vision, goals and public outreach. In the same timeframe the City is also scheduled to complete its Community Survey building on similar surveys done in the past.

In addition to the difficult task of coordinating these efforts, producing and adopting the GMA Plan and meeting the State's mandatory deadline of June 2015, critical decisions will need to be made on how best to solicit community input. A related question is whether the City's adopted Vision statement remains current or if it should be reopened.

Staff also expects to be having similar discussions on these issues with the City Council shortly. Staff is providing a draft project schedule to aid in the discussion.

**Policy Questions**

With the understanding that one or more public hearings will be conducted by the Planning Commission and also by the City Council, what other forms of public outreach are needed/desired to ensure the final Comprehensive Plan reflects community input, values, and priorities?

**Action**

Provide direction to staff.

## **Background**

During the Planning Commission's December 19, 2013 meeting, the Commission reviewed a conceptual schedule for updating the Comprehensive Plan (and associated development regulations) prior to the mandated deadline of June 30, 2015. It is important that the Commission consider and recommend the level of public participation appropriate for this update.

The Growth Management Act requires that preparation of comprehensive plans include significant opportunities for public participation (see RCW 36.70A.140, attached). However, it is useful to keep in mind that Lynnwood is not producing a new comprehensive plan, but instead is updating a comprehensive plan created over time, with extensive opportunities for public participation as the Plan has evolved.

Coincidentally, several City Departments are working to update the plans that guide their services and operations. Each of those update efforts will include public outreach and it is an opportune time to consider ways to foster public participation while also achieve economies of scale.

Community Development staff is currently with these other Departments in order to identify opportunities to partner and integrate our efforts. For example, the Parks Department is currently preparing a new Comprehensive Park Plan, and the Economic Development Department is beginning its work to update Lynnwood's Economic Development Plan. Community Development wishes to align its public outreach efforts for the 2015 Comprehensive Plan Update with the outreach efforts planned for other projects.

For each draft Element, staff will provide a summary of the Comprehensive Plan amendments proposed. Also, to the extent possible, staff will provide a summary of the changes to the City's development regulations that will be needed. These summaries will facilitate both public participation and deliberation by the Planning Commission.

Staff recommends the following steps be included in Lynnwood's public participation plan for the 2015 Comprehensive Plan update.

1. Staff: General announcement in the "Inside Lynnwood" newsletter. ✓
2. Staff: General announcement to interested departments and agencies. ✓
3. Staff: Coordination of public outreach efforts with other City Departments as feasible.
4. Staff: Solicitation of public comment via City website.
5. Planning Commission: Informal public workshop for each draft Element.
6. Staff: Description of special topics in "Inside Lynnwood" newsletter, Lynnwood eNews, "Lynnwood Today" blog, etc.
7. Planning Commission: Public workshops as needed for special topics.
8. Staff: Integration of opinion data obtained through past public opinion surveys.
9. Staff: Issuance of SEPA threshold determination(s) with associated comment period(s).
10. Staff: Notification of interested agencies and stakeholders.

11. Planning Commission: Public hearing(s) prior to transmittal of draft Comprehensive Plan to the City Council.
12. City Council: To be determined. At a minimum, one or more public hearings will be conducted prior to Council deliberation and action.

**Previous Commission Actions**

NA

**Adm. Recommendation**

Provide guidance and feedback to staff as desired.

## **Attachment 1**

### **RCW 36.70A.140 Comprehensive plans — Ensure public participation.**

Each county and city that is required or chooses to plan under RCW 36.70A.040 shall establish and broadly disseminate to the public a public participation program identifying procedures providing for early and continuous public participation in the development and amendment of comprehensive land use plans and development regulations implementing such plans. The procedures shall provide for broad dissemination of proposals and alternatives, opportunity for written comments, public meetings after effective notice, provision for open discussion, communication programs, information services, and consideration of and response to public comments. In enacting legislation in response to the board's decision pursuant to RCW 36.70A.300 declaring part or all of a comprehensive plan or development regulation invalid, the county or city shall provide for public participation that is appropriate and effective under the circumstances presented by the board's order. Errors in exact compliance with the established program and procedures shall not render the comprehensive land use plan or development regulations invalid if the spirit of the program and procedures is observed.

## Attachment 2

Excerpt from: Keeping Your Comprehensive Plan & Development Regulations Current: A Guide to the Periodic Update Process, Sept. 2012 (pages 6 & 7).

