



AGENDA

Lynnwood Planning Commission

Meeting

Thursday, August 13, 2015 — 7:00 pm

Council Chambers, Lynnwood City Hall
19100 44th Ave. W, Lynnwood, WA 98036

A. CALL TO ORDER – ROLL CALL

B. APPROVAL OF MINUTES

1. June 25, 2015 meeting

C. CITIZEN COMMENTS – (on matters not scheduled for discussion or public hearing on tonight's agenda) Note: Citizens wishing to offer a comment on a non-hearing agenda item, at the discretion of the Chair, may be invited to speak later in the agenda, during the Commission's discussion of the matter. Citizens wishing to comment on the record on matters scheduled for a public hearing will be invited to do so during the hearing.

D. PUBLIC HEARINGS

1. Title 19 – Zoning Code Amendment – Increase Number of Lots Under Short Subdivisions (CAM-002838-2015)

E. WORK SESSION TOPICS

1. Title 19 – Zoning Code Amendment – Square Footage Computation of Panhandle Access Areas – Title 19 LMC (Continuation) (CAM-002875-2015)
2. Parking Lot Ratios for Elementary Schools
3. Proposed Five-Year Work Plan

F. OTHER BUSINESS

G. COUNCIL LIAISON REPORT

H. DIRECTOR'S REPORT

I. COMMISSIONERS' COMMENTS

J. 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.

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**CITY OF LYNNWOOD
PLANNING COMMISSION MINUTES
June 25, 2015 Meeting**

Commissioners Present:	Staff Present:
Richard Wright, Chair	Paul Krauss, Comm. Devt. Director
Chad Braithwaite, Vice Chair	Todd Hall, Senior Planner
George Hurst, Second Vice Chair	Jeff Elekes, Deputy PW Director
Maria Ambalada	David Mach, Res. Capital Proj. Engineer
Doug Jones	Michele Szafran, Associate Planner
Robert Larsen	
Michael Wojack	
	Other:
Commissioners Absent: None	Councilmember Van AuBuchon

Call to Order

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

Approval of Minutes

1. Approval of Minutes of the May 19, 2015 Joint Board & Commission Special Meeting

There was unanimous consent to approve the minutes.

2. Approval of Minutes of the May 28, 2015 Meeting

Motion made by Commissioner Braithwaite, seconded by Commissioner Larsen, to approve the minutes as presented. **Motion** passed unanimously (5-0).

Citizen Comments

None.

Public Hearing

None.

Work Session

1. Transportation Concurrency (Public Works Department)

Deputy Public Works Director Jeff Elekes and Resident Capital Project Engineer David Mach gave the presentation. Mr. Mach presented potential code which

1 would formalize the process for transportation. He explained a public hearing
2 would be held on this item with the Planning Commission in August. It would then
3 go to City Council for possible approval and adoption of the code. The proposed
4 process would mean that development over a certain size would go through a
5 concurrency test. The developer would be required to pay a fee based on the
6 amount of trips they are generating. The fee schedule has not yet been set, but
7 should be ready by the hearing. The good thing about this process is it gives the
8 City a snapshot in time as they go along as well as information about where
9 transportation funds should be invested.

10
11 Deputy Director Elekes summarized that the Growth Management Act requires
12 cities to monitor concurrency. This information will help to inform the City's 6-
13 Year Transportation Improvement Plan and will help to prioritize projects. It is
14 also consistent with the City Center Plan and all the redevelopment in that area.

15
16 Commissioner Comments and Question:

17
18 Commissioner Wojack referred to page 24, line 24, item c, on issuance of the
19 Capacity Reservation Certificates (CRC), and asked if reserve CRC would be
20 taken into consideration when other projections are presented. Mr. Mach affirmed
21 that it would be taken into account. Commissioner Wojack asked if AM Peak
22 Trips are also considered. Mr. Mach replied that for most projects the PM Peak
23 Trips is the dominant number they look at. Director Krauss added that future light
24 rail station is a different situation because the AM Peak number is more
25 significant. Commissioner Wojack asked if the requirement for developers will be
26 to bring the concurrency up to what the City desires or what it is currently at. Mr.
27 Mach explained that mitigation would be sought where more than 20% of the
28 City's signalized intersections would fall below the level of service standards.

29
30 Chair Wright asked how the lag in level of service data impacts the City's ability
31 to actually fund or prioritize projects. Mr. Mach explained this would more
32 dynamically allow staff to monitor the traffic and growth patterns through the City
33 and prioritize projects.

34
35 Commissioner Ambalada asked if the burden of the expenses would be end up
36 being shouldered by the people because developers would transfer expenses to
37 homeowners. Deputy Director Elekes said it depends on the type of
38 development. With this model, growth is helping to pay for growth and the
39 residential community in Lynnwood is not being burdened. There is also
40 consistency and continuity with the model at a lesser expense because it is being
41 tracked as they go. Mr. Mach explained that there is an expense to the developer
42 either way. This just streamlines the process, and the developer knows the fee
43 up front. Commissioner Ambalada asked if there are any other cities that do this.
44 Mr. Mach though that most other cities are doing this type of thing.

45

1 Commissioner Larsen commented that it seems like transportation modeling has
2 gained a level of sophistication over the past years so there is more of a
3 confidence from all parties about the impacts of development. Deputy Director
4 Elekes concurred. In 2007 when the City did the City Center Access Study they
5 made a significant investment into the transportation model to update and
6 calibrate it. As a result, the confidence level is extremely high. WSDOT has even
7 commented that this is the best-calibrated model they have seen. Commissioner
8 Larsen asked how impacts of mode splitting would be accounted for in the
9 model. Director Krauss commented that an 18% mode split had been factored
10 into the model. Deputy Director Elekes added that this means they are not
11 requiring unnecessary roads to be built.

12
13 Commissioner Hurst asked Mr. Mach about his confidence in the model with the
14 anticipated development near 196th and the transit center. Mr. Mach explained
15 there is a balance between providing enough transportation and improvements.
16 There is a lot planned in that area because a lot of the future growth for
17 Lynnwood is planned for City Center. One of the plans is to widen 196th Street
18 from five lanes to seven lanes. Poplar Way Bridge is planned to go across I-5.
19 There is also discussion about extending 194th Street across the back side of the
20 convention center out toward the east and a future 42nd grid street. The challenge
21 is the funding portion. Director Krauss added that although there are 20,000
22 boardings a day planned for the LRT, this will not be a permanent situation.
23 Eventually ST3 will take the light rail up north so fewer people would have to
24 come to Lynnwood to get on it. He also explained that as part of the original
25 Growth Management statute, the cities were supposed to adopt concurrency
26 management, and the state was supposed to fund the improvements. The cities
27 have largely done their part, but the state has not.

28
29 Commissioner Braithwaite presented a hypothetical situation about differing
30 costs for developers. Deputy Director Elekes explained the concurrency is a test
31 to see where we are in time. The City also has a traffic impact fee system which
32 generates funds to be used for prioritized system projects. Commissioner
33 Braithwaite asked if developers have to submit a traffic study as part of their
34 development approval process. Mr. Mach explained it depends on the size of the
35 project. Commissioner Braithwaite noted that every trip has an incremental
36 impact on the system. He recommended having some kind of fee or mitigation for
37 smaller projects too. Mr. Mach noted that smaller developments would pay traffic
38 impact fees. Commissioner Braithwaite asked about the ability to transfer traffic
39 rights from one property to another. Director Krauss explained that this was done
40 somewhat in the City Center area.

41
42 Commissioner Larsen referred to the 20% failure number for intersections in the
43 City and asked if the City is addressing those. Mr. Mach replied that they will be
44 able to track them dynamically if they implement this process.

45
46 There was consensus to move this forward for a public hearing.

1
2 2. Title 19 – Zoning Code Amendment – Increase Number of Lots under
3 Short Subdivisions (Plats)
4

5 Senior Planner Todd Hall introduced a proposal to increase the number of lots
6 permitted in a short subdivision (short plats). Traditionally, the number of lots has
7 been four or less. With recent changes to the RCW and state law, the laws now
8 permit cities under the Growth Management Act to increase to nine lots or fewer.
9 Master Builders Association is encouraging cities to support this because it saves
10 time and money for the developers. Mr. Hall noted that it would also save staff
11 significant time. He explained that Arlington, Bellevue, Kirkland, Redmond,
12 Mountlake Terrace, Kent, Everett and several other cities have similar codes.
13

14 Director Krauss commented that short plats are less expensive and quicker for
15 developers to go through. Lowering the cost and easing the process of producing
16 more single family homes is a justifiable goal as related to the Comprehensive
17 Plan Goals. He noted that staff is in support of this.
18

19 Commissioner Larsen asked staff to summarize the difference between short and
20 long plats. Senior Planner Hall explained anything that would be submitted by an
21 applicant that would be ten lots or more would be a long plat. Anything under
22 would be a short plat. There would still be a public notification process for short
23 plats. Staff makes recommendations and issues a report which is signed by the
24 Mayor. Long plats have to go through a Hearing Examiner and a City Council
25 process. Director Krauss noted that subdivisions also have more complex
26 surveying required. Developments with a lot of public improvements, road
27 dedications, etc. have to go through the subdivision process. Commissioner
28 Larsen asked about differences in standards between the two. Staff indicated
29 there isn't any other than the process by which they are approved.
30

31 Commissioner Braithwaite asked how many applications per year this might
32 actually impact. Director Krauss thought it would be five or less. Commissioner
33 Braithwaite said he was nervous about making the change all the way up to nine
34 lots. Due to the potential impact on surrounding properties he thought it would be
35 good to give more of an opportunity for public input via the Hearing Examiner
36 hearing process. Director Krauss acknowledged the concern, but noted there is
37 already a public process with the short plats. Additionally, there wouldn't be any
38 new standards adopted. Commissioner Braithwaite asked about cost savings for
39 the City. Senior Planner Hall explained it depends on the plat itself or the location
40 of it. Director Krauss added that the major expenses are staff time, the Hearing
41 Examiner hearing, and preparation for the City Council meeting and hearing
42 process. Commissioner Braithwaite asked if the City can require a subdivision
43 process for more complex developments. Director Krauss said they have the
44 same abilities with short plats as with regular subdivisions. The main difference is
45 the process for approval.
46

1 Commissioner Wojack asked if the transportation concurrency plan would apply
2 to the short plats. Director Krauss replied it would. Commissioner Wojack asked
3 if this would help some of the five-acre tract development issues along Highway
4 99. Director Krauss said it wouldn't help the bigger problem of lot assembly but it
5 can be used to merge lots.

6
7 There was consensus to move this forward to a public hearing.

8
9 3. Title 19 – Zoning Code Amendment – Flag lot area

10
11 Associate Planner Michele Szafran introduced the proposed code amendment to
12 allow greater flexibility with regard to the computation of a panhandle lot or
13 access easement when serving no more than one lot not abutting a right-of-way.
14 The proposed code amendment comes following a request initiated by the
15 Master Builders Association. Currently Lynnwood Municipal Code prohibits the
16 square feet of land contained in the panhandle or private access easements from
17 being counted towards the minimum lot area. The majority of the remaining
18 subdividable lands in Lynnwood are in these types of lots. There is a need for
19 flexibility in order to allow for an increase of single family homes. Staff has
20 researched how nearby jurisdictions (Kenmore, Kirkland, Edmonds, Mukilteo,
21 Bothell, and Shoreline) address the issues and has summarized the findings in a
22 comparison chart. Kirkland, Edmonds, and Bothell allow the computation for one
23 additional user. Kenmore does not allow the area to be included in calculations.
24 Mukilteo allows computation of panhandle as long as it's for private access.
25 Shoreline allows it as long as the buildable site is provided outside of the
26 easement area. She concluded that staff found the majority of cities allowed for
27 the area to be calculated when the access area is being utilized for one lot. The
28 proposed code amendment would meet the goal of preserving single family
29 neighborhoods.

30
31 Commissioner Hurst asked if there is a pressing need for this. Director Krauss
32 replied there are a significant number of lots that come in with this concern.

33
34 Commissioner Wojack expressed some concern that Master Builders was
35 influential on the previous item too which increases the number of lot sizes.
36 Director Krauss pointed out that this exception is for only one house. He
37 explained that staff has met with Master Builders and others as part of business
38 development efforts in the city and has compiled recommendations from staff as
39 well as various entities. Now that the Comprehensive Plan is done staff has
40 started working through the extensive fix-it list that Community Development has.
41 This is why there are two on the same night from Master Builders.

42
43 Commissioner Braithwaite asked about a hypothetical situation where there
44 would be adjacent panhandle lots. Director Krauss replied that conceivably they
45 could have that situation, but dimensional requirements and other requirements
46 would still come into play. He noted that these things tend to be self-limiting

1 because of the size and shape of the lots. Commissioner Braithwaite also
2 expressed concern about Master Builders' influence. He asked for staff comment
3 about "regulatory capture" where the industry that is being regulated is driving the
4 regulatory process. Director Krauss replied that anybody can make a proposal for
5 staff to consider, but each idea has to stand on its own.

6
7 Commissioner Ambalada asked if the grandfather clause could be raised in any
8 of these instances and property owners could not agree to them. Director Krauss
9 said he didn't see how that would apply because these would be new
10 applications. Commissioner Ambalada asked about potential objections by
11 neighbors. Director Krauss commented that the City doesn't change codes just
12 because neighbors don't like it. The objection would have to be substantial.

13
14 Commissioner Larsen commented that this could be the start of a lot of changes
15 they will see in Lynnwood. He suggested they might systematically consider
16 packages of changes that are tailored to the areas that make sense, aren't going
17 to be very controversial, and would allow for higher density, without ending up
18 like Seattle or San Francisco. Director Krauss commented that Lynnwood lots
19 are two or three times the size of Seattle lots. He agreed that having an overall
20 picture is a good idea. He noted that there is a large number of incremental
21 changes that staff will be recommending in all aspects of the code. He stated he
22 would bring the list for the Planning Commission to review. Commissioner Larsen
23 said it seems like with this proposal the City is giving something for nothing. He
24 asked what could be done for the people who would be impacted, albeit
25 minimally, by this. He suggested they could set a percentage threshold beyond
26 which the City wouldn't allow this to happen. Another idea would be to limit
27 impact on surrounding properties with some formula. He also expressed concern
28 that this would set a precedent for substandard lot sizes in backyards which
29 property owners would come to demand on the street side. Director Krauss
30 clarified this does not allow substandard lot sizes in the backyard. It prevents
31 needing to have oversized lots in the backyard. He thought the idea of a ratio on
32 the flag would be interesting to look into. He expressed concern about putting
33 more restrictions on these lots.

34
35 Commissioner Ambalada brought up a concern about the City of Lynnwood having
36 too many districts. Director Krauss commented that the number of districts hasn't
37 really been a problem, but right now they are only talking about single family
38 homes. There has not been any proposal to change the single family home
39 districts. Commissioner Ambalada said she thought somebody was supposed to
40 come to the neighborhoods to get an idea of what they want the neighborhood to
41 look like. Chair Wright suggested that Commissioner Ambalada might be
42 confusing neighborhoods and districts. Commissioner Ambalada agreed. She
43 wondered if anyone had asked the neighborhoods what they want.
44 Commissioner Hurst asked if Commissioner Ambalada meant that she wanted
45 the neighborhoods to control what is being built. Chair Wright noted there are
46 broader community design standards that aren't micro-organizing each

1 neighborhood. Senior Planner Hall commented that each of the land use
2 designations in the Comprehensive Plan discusses what each of those levels
3 are. This gives an idea of the level of density that is expected in that zone.

4
5 Commissioner Larsen asked if staff is still thinking about putting together
6 neighborhoods. Director Krauss replied it is one of the projects listed on the long
7 fix-it list. The approach they would like to bring to it requires some funding. A
8 business development plan was just adopted which also speaks to working with
9 neighborhoods at various levels. As a result he thinks it will be done at some
10 point, but he doesn't know when. Commissioner Larsen spoke to his experience
11 and issues with in-fill development with a nearby city. He asked for assurance
12 that the steps they are making won't take the City down a similar path. Director
13 Krauss commented that staff is not talking about compromising on lot sizes,
14 minimum building areas or anything else.

15
16 Chair Wright asked if the City has done any analysis to know how many lots this
17 might impact. Staff replied they have not considered all the lots that have the
18 potential to do it. Chair Wright asked if staff could do that for the next meeting so
19 the Planning Commission has a better understanding of how this would impact
20 single family housing. Director Krauss commented on the challenges with getting
21 this information, but offered to provide addresses and information regarding flag
22 lots that have come up in the last couple years. Chair Wright said he'd like to see
23 both because it would create a range for the Commission to consider.

24
25 Commissioner Ambalada expressed appreciation for Master Builders' input and
26 efforts to help the City's development, but urged caution about the City losing its
27 identity, especially the neighborhoods.

28
29 Chair Wright emphasized that he requested an analysis simply because he
30 needs information. He is not suspicious of the Master Builders intent; in fact, he
31 is a former member. The Planning Commissioner needs the information so they
32 can decide if this is the right direction for the community to go. Director Krauss
33 indicated staff would try to come up information to assist the Planning
34 Commission.