### II. The review and update process

There are four overall tasks counties and cities must take during the periodic update process. Tips for completing each of these tasks are included in the following sections.

<b>1. Establish a public participation program</b>	<b>2. Review relevant plans and regulations</b>	<b>3. Take legislative action.</b>	<b>4. Submit notice to state</b>
Develop a plan that includes a schedule for steps in the update process to ensure the public is aware of the process and knows how they can participate.	Evaluate whether there is a need to revise the urban growth area, comprehensive plan, or development regulations to ensure they are consistent with the GMA.	Adopt an ordinance or resolution finding that a review has occurred, and identifying revisions made or concluding that revisions were not needed.	Send formal notice of intent to adopt to the state at least 60 days prior to taking legislative action. Send a copy of the signed adopted ordinance or resolution 10 days after final action.

Before undertaking the update it is helpful for county or city staff to establish a **work program** that outlines the entire periodic update process. See sample work program in Appendix B.

#### 1. Establish a public participation program

Counties and cities are required to establish a program that identifies procedures and schedules for the public to participate in the periodic update.<sup>7</sup> The program must provide for **early and continuous public participation**.<sup>8</sup> The program should clearly identify the scope of the review and identify when legislative action on the review and update component are proposed to occur. Counties and cities must ensure that **notice** of the update process is broadly and effectively disseminated.<sup>9</sup> See Appendix C for examples of public participation programs.

The best way for a county or city to complete this requirement is to publish a complete public participation program or schedule at the beginning of the update process. However, it is not required that a county or city establish the entire schedule at the beginning of the process, as long as a program is established and effective notice is provided for all update steps.

Local jurisdictions may want to formally adopt the public participation program by resolution or ordinance to formalize the update process and help to meet the GMA requirements for early and continuous public involvement. See sample ordinances in Appendix C.

<sup>7</sup> [RCW 36.70A.130\(2\)\(a\)](#)

<sup>8</sup> [RCW 36.70A.140](#)

<sup>9</sup> [RCW 36.70A.035](#)

A public participation plan can be adjusted over time if needed. The GMA provides that “errors in exact compliance with the established program and procedures shall not render the comprehensive land use plan or development regulations invalid if the spirit of the program and procedures is observed.”<sup>10</sup>

## 2. Review and revise comprehensive plans and development regulations

The Department of Commerce periodic update **checklists** should be the foundation of your review. These checklists (one for cities, one for counties) provide a concise summary of the GMA requirements. See Appendix D.

Filling out the checklists will help compare your local plan and regulations against the latest requirements, determine what needs to be reviewed in greater detail, and what may need to be added, deleted, and amended in plans and codes to maintain compliance with the act.<sup>11</sup>

Commerce **strongly recommends** use of the checklists in designing your work program to complete the periodic update.

Counties and cities may elect to adopt an ordinance or resolution after reviewing and analyzing what will be updated and determining the scope of changes needed. This is a formal way to let the public know early “what is on the table” as part of the update. It also may help to limit appeals. If there are no challenges to the scope of revisions within 60 days after the legislative action, challenges to the jurisdiction’s final ordinance will be limited to the subjects defined in the ordinance. See sample legislative actions establishing the scope of an update in Appendix C.

The statute does not exempt any portion of a comprehensive plan or any development regulations from being subject to review and evaluation. However, local governments may use common-sense factors in determining the *level* of review, taking into account when the plan and regulations were adopted and whether and how the GMA has been amended in the intervening time.

### **GMA periodic update:**

#### **Fully planning:**

*“Each comprehensive land use plan and development regulations shall be subject to **continuing review and evaluation** by the county or city that adopted them. [A] county or city shall take legislative action to **review and, if needed, revise** its comprehensive land use plan and development regulations to ensure the plan and regulations comply with [GMA] requirements.”*

#### **Partially planning:**

*[A] county or city not [fully-planning under GMA] shall take action to **review and, if needed, revise** its policies and development regulations regarding **critical areas and natural resource lands ... to ensure these policies and regulations comply** with [GMA] requirements ....”*  
- RCW 36.70A.130(1)(a & b)

<sup>10</sup> [RCW 36.70A.140](#)

<sup>11</sup> Commerce encourages local governments to complete a checklist as part of the application to receive periodic update funds from GMS (*funds are not currently available*). The checklist can also be used at the very end of the update process to document what changes are proposed for adoption.