35
36 Commissioner Braithwaite asked if there are any issues associated with lots that
37 have a private easement. Director Krauss replied there are not, but explained it
38 could either be an easement or a fee title and a flag where the back lot owns the
39 strip, and easement would be a permanently recorded property right.
40 Commissioner Braithwaite thought that if it could be structured as access to a
41 public right-of-way it might eliminate some issues he has heard of. Director
42 Krauss commented that the ones he's seen problems with were done a long time
43 ago when the easements were never properly recorded.

44
45 There was consensus among the Planning Commission to request staff to
46 provide more information on this.

1
2 **Other Business**

3
4 **Council Liaison Report**

5
6 Councilmember AuBuchon reported that the Comprehensive Plan was approved
7 at the last Council Business Meeting with only minor changes. He thanked the
8 Planning Commission and staff for their hard work.

9
10 **Director's Report**

11
12 Director Krauss had the following comments:

- 13 • He noticed construction fencing has been put up around the old bail bonds
14 building on 40th where a 7-story senior housing is going to be built. He has
15 heard the project will begin in a couple weeks.
- 16 • Staff is putting together their multi-year to-do list as mentioned previously
17 which he will be bringing to the Planning Commission.
- 18 • He explained that Community Development is undergoing a
19 reorganization and discussed some of those changes. He emphasized
20 that they are doing this without using all of the salary authority that has
21 been budgeted.
- 22 • Chair Wright asked if there would be a need to increase the inspector
23 staff. Director Krauss replied that the Council supported a proposal to
24 establish an Economic Investment Fund which would use one-time money
25 from development. The money could then be used for many types of
26 investments. Staff hired a plan reviewer in the spring which is working out
27 great. This was a critical position to be able to get things out the door.
28 Staff also set up some consultant contracts which can be used to provide
29 additional plan review and inspection services.

30
31 **Commissioners' Comments**

32
33 Commissioner Jones asked about Lynnwood getting on
34 www.mybuildingpermit.com. Director Krauss replied that the City Council gave
35 them funding to enroll in www.mybuildingpermit.com. However, the City's
36 permitting software is finally close to working as they want it to. In the end this
37 might be able to provide a lot more serviceability than
38 www.mybuildingpermit.com.

39
40 Commissioner Larsen commented that tonight has been a great example of the
41 Planning Commission and staff having a really healthy conversation with different
42 perspectives. He expressed appreciation for the great working relationship they
43 have.

44
45 Commissioner Ambalada asked if anyone follows up with home occupation
46 businesses to see what is going on after they are licensed. Director Krauss

1 replied that home occupations are licensed and reviewed by the City upon
2 application. The City also receives calls about other kinds of businesses in
3 single-family homes that shouldn't be there and were never licensed. Code
4 enforcement deals with those regularly.

5
6 [Inaudible – Microphone off] Director Krauss replied that they have had one
7 person complain about chickens. Staff checked and decided it wasn't a rooster.
8 He thought the chicken owner may have had to move their coop a little further
9 away from the property line. Staff has not received any complaints about goats.

10
11 Commissioner Braithwaite said he saw a chicken running down 44th yesterday.

12
13 Commissioner Wojack said he read in the paper that Seattle was going to try to
14 set up a permit center to consolidate all their permitting operations. He noted that
15 Lynnwood is ahead in this regard.

16
17 Commissioner Hurst expressed thanks to Corbitt Loch for leading the Planning
18 Commission through the Comprehensive Plan. He then commented that there
19 had been a discussion at a recent Council meeting about why only four
20 commission members were often present which had led into a discussion about
21 the possibility of having term limits for the Planning Commission. He noted that
22 people do notice when commissioners don't show up. He spoke to the value of
23 having members on the commission long-term because of the depth of
24 knowledge they have.

25
26 **Adjournment**

27
28 The meeting was adjourned at 9:02 p.m.

29
30
31 _____
32 Richard Wright, Chair

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**Topic: Increase Number of Lots
Allowed Under Short Subdivisions
– Title 19 LMC**

Agenda Item: D.1

- Public Hearing
- Work Session
- Other Business
- Information
- Miscellaneous

Staff Report

Staff Contacts: Todd Hall, Planning Manager, Community Development

Summary

The purpose of this agenda item is to conduct a public hearing on proposed legislation that increases the total number of lots under a short subdivision, currently at 4 lots or less. The proposed amendment would increase the number of lots to 9 lots or less. (Title 19 LMC).

Action

Receive public input on the proposed text amendments. Deliberation by the Commission will follow the public hearing

Background

State law makes provisions for cities to increase the number of lots permitted in a short subdivision ("plat") to nine (9) lots or fewer. RCW 58.17.020(6) states:

"Short subdivision" is the division or redivision of land into four or fewer lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership. However, the legislative authority of any city or town may by local ordinance increase the number of lots, tracts, or parcels to be regulated as short subdivisions to a maximum of nine. The legislative authority of any county planning under RCW [36.70A.040](#) that has adopted a comprehensive plan and development regulations in compliance with chapter [36.70A](#) RCW may by ordinance increase the number of lots, tracts, or parcels to be regulated as short subdivisions to a maximum of nine in any urban growth area. (emphasis added).

Based on this allowance the city proposes the following code changes to allow a short plat to consist of up to nine (9) lots and a subdivision to be ten (10) or more lots. This will allow for simplification of the plat approval process by reducing the number of plats that will have to be reviewed by City Council, thus streamlining the permit process and saving time and money for the developer. The amendment is also supported by the Master Builders of King and Snohomish Counties.

The attached draft ordinance provides the proposed amendment language.

Previous Planning Commission / City Council Action

The Planning Commission discussed the item at their June 25, 2015 meeting and recommended that a public hearing be held at their next meeting.

Adm. Recommendation

1. Receive public input on the draft amendments.
2. Upon closure of the public testimony portion of the hearing, begin deliberation.
3. At the conclusion of the Commission's deliberation, either:
 - a. Recommend approval of the draft amendments as written; or
 - b. Recommend approval of the draft amendments--as amended by the Commission; or
 - c. Direct staff to prepare revisions for the Commission's review at a future meeting. If the changes desired are substantive, it would be appropriate to continue the public hearing to allow public comment on those forthcoming edits.

Suggested motions:

"I move that the Planning Commission recommend approval the draft text amendments to Title 21 LMC to increase the number of lots permitted in a short subdivision to 9 lots or less."

Attachments

1. Draft Ordinance
2. Meeting Minutes Excerpt 6-25-15

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CITY OF LYNNWOOD

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, INCREASING THE NUMBER OF LOTS FOR A SHORT SUBDIVISION, AMENDING SECTIONS 19.10.190, 19.10.200, 19.50.50.005, 19.50.020, 19.50.070 AND 3.104.010 OF THE LYNNWOOD MUNICIPAL CODE (LMC), AND PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY AND SUMMARY PUBLICATION.

WHEREAS, Lynnwood Municipal Code (LMC) formerly allowed for short subdivisions (“plats”) up to four lots to coincide with the State Environmental Policy Act (SEPA) categorical exemptions; and

WHEREAS, the SEPA exemption limit on plats was raised to include a SEPA categorical exemption for land division up to nine (9) lots and to apply the same exemption to binding site plans up to the same number of lots allowed as a short subdivision; and

WHEREAS, the City Council wishes to raise the limits on short plats to up to nine (9) lots to coincide with the raised SEPA categorical exemption threshold; and

WHEREAS, the SEPA Responsible Official issued a threshold decision for this draft ordinance on (insert date), 2015, which was not appealed; and

WHEREAS, the Washington State Department of Commerce received this draft amendment meeting the procedural requirement under RCW 36.70.A.106 and granted expedited review; and

WHEREAS, on (insert date), 2015, the Planning Commission held a public hearing on the draft ordinance and recommended approval of the draft ordinance to the City Council; and

WHEREAS, on (insert date), 2015, the City Council held a hearing on the draft ordinance, after proper notice, during its regular meeting; and

WHEREAS, the City Council after due consideration has determined that the amendments to the City’s Subdivision Code (Title 19) stated in this ordinance are in the best interests of the public health, safety and general welfare; now, therefore

45 THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, DO
46 ORDAIN AS FOLLOWS:
47

48 **Section 1. Findings.** Upon consideration of the provisions of this Ordinance, the City
49 Council finds that the amendments contained herein are: a) consistent with the
50 comprehensive plan; and b) substantially related to the public health, safety, or welfare;
51 and c) not contrary to the best interest of the citizens and property owners of the city of
52 Lynnwood.
53

54 **Section 2. Amendment.** LMC 19.10.190 and LMC 19.10.200 are hereby amended to
55 read as follows:
56

57 **19.10.190 Short Subdivision.**

58 "Short subdivision" means the division or redivision of land into ~~four~~ nine (9) or fewer
59 lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of
60 ownership; provided, any boundary line adjustment is deemed to be a short subdivision
61 when such boundary line adjustment reconfigures lot lines of property to facilitate future
62 subdivision of that property when such subdivision results in a total of more
63 than ~~four~~ nine (9) lots, tracts, parcels, sites, or division of the property including the lots
64 reconfigured by the boundary line adjustment. Should the future subdivision occur more
65 than five years after the boundary line adjustment or result in ~~four~~ nine (9) or fewer lots,
66 tracts, parcels, sites, or division of property including the reconfigured lots, such
67 boundary line adjustment shall not be deemed a short subdivision.
68

69 **19.10.200 Subdivision.**

70 "Subdivision" means the division or redivision of land into 10 or more lots, tracts,
71 parcels, sites or divisions for the purpose of sale, lease, or transfer of ownership, except
72 as provided for in LMC 19.10.190.
73

74 **Section 3. Amendment.** LMC 19.50.005, LMC 19.50.020 and LMC 19.50.070 are
75 hereby amended to read as follows:
76

77 **19.50.005 Applicability.**

78 Every division of land into ~~four~~ nine (9) or less lots, tracts, parcels, sites of subdivisions
79 for the purpose of sale, lease, or transfer of ownership shall proceed in compliance with
80 this chapter; provided, that any land contained within a short subdivision shall not be
81 further divided for a period of five years from the date of filing of a short plat without the
82 filing of a final plat. Contiguous parcels of land in the same ownership and having
83 boundaries in common shall be presumed to be a single parcel in determining whether
84 or not the division of land comprises a short subdivision.
85

86 **19.50.020 Preliminary short subdivision application.**

87 Any person desiring to divide land under the provisions of this title situated in the city of
88 Lynnwood into ~~four~~ nine (9) or fewer lots shall submit an application for short
89 subdivision approval to the community development director together with payment of

90 related fees and costs as set forth in Chapter 3.104 of the City code. ~~Resolution 2005-~~
91 ~~20 adopted by the city council.~~

92 A. Applications for a preliminary short plat subdivision shall be submitted on forms
93 prescribed by the community development director. All applications submitted to the
94 community development director shall be complete and contain the following material:

- 95 1. The name, address and telephone number of the owner(s);
- 96 2. A written statement by the owner showing the entire contiguous ownership of
97 land in which there is an interest by reason of ownership, contract for purchase,
98 earnest money agreement or option by any person, firm or corporation in any
99 manner connected with the development, and the names and addresses and
100 telephone numbers of all such persons, firms or corporations;
- 101 3. The existing zoning classifications;
- 102 4. The square footage computation of each lot or parcel. The square footage of
103 land contained in access panhandles and/or private roads shall not be included in
104 the lot size computation;
- 105 5. The source of water supply;
- 106 6. The method of sewage disposal;
- 107 7. A survey prepared by a licensed surveyor registered in the state of Washington.
108 However, if the community development director determines that existing
109 conditions so warrant because of previous development, construction or
110 subdividing, the requirement of a survey of the property to be subdivided may be
111 waived for the preliminary short plat, but a survey shall be required for the final
112 short plat;
- 113 8. For the same reasons as stated in subsection (A)(7) of this section, a current
114 ownership certificate from a recognized title company at the preliminary short plat
115 stage may be waived for the preliminary short plat; however, it shall be required for
116 final short plat approval.

117 B. Map. A map shall be prepared on a sheet of reproducible material, having
118 dimensions of eight and one-half inches by 14 inches, and containing the following
119 information:

- 120 1. The date, scale and north arrow;
- 121 2. The boundary lines, to scale, of the tract to be subdivided and each lot
122 contained therein;
- 123 3. The dimensions, square footage and number assigned to each proposed lot;
- 124 4. All existing structures;
- 125 5. All setback dimensions for existing structures; and

126 6. The location of any sensitive areas as defined by LMC Title [17](#) as known to the
127 applicant at time of submittal.

128
129 **19.50.070 Violation – Injunctive relief.**

130 Wherever any parcel of land is divided into ~~four~~ nine (9) or less lots, tracts, or parcels of
131 land and any person, firm, corporation, or association or any agent of any person, firm,
132 corporation, or association sells or transfers or offers or advertises for sale or transfer
133 any such lot, tract, or parcel without having a short plat of such subdivision approved
134 pursuant to this title then such action is hereby declared to be unlawful and a public
135 nuisance and the city attorney may commence an action to restrain and enjoin further
136 subdivisions, sales or transfers, or offers of sale or transfer and compel compliance with
137 all provisions of this title. The costs of such action shall be taxed against the persons,
138 firm, corporation, association, or agent of such entities selling or transferring the
139 property.

140
141 **Section 4.** LMC 3.104.010 and Table 3.104.010, Title 19 – Subdivision Fees are
142 amended as follows:

143
144 Title 19 – Subdivision Fees

145
146 All Deposits are to trust accounts to cover hourly processing charges, actual cost of
147 services, plus posting and mailing costs.

148

149 Binding site plan	Deposit	2,000.00
150 Boundary line adjustment	Deposit	1,250.00
151 Lot combination	Deposit	1,250.00
152 Subdivision (5 lots or more)	Deposit	7,500.00
153 Short subdivision (4 lots or less)	Deposit	2,000.00
154 City Attorney Support	Actual cost	
155 Hearing Examiner	Actual cost	
156 Public Notice Requirements		
157 Posting costs	Hourly rate (posting notification on proposed project 158 site and civic sites)	
159 Mailing costs	Actual cost of postage plus staff hourly rate	
160 Publication in newspaper	Actual cost	

161

162 **Section 5. Severability.** If any section, sentence, clause or phrase of this ordinance
163 should be held to be invalid or unconstitutional by a court of competent jurisdiction, such
164 invalidity or unconstitutionality shall not affect the validity or constitutionality of any other
165 section, sentence, clause or phrase of this ordinance.

166
167 **Section 6. Effective Date.** This ordinance or a summary thereof consisting of the title
168 shall be published in the official newspaper of the City, and shall take effect and be in
169 full force five (5) days after publication.

170

171 PASSED BY THE CITY COUNCIL, the _____ day of _____, 2015.

172

173

APPROVED:

174

175

176

Nicola Smith, Mayor

177

178

179 ATTEST/AUTHENTICATED:

180

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Sonja Springer
Finance Director

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185

186

187 APPROVED AS TO FORM:

188

189

190

Rosemary Larson
City Attorney

191

192

193

194 FILED WITH ADMINISTRATIVE SERVICES: _____

195 PASSED BY THE CITY COUNCIL: _____

196 PUBLISHED: _____

197 EFFECTIVE DATE: _____

198 ORDINANCE NUMBER: _____

199

200 On the _____ day of _____, 2015, the City Council of the City of
201 Lynnwood, Washington, passed Ordinance No. _____. A summary of the content of
202 said ordinance, consisting of the title, provides as follows:

203
204 AN ORDINANCE OF THE CITY OF LYNNWOOD,
205 WASHINGTON, INCREASING THE NUMBER OF LOTS
206 FOR A SHORT SUBDIVISION, AMENDING SECTIONS
207 19.10.190, 19.10.200, 19.50.50.005, 19.50.020, 19.50.070
208 AND 3.104.010 OF THE LYNNWOOD MUNICIPAL CODE
209 (LMC), AND PROVIDING FOR AN EFFECTIVE DATE,
210 SEVERABILITY AND SUMMARY PUBLICATION.

211
212 The full text of this Ordinance will be mailed upon request.

213
214 DATED this _____ day of _____, 2015.

215
216
217

DRAFT

Title 19 – Zoning Code Amendment – Increase Number of Lots under Short Subdivisions (Plats)

Excerpt – Planning Commission Meeting Minutes, June 25, 2015

Senior Planner Todd Hall introduced a proposal to increase the number of lots permitted in a short subdivision (short plats). Traditionally, the number of lots has been four or less. With recent changes to the RCW and state law, the laws now permit cities under the Growth Management Act to increase to nine lots or fewer. Master Builders Association is encouraging cities to support this because it saves time and money for the developers. Mr. Hall noted that it would also save staff significant time. He explained that Arlington, Bellevue, Kirkland, Redmond, Mountlake Terrace, Kent, Everett and several other cities have similar codes.

Director Krauss commented that short plats are less expensive and quicker for developers to go through. Lowering the cost and easing the process of producing more single family homes is a justifiable goal as related to the Comprehensive Plan Goals. He noted that staff is in support of this.

Commissioner Larsen asked staff to summarize the difference between short and long plats. Senior Planner Hall explained anything that would be submitted by an applicant that would be ten lots or more would be a long plat. Anything under would be a short plat. There would still be a public notification process for short plats. Staff makes recommendations and issues a report which is signed by the Mayor. Long plats have to go through a Hearing Examiner and a City Council process. Director Krauss noted that subdivisions also have more complex surveying required. Developments with a lot of public improvements, road dedications, etc. have to go through the subdivision process. Commissioner Larsen asked about differences in standards between the two. Staff indicated there isn't any other than the process by which they are approved.