**Attachment 3**  
**Draft Planning Commission Workplan for 2014**

Tentative - Subject to change.

Month	Date	Topic
January	9	Overview: 2015 Comprehensive (Comp.) Plan Update
	23	Public participation plan for 2015 Comp. Plan Update 2013 Annual Report
February	13	Draft Land Use Element
	27	Draft code amendment – outdoor lighting
March	13	Draft Special Event Code update
	27	Draft Comprehensive Parks Plan Draft Parks Element
April	10	Draft regulations for marijuana businesses
	24	Environmental review of 2015 Comp. Plan Update
May	8	Draft housing profile prepared by AHA
	22	Draft Housing Element
June	12	Draft Land Use Element
	26	Draft Historic Resources Element
July	10	Draft Environment Element
	24	Draft Capital Facilities Element
August	14	Review of 2014 Community Survey Results
	28	Draft Transportation Element Draft College District subarea plan
September	11	Draft Economic Development Element
	25	Continued review of Draft Elements as needed Draft code amendments related to Comp. Plan Update
October	9	Community open house for 2015 Comp. Plan Update
	23	Draft code amendments relating to Comp. Plan Update
November	13	
	-	
December	11	2015 Workplan
	-	

This page intentionally blank.

**City of Lynnwood Planning Commission**

**RESOLUTION 14-01**

**IN APPRECIATION OF THE SERVICES OF IAN COTTON TO THE  
CITY OF LYNNWOOD PLANNING COMMISSION**

**WHEREAS**, Ian Cotton was appointed to the City of Lynnwood Planning Commission on March 25, 2013 and served until December 31, 2013; and

**WHEREAS**, during his tenure on the Planning Commission, Ian actively participated in important initiatives for the future of the City of Lynnwood including but not limited to:

- Land use regulations for mixed-use development along Highway 99 and near Alderwood Mall.
- Land use regulations for neighborhood commercial properties.
- Priorities for 2015 Comprehensive Plan update.
- Regulations for banner signs.
- 2013 amendments to the Comprehensive Plan and Zoning Map.
- Planning Commission workplans and goals, and

**WHEREAS**, Ian attended and actively participated in Commission discussions and deliberations, reviewed background materials in advance of meetings, and fulfilled the duties of a planning commissioner in an exemplary manner; and

**WHERE AS**, Ian decided to continue his service to the City by successfully running for a seat on the City Council.

**NOW THEREFORE, THE CITY OF LYNNWOOD PLANNING COMMISSION  
DOES RESOLVE AS FOLLOWS:**

Ian Cotton is hereby acknowledged and sincerely thanked for his voluntary service as a member of the Lynnwood Planning Commission and serving the City in that capacity. His positive attitude and constructive leadership, his patience and dedication to “getting the job done,” his in-depth interest in issues, his ability to absorb the pressures of work sessions and late-night meetings, his understanding of conflicting issues, his ability to work cooperatively, and his willingness to listen patiently to those who attended the many meetings and public hearings have contributed significantly to the quality of the Planning Commission's actions in its efforts to create a better Lynnwood.

**ADOPTED** by the City of Lynnwood Planning Commission this 27th day of February 2014.

**Lynnwood Planning Commission**

**ATTEST:**

---

Chair

---

Executive Secretary

This page intentionally blank.

# 2013 Annual Report *of the* Lynnwood Planning Commission

## Introduction

---

This Annual Report provides a summary of the Planning Commission's work during 2013, including significant discussion issues, actions and recommendations. This is a report to the Mayor and City Council, but may also be of interest to other commissions, organizations and individuals and will be made available to them as well. LMC 2.24.020 provides that City boards and commissions shall prepare an annual report.

The Lynnwood Planning Commission operates under the authority specified by Chapter 35A.63 RCW. Chapter 2.29 LMC outlines the general organization and procedural provisions for the Commission.

The Commission provides a forum (public meetings, work sessions and hearings) for public comment and discussion of growth, development, land use and urban design matters. Its work also supports implementation of the City's Comprehensive Plan. Section 3 of the Planning Commission's Scope & Rules includes the following description of the work of the Commission:

"The Planning Commission shall serve as an 'advisory body' to the City of Lynnwood and may act as the research and fact-finding agency for the municipality. To that end it may make such surveys, analyses, research and reports as are generally authorized or requested by its Mayor or City Council, or by the State of Washington with the approval of the City Council.