Commissioner Braithwaite asked how many applications per year this might actually impact. Director Krauss thought it would be five or less. Commissioner Braithwaite said he was nervous about making the change all the way up to nine lots. Due to the potential impact on surrounding properties he thought it would be good to give more of an opportunity for public input via the Hearing Examiner hearing process. Director Krauss acknowledged the concern, but noted there is already a public process with the short plats. Additionally, there wouldn't be any new standards adopted. Commissioner Braithwaite asked about cost savings for the City. Senior Planner Hall explained it depends on the plat itself or the location of it. Director Krauss added that the major expenses are staff time, the Hearing Examiner hearing, and preparation for the City Council meeting and hearing process. Commissioner Braithwaite asked if the City can require a subdivision process for more complex developments. Director Krauss said they have the same abilities with short plats as with regular subdivisions. The main difference is the process for approval.

Commissioner Wojack asked if the transportation concurrency plan would apply to the short plats. Director Krauss replied it would. Commissioner Wojack asked if this would help some of the five-acre tract development issues along Highway 99. Director Krauss said it wouldn't help the bigger problem of lot assembly but it can be used to merge lots.

There was consensus to move this forward to a public hearing.

**Topic: Square Footage
Computation of Panhandle Access
Areas – Title 19 LMC**

Agenda Item: E.1

- Public Hearing
- Work Session
- Other Business
- Information
- Miscellaneous

Staff Report

Staff Contacts: Michele Szafran, Associate Planner, Community Development

Summary

The purpose of this agenda item is to revisit draft legislation allowing the square footage computation of a panhandle and access easements within the total lot area when serving no more than one (1) lot not abutting a right-of-way. (Title 19 LMC).

Action

None required.

Background

The purpose of this agenda item is to reconsider draft legislation that would allow for the computation of the land area held within a panhandle or access easement when serving no more than one (1) lot not abutting a right-of-way. The proposed code amendment comes following a request initiated by the Master Builders Association of King and Snohomish Counties.

Currently the City of Lynnwood Municipal Code prohibits the square footage of land contained in a panhandle and/or private access easements from being counted towards the minimum lot area leaving limited flexibility for lot size configuration in lots currently in excess of the minimum lot size for the respective residentially zoned area.

Staff has researched how and if nearby jurisdictions address the issue and has summarized the findings in the attached comparison chart which includes, Kenmore, Kirkland, Edmonds, Mukilteo, Bothell, and Shoreline. Staff found that the majority of the cities would allow for the area to be calculated when the access area is being utilized for one lot rather than multiple lots.

The proposed code amendment would meet the goals of preserving single family neighborhoods by promoting greater flexibility for lot size and short plat design while being consistent with other neighboring cities.

Previous Planning Commission / City Council Action

Planning Commission discussion on June 25, 2015.

Adm. Recommendation

Unless the Planning Commission instructs otherwise, staff will schedule a public hearing for this matter.

Attachments

1. Draft Ordinance
2. Comparison Chart
3. Flag Lot and Access Easement Diagrams
4. Lot Configuration examples
5. Submitted Short Plat Examples
6. Map Showing Lots over 16,800 in the RS-8 zone
7. Meeting Minutes 6-25-2015

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CITY OF LYNNWOOD

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, RELATING TO SQUARE FOOTAGE COMPUTATION OF PANHANDLE AND/OR PRIVATE ACCESS EASEMENTS WITHIN THE TOTAL LOT AREA, AMENDING CHAPTER 19.10 LYNNWOOD MUNICIPAL CODE (LMC), LMC 19.35.010, LMC 19.50.020, LMC 19.50.040, AND 19.50.050 AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SUMMARY PUBLICATION.

WHEREAS, under Chapters 35A.11 and 35A.63 RCW, the City Council of the City of Lynnwood has the authority to adopt ordinances relating to the use of real property located within the City; and

WHEREAS, the existing Lynnwood Municipal Code prohibits the square footage of land contained in panhandle and/or private access easements from being counted towards minimum lot area; and

WHEREAS, Lynnwood has adopted goals of preserving single family home neighborhoods and where possible increasing the number of single family homes, and

WHEREAS, it is desirable to promote greater flexibility for lot size and short plat design that will encourage the development of single family homes while also helping to increase property values ; and

WHEREAS, the City Council finds that the inclusion of the square footage of a panhandle lot as defined in Chapter 19.10 LMC or private access easement for use by one (1) lot not abutting a right-of-way is consistent with other neighboring cities; and

WHEREAS, with the application of appropriate development standards the City will be able to insure that adequate buildable areas, setbacks and yards for single family homes will be required, and

WHEREAS, the City Council finds these provisions are in the best interest of the health, safety and welfare of the community; and

WHEREAS, on the ___th day of June, 2015, notice of the proposed code amendment was sent to the Washington State Department of Commerce in accordance with RCW 36.70A.106; and

47 WHEREAS, on the ___th day of August, 2015, the City of Lynnwood SEPA
48 Responsible Official issued a Determination of Non-Significance (DNS) on the proposal;
49 and
50

51 WHEREAS, on the ___ day of September, 2015, the Lynnwood Planning
52 Commission held a public hearing on proposed amendments to the Lynnwood
53 Municipal Code provided by this ordinance, and all persons wishing to be heard were
54 heard; and
55

56 THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, DO
57 ORDAIN AS FOLLOWS:
58

59 **Section 1. Findings.** Upon consideration of the provisions of this Ordinance in light of
60 the decision criteria specified by LMC 21.20.500, the City Council finds that the
61 amendments contained herein are: a) consistent with the comprehensive plan; and b)
62 substantially related to the public health, safety, or welfare; and c) not contrary to the
63 best interest of the citizens and property owners of the city of Lynnwood.
64

65 **Section 2. Amendment.** Chapter 19.10 LMC is hereby amended by adding the
66 following definition for “Panhandle”, and codifying such definition in a manner that
67 maintains alphabetical order.
68

69 **19.10.136 “Panhandle”**

70 “Panhandle” is a lot configured with a narrow extension of land connecting the main
71 buildable area of the lot to a public street. The narrow extension of land in a panhandle
72 lot provides for vehicular and potentially utility access to the main buildable area of the
73 lot, but is not wide enough for development and does not meet minimum lot width
74 requirements, panhandle are also known as “Flag lots” or “pipe stem” lots.
75

76 **Section 3. Amendment.** LMC 19.35.010 is hereby amended as follows:

77 **19.35.010 Lot and block design.**

78 In order to ensure a functional and efficient design, reduce conflicts with
79 transportation facilities, and create desirable lots for development, all activities
80 regulated under this title shall comply with the following requirements:

81 A. Lot Design.

82 1. All lots shall meet the minimum requirements of the zoning ordinance, LMC
83 Title 21, for the zone in which the property is located with respect to area, depth,
84 width at street right-of-way, width at building line, yards, percentage of coverage,
85 and, if applicable, parking and loading.

86 2. All lots shall be provided direct access from a dedicated public street by
87 means of minimum frontage on a public street right-of-way or by a private road
88 as specified by LMC 19.50.050(A), Private Roads.

89 3. In general, lots and streets should be designed so that no residential property
90 has direct driveway access to a principal arterial. Direct driveway access to
91 minor arterials and collectors shall be minimized. Where driveway access from a
92 principal, minor, or collector arterial may be necessary for two or more adjoining

93 lots, said lots may be required to be served by a common driveway in order to
94 limit possible traffic hazards.

95 4. Where lots are more than double the minimum size required for the zone, the
96 subdivider may be required to arrange lots so as to allow further subdivision and
97 the opening of future streets to serve potential lots.

98 5. In general, side lot lines shall be at right angles to street lines (or radial to
99 curving street lines) unless variation from this rule will provide a better street or
100 lot pattern.

101 6. Lots shall be laid out to provide drainage away from all buildings, and
102 individual lot drainage shall be coordinated with the storm drainage pattern for
103 the area. In general, drainage shall be designed to avoid concentration of storm
104 water from one lot onto an adjacent lot.

105 7. In general, the ratio of the depth of any lot to its width shall not be greater than
106 two and one-half to one.

107 8. Lots having frontage on two streets shall be avoided wherever possible.

108 9. The area within the private roads, or access areas such as “panhandles” and
109 “flag lots” shall not be included in the computation of the lot area or be used to
110 meet any dimensional requirement of the lot ~~when serving more than one (1)~~
111 ~~additional lot from not abutting a right-of-way.~~

112 B. Blocks shall meet the following requirements:

113 1. The length of blocks shall not exceed 1,320 feet;

114 2. In any block exceeding 500 feet in length, walks or pedestrian ways at a mid-
115 block point shall be required in order to encourage walking in between
116 residential subdivisions. Pedestrian walkways may be required to provide
117 circulation or access to schools, playgrounds, shopping centers, etc. The walks
118 or pedestrian ways shall be provided in a public easement of which shall be at
119 least 10 feet in width and designed to the specifications of the public works
120 director;

121 3. Lots and blocks intended for commercial and industrial use shall be designed
122 specifically for such purposes, with adequate space provided for off-street
123 parking, loading, and delivery. In order to assist review of the proposed
124 development, the city council may require a preliminary site plan, a preliminary
125 floor plan, or a preliminary landscaping plan to ensure that the platted area is
126 adequate and will not create a need for future variances;

127 4. The city council may grant an exception to the requirements of this subsection
128 if it finds that complying with these requirements would result in improved traffic
129 calming and/or pedestrian circulation.

130
131 **Section 4. Amendment.** LMC 19.50.020 is hereby amended as follows:

132 **19.50.020 Preliminary short subdivision application.**

133 Any person desiring to divide land under the provisions of this title situated in the city of
134 Lynnwood into four or fewer lots shall submit an application for short subdivision
135 approval to the community development director together with payment of related fees
136 and costs as set forth in Resolution 2005-20 adopted by the city council.

137 A. Applications for a preliminary short plat subdivision shall be submitted on forms
138 prescribed by the community development director. All applications submitted to the
139 community development director shall be complete and contain the following material:

- 140 1. The name, address and telephone number of the owner(s);
- 141 2. A written statement by the owner showing the entire contiguous ownership of
142 land in which there is an interest by reason of ownership, contract for purchase,
143 earnest money agreement or option by any person, firm or corporation in any
144 manner connected with the development, and the names and addresses and
145 telephone numbers of all such persons, firms or corporations;
- 146 3. The existing zoning classifications;
- 147 4. The square footage computation of each lot or parcel. The square footage of
148 land contained in access panhandles and/or private roads may shall not be
149 included in the lot size computation when serving no more than one (1)
150 additional lot from not abutting a right-of-way, and when not utilizing lot size
151 averaging. Building area shall be demonstrated at time of preliminary
152 review/approval;
- 153 5. The source of water supply;
- 154 6. The method of sewage disposal;
- 155 7. A survey prepared by a licensed surveyor registered in the state of
156 Washington. However, if the community development director determines that
157 existing conditions so warrant because of previous development, construction or
158 subdividing, the requirement of a survey of the property to be subdivided may be
159 waived for the preliminary short plat, but a survey shall be required for the final
160 short plat;
- 161 8. For the same reasons as stated in subsection (A)(7) of this section, a current
162 ownership certificate from a recognized title company at the preliminary short
163 plat stage may be waived for the preliminary short plat; however, it shall be
164 required for final short plat approval.

165 B. Map. A map shall be prepared on a sheet of reproducible material, having
166 dimensions of eight and one-half inches by 14 inches, and containing the following
167 information:

- 168 1. The date, scale and north arrow;
- 169 2. The boundary lines, to scale, of the tract to be subdivided and each lot
170 contained therein;
- 171 3. The dimensions, square footage and number assigned to each proposed lot;
- 172 4. All existing structures;
- 173 5. All setback dimensions for existing structures; and
- 174 6. The location of any sensitive areas as defined by LMC Title 17 as known to
175 the applicant at time of submittal.

176
177 **Section 5. Amendment.** LMC 19.50.040 is hereby amended as follows:

178 **19.50.040 Final short plat application.**

179 A. The final short plat application shall contain the following information:

- 180 1. The square footage computation of each lot or parcel. The square footage of
181 land contained in access panhandles and/or private roads may shall not be
182 included in the lot size computation when serving no more than one (1)

183 ~~additional lot from not abutting a right-of-way, and when not utilizing lot size~~
184 ~~averaging.~~ Building area shall be demonstrated at time of preliminary
185 ~~review/approval;~~

186 2. The source of water supply;

187 3. The method of sewage disposal;

188 4. A survey prepared by a licensed surveyor registered in the state of

189 Washington.

190 B. Map. A map shall be prepared on a sheet of reproducible material, having
191 dimensions of 18 inches by 24 inches, and containing the following information:

192 1. A legal description of the property to be subdivided and legal descriptions of
193 lots, tracts, or parcels therein together with the legal description of private roads
194 and easements therein, if any, all prepared or approved and sealed by a
195 licensed surveyor registered in the state of Washington. The community
196 development director may substitute the map for several narrative legal
197 descriptions if it provides as good or better description of property lines;

198 2. The date, scale and north arrow;

199 3. The boundary lines, to scale, of the tract to be subdivided and each lot
200 contained therein;

201 4. The number assigned to each lot;

202 5. The location, names, widths and auditor's file number of any existing
203 easements, existing and proposed roads, existing and proposed rights-of-way
204 for public services utilities within the area contained within the short subdivision,
205 and within 100 feet thereof, and location of the nearest city streets;

206 6. The boundaries of all lands reserved in the deeds for the common use of the
207 property owners of the short subdivision;

208 7. The location of permanent and topographic features which will have an impact
209 upon the short subdivision, such as all existing or platted streets adjacent to the
210 short subdivision, easements, tracts, buildings, watercourses, rights-of-way, all
211 utility rights-of-way, township lines and section lines;

212 8. Statement. Land within this short subdivision shall not be further subdivided
213 for a period of five years unless a final plat is filed pursuant to Chapter 19.25
214 LMC and Chapter 58.17 RCW;

215 9. Signature block for approval by the mayor;

216 10. Storm water system maintenance requirements as approved by the public
217 works director;

218 11. A certificate as per RCW 58.17.165.

219 C. Supporting Documents. The following documentation shall accompany each
220 application for approval of a final short plat:

221 1. A vicinity map clearly identifying the location of the property being short
222 subdivided, having a scale of not more than 400 feet to the inch;

223 2. Copies of restrictions, if any, proposed to be imposed upon the use of the
224 land. Such restrictions must be recorded either prior to or simultaneously with
225 the short plat;

226 3. In any short subdivision where lots are served or to be served by a private
227 street, the subdivider shall furnish copies of such further covenants or
228 documents that will result in:

- 229 a. Each lot owner having access thereto having responsibility for
230 maintenance of any private street contained within the short subdivision;
231 b. Such covenants or documents shall obligate any seller to give actual
232 notice to any prospective purchaser of the method of maintenance of the
233 private street which notice shall be caused to be included in any deeds or
234 contracts relating to such sale, and such covenants or documents shall be
235 recorded either prior to or simultaneously with the moment the short
236 subdivision becomes effective;
- 237 4. A current title certificate consisting of a report prepared by a recognized title
238 company, showing interest of the persons signing the final short plat and showing
239 restrictions encumbering the land. All parties of interest shall sign the plat map.
240

241 **Section 6. Amendment.** LMC 19.50.050 is hereby amended as follows:

242 **19.50.050 General requirements.**

243 In addition to the design standards of Chapter 19.35 LMC, the following are
244 applicable to all short subdivisions:

245 A. Private Roads.

- 246 1. Any road surface not open to general public use shall be retained permanently
247 as a privately owned and privately maintained road. This may be accomplished
248 by creating a private tract or easement for ingress and egress purposes.
- 249 2. The covenants of any short plat containing a private road shall bear the
250 following language: "Warning: Lynnwood has no responsibility to build, improve,
251 maintain, or otherwise service the private roads contained within or providing
252 service to the property described in this short plat."
- 253 3. Privately owned roads shall be open for necessary public use (emergency and
254 utility access) as determined by the city of Lynnwood.
- 255 4. Private roads shall meet the following:
- 256 a. The tract or easement and driving surface shall be a minimum of 20 feet
257 wide, except as provided in LMC 9.06.020. Where a lot is served by a
258 private road with a reduced width, under LMC 9.06.020, fire suppression
259 sprinklers shall be installed at any residence built at such lot. The design
260 of the sprinklers shall be subject to approval of the fire marshal;
- 261 b. No parking shall be permitted on the private road serving two or more
262 lots. A "No Parking" sign shall be posted in accordance with city standards
263 and at the owner's expense;
- 264 c. Addresses of all residences shall be posted at the intersection of the
265 private road and the public street, subject to staff approval.
- 266 5. All roads within a short plat shall meet city construction standards for private
267 roads.
- 268 6. Private roads shall serve no more than four lots and not exceed 300 feet in
269 length unless approved by the public works director and fire marshal.
- 270 7. The area within the access panhandle and/or private road shall not may be
271 included in the computation of the lot area or be used to meet any dimensional
272 requirement of the lot when serving no more than one (1) additional lot from a
273 right-of-way and when held in a separate easement or panhandle. When serving
274 more than one (1) additional lot from a right-of-way, or when served by a

275 separate tract, this area within the access panhandle and/or private road shall
276 not be included in the computation of the lot area.