"The Planning Commission shall undertake the following:

- "A. Annually review the Comprehensive Plan of the City as specified by the Growth Management Act of the State of Washington and suggest plan amendments, as appropriate.
- "B. Annually, review all applications and suggestions for plan amendments to the Comprehensive Plan and Zoning Map.
- "C. Annually, review its portion of the City budget and suggest desired amendments, as relates to comprehensive plan, capital facilities plan, and policy matters.
- "D. Review and perform extraterritorial planning for Urban Growth Areas as defined by Snohomish County and for annexation areas under consideration by the City.
- "E. Conduct neighborhood and community hearings and meetings, both formal and informal in nature, regarding its studies, recommendations and proposals.
- "F. Participate in preparing an annual report showing achievement toward fulfilling goals, policies and objectives of the Planning Commission.
- "G. Prepare an annual work plan for the ensuing year.
- "H. Present major policy advisories to the Mayor and City Council.

"I. Meet with the Mayor, City Council and the Hearing Examiner, on an annual basis and other advisory boards, as required.

"J. Examine and respond to referrals from the City Council, Mayor or staff, including public meetings or formal hearings.

"K. Perform other advisory duties as may be provided by ordinance or as may be assigned to it by the City Council or Mayor."

The Community Development Department provides administrative and technical support to the Commission. Other City departments provide support to the Commission on an as-needed basis. In most cases, the Commission's work culminates in findings, conclusions and recommendations for final action by the City Council.

**Regular Commission Meetings:**

- 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month – January through October<sup>1</sup>.
- Single meetings in November and December (due to holidays).

**Major Projects of 2013**

---

This year, it was necessary for the Community Development Department to focus its staff resources upon certain large initiatives, such as Lynnwood Place and Lynnwood Link. For the first half of the year the Department was working to refill several vacant planning positions. At the same time the pace of new development in Lynnwood continued to accelerate which required more staff time to handle. As a result, the Planning Commission held fewer meetings during 2013. Even with these limitations, the Commission provided valuable insight regarding the following matters:

Name	Location	Summary Description
Lynnwood Place	Former LHS	Legislative and quasi-judicial land use decisions related to the redevelopment of the 40-acre site north of Alderwood Mall.
2013 Comprehensive Plan Amendments	Citywide and 4508 188 <sup>th</sup> St SW	Amendments to the Comprehensive Plan.
2015 Comprehensive Plan Update	Citywide	In preparation of major update of the Comprehensive Plan as required by the Growth Management Act, the Commission provided guidance regarding the scope of amendments, desired emphasis, and project schedule.
Mixed Use along Highway 99	Highway 99 Corridor	New zoning regulations relating to multifamily dwellings in the vicinity of Highway 99.
Transportation Improvement Plan	Citywide	Review of annual 6-year Transportation Improvement Plan.
B-3/B-4 Code	Citywide	New zoning regulations to consolidate and

<sup>1</sup> As a result of workforce reductions within the Community Development Department, staff has typically consolidated the Commission's work within a one-meeting-per month format.

Name	Location	Summary Description
Amendment		enhance low intensity commercial zones.
Mixed Use in PRC and PCD zones	Vicinity of Alderwood Mall	New zoning regulations relating to multifamily dwellings within mixed-use buildings.
Banner Signs	Citywide	New Sign Code regulations for banners.

### Officers for 2013

---

The following officers were elected for 2013:

Chair – Richard Wright  
 1<sup>st</sup> Vice Chair – Bob Larson  
 2<sup>nd</sup> Vice Chair – Michael Wojack

### Membership Changes in 2013

---

On March 25, 2013, Ian Cotton was appointed to the vacant, unexpired term for Position 2. During the November 5, 2013 General Election, Mr. Cotton was elected to Position 2 of the City Council and as a result, his service to the Planning Commission ended December 31, 2013.

### 2013 Attendance Record

---

Date	Ambalada	Cotton	Braithwaite	Jones	Larsen	Wojack	Wright
Jan 10	✓	vacant	✓	✓	✓	✓	✓
Feb 14	✓	vacant	✓	✓			✓
Feb 28	✓	vacant	✓			✓	✓
Mar 28		✓	✓		✓	✓	✓
Apr 25	✓	✓			✓	✓	✓
June 13	✓	✓	✓	✓	✓		✓
Dec 19		✓	✓	✓	✓	✓	✓

Respectfully submitted,

---

**Richard Wright**, 2013 Chair

This page intentionally blank.