277 ~~regardless of whether the private road is within a separate tract or access~~
278 ~~easement for a single-family zoned parcel.~~

279 8. A workable turnaround shall be provided in conformance to the standards of
280 the fire department and public works department.

281 9. A private maintenance agreement shall be required for any private road
282 serving two or more lots.

283 B. Lots.

284 1. All lots shall provide for the minimum depth, width, width at the building line
285 and area as required by the zoning code, LMC Title 21.

286 2. The community development director shall designate the yard designations for
287 lots within short plats to ensure that the location of buildings will be compatible to
288 the existing development in the area. In determining setbacks, under no
289 circumstance shall a house be allowed to be constructed within five feet of a
290 private road whether held in a separate tract or access easement, as required by
291 the zoning code for an interior lot in a single-family residential zone. The
292 determined setbacks shall be indicated on the final short plat map.

293 C. Utilities.

294 1. All utility improvements shall be prepared and certified by a licensed
295 professional engineer, registered in the state of Washington.

296 2. All utility improvements shall be designed in conformance with the standards
297 of the public works department. (Ord. 2671 § 1, 2007; Ord. 2463 § 12, 2003; Ord.
298 1314 § 12, 1983)

299
300 **Section 7. Severability.** If any section, sentence, clause or phrase of this ordinance
301 should be held to be invalid or unconstitutional by a court of competent jurisdiction, such
302 invalidity or unconstitutionality shall not affect the validity or constitutionality of any other
303 section, sentence, clause or phrase of this ordinance.

304
305 **Section 8. Effective Date.** This ordinance or a summary thereof consisting of the title
306 shall be published in the official newspaper of the City, and shall take effect and be in
307 full force five (5) days after publication.

308
309 PASSED BY THE CITY COUNCIL, the _____ day of _____, 2015.

310
311 APPROVED:

312
313
314 _____
315 Nicola Smith, Mayor

316 ATTEST/AUTHENTICATED:
317
318
319 _____
320 Finance Director

321
322 APPROVED AS TO FORM:

323
324
325 _____
326 Rosemary Larson
327 City Attorney

328
329 FILED WITH ADMINISTRATIVE SERVICES: _____
330 PASSED BY THE CITY COUNCIL: _____
331 PUBLISHED: _____
332 EFFECTIVE DATE: _____
333 ORDINANCE NUMBER: _____

334
335
336 On the ____ day of _____, 2015, the City Council of the City of
337 Lynnwood, Washington, passed Ordinance No. _____. A summary of the content of
338 said ordinance, consisting of the title, provides as follows:

339
340 AN ORDINANCE OF THE CITY OF LYNNWOOD,
341 WASHINGTON, RELATING TO SQUARE FOOTAGE
342 COMPUTATION OF PANHANDLE AND/OR PRIVATE
343 ACCESS EASEMENTS WITHIN THE TOTAL LOT AREA,
344 AMENDING CHAPTER 19.10 LYNNWOOD MUNICIPAL
345 CODE (LMC), LMC 19.35.010, LMC 19.50.020, LMC
346 19.50.040, AND 19.50.050 AND PROVIDING FOR
347 SEVERABILITY, AN EFFECTIVE DATE AND SUMMARY
348 PUBLICATION.

349
350
351 The full text of this Ordinance will be mailed upon request.

352
353 DATED this ____ day of _____, 2015.

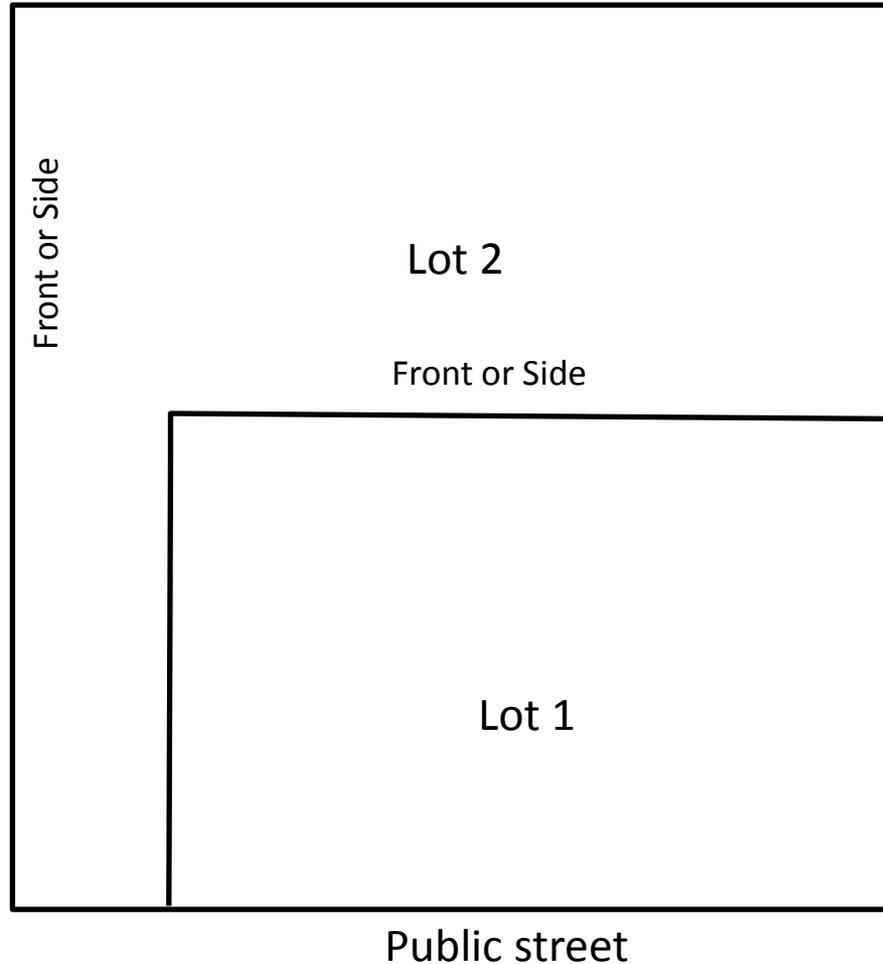
Jurisdiction – Comparisons

Jurisdiction Comparisons – Lot Area of Panhandle/Access Easement

Kenmore	KMC 18.21.030 Residential zones R-1, R-4 and R-6 – Development standards	(17) This excludes any area required for public or private streets, access easements, access tracts, and access panhandles
Kirkland	Chapter 5 Definitions .482	<p>“Lot Size” The total area of the subject property minus the area of <u>vehicular access easements</u> or tracts serving more than one (1) lot not abutting a <u>right-of-way</u>.</p> <p>Note: Shared access over two (2) requires a tract which would exclude the lot area.</p>
Edmonds	21.55.020 Definition:	<p>“Lot area” means the total horizontal area within the boundary lines of a lot. Lot area shall normally exclude any street rights-of-way and access easements. If additional right-of-way has been required in accordance with the provisions of ECDC <u>18.80.010</u>, note 4, as the same exists or is hereafter amended, lot area shall be calculated to include the additional right-of-way required over and above the standard established by that section.</p> <p>Note: Dependent on vehicular access. Calculation of access area for private use of one user may be included in the overall lot area. If a shared access easement is utilized (more than 1 user) area may not be counted towards the overall lot area.</p>
Mukilteo	Chapter 17.08 Definition:	<p>“Lot area” means the total horizontal area within the boundary lines of a lot. Where public right-of-way easements are located within or bordering a parcel, lot area computation shall not include that area contained within the easement.</p> <p>Note: If the access area is private, regardless of the number of lots, area within the panhandle or access easement may be calculated into the lot square footage. For public access, areas would be subtracted from the overall lot area.</p>

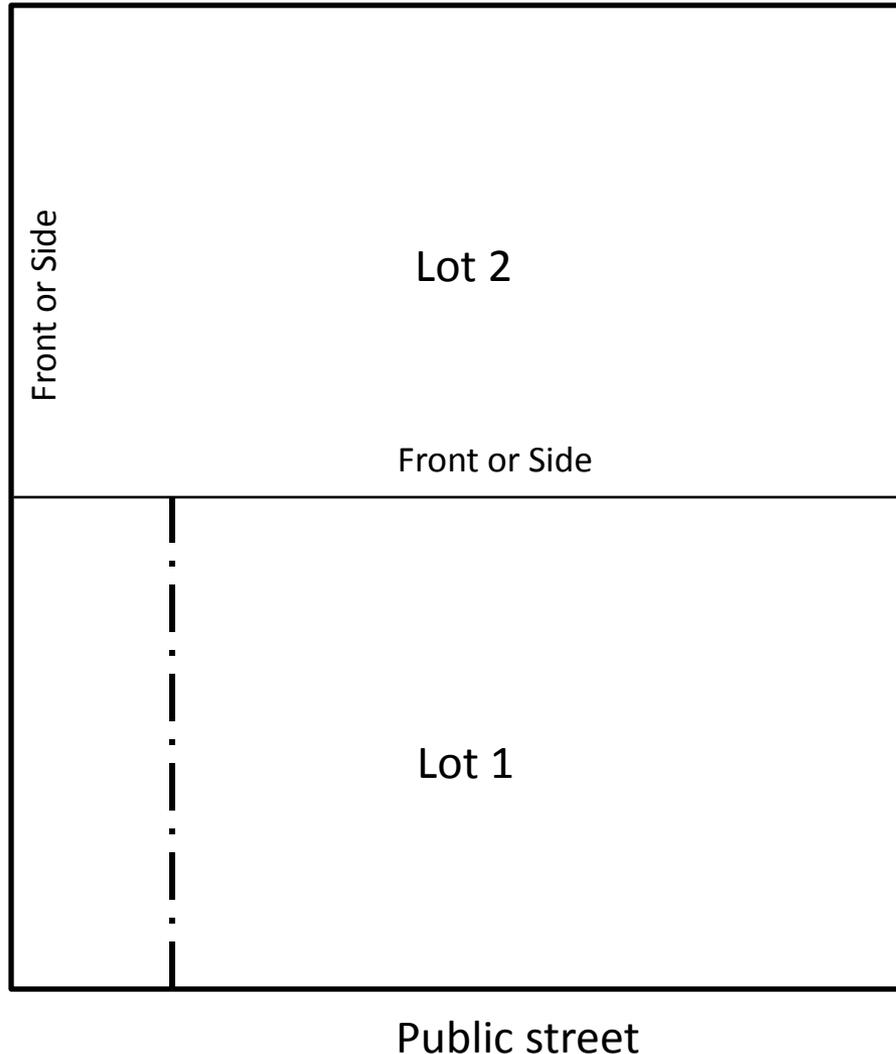
Bothell		Does not allow easements- due to fire access and maintenance concerns of those easements. Allows flag lots or tracts only. Flag lots can be calculated in the land area serving 1 lot. Adopted in Title 17 Public Works construction standards.
Shoreline	20.50.030 Lot width and lot area – Measurements.	A. Lot width shall be measured by scaling a circle within the boundaries of the lot; provided, that any easement shall not be included within the circle. B. The lot area is the total horizontal land area contained within the boundaries of the lot. The minimum lot area is required to qualify as a building site.

Flag Lots



- Each lot must meet min. lot size of applicable zone unless utilizing lot size averaging.
- Can only include panhandle in lot size when not more than one lot accessing ROW
- Access widths must comply with fire & PW standards and other applicable codes

Access easements



- Each lot must meet min. lot size of applicable zone unless utilizing lot size averaging.
- Lot 1 would be able to count the entirety of the lot, including easement.
- If third lot proposed, easement would have to be shared and cannot be included in lot area
- Access widths must comply with fire & PW standards and other applicable codes



Total Lot Size: 17,256 sq. ft.

Zoning: RS-8 (8,400 sq. ft. Min. lot size)



Lot utilizing a 20 foot access easement

Lot 1:
Lot Area: 124'D x 70' W (8,680 sq. ft.)
Building lot area: 40'W x 63'D (2,520 sq. ft.)

Lot2:
Lot Area: 122.5'D x 70'W (8,576 sq. ft.)
Building lot area: 54'W x 80'D (4,320 sq. ft.)



Panhandle Lot not utilizing lot size averaging.
20 foot access panhandle

Lot 1:
Lot Area: 171.5'D x 50'W(8,575 sq. ft.)
Building lot area: 38'W x 121'D (4,598 sq. ft.)

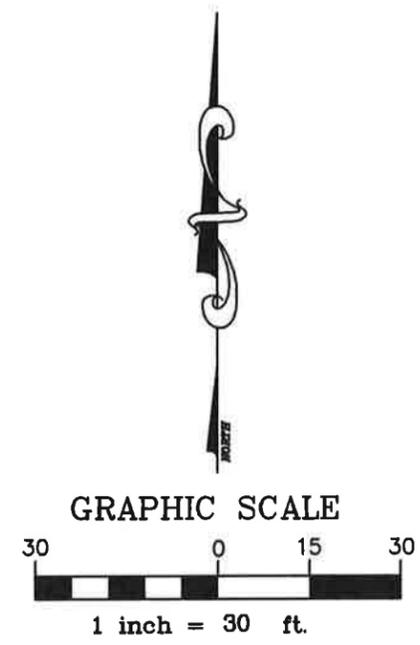
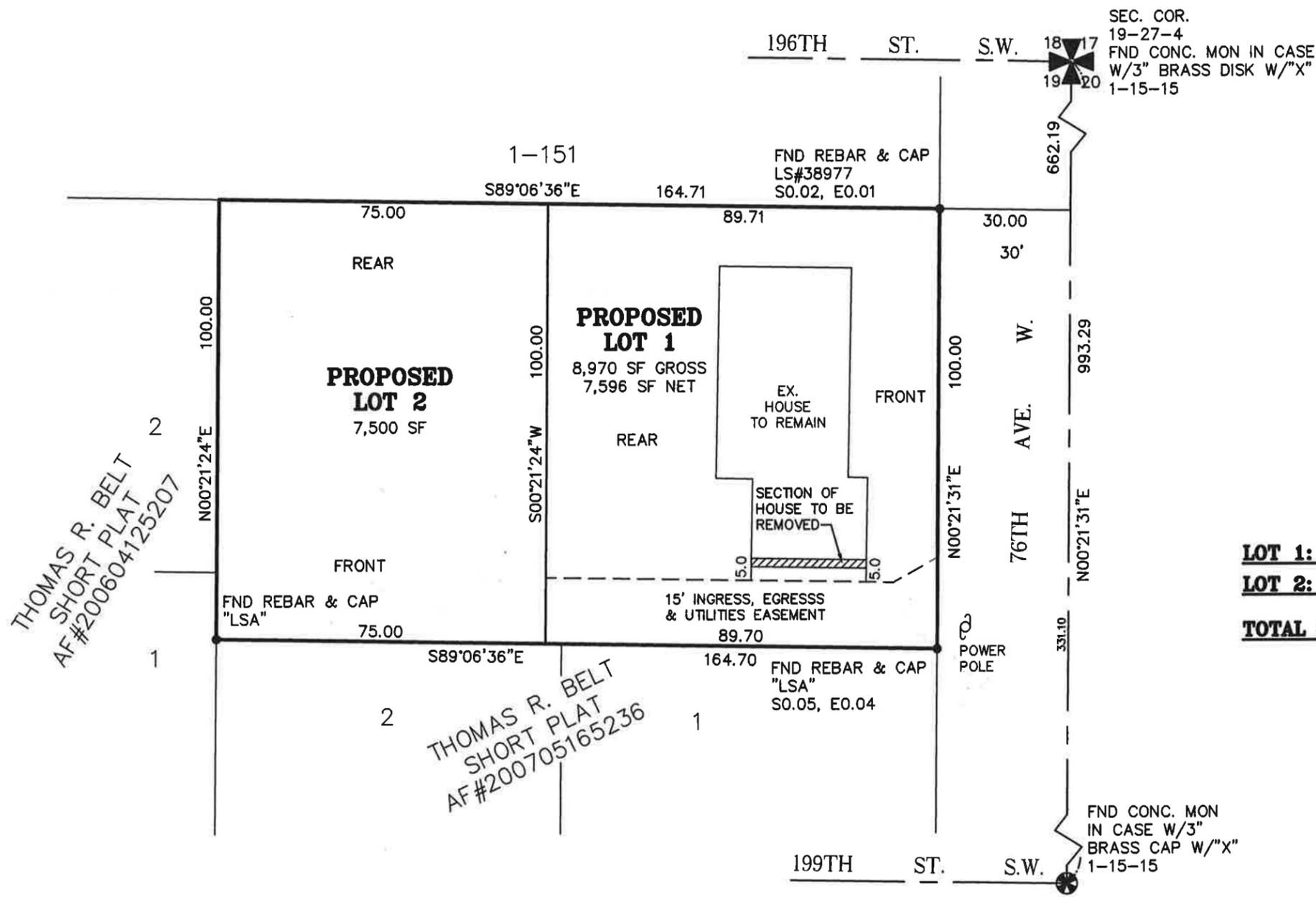
Lot2:
Lot Area: (8,681 sq. ft.)
Building lot area: 53'W x 33'D (1,749 sq. ft.)



Panhandle Lot utilizing lot size averaging. 20 foot access panhandle.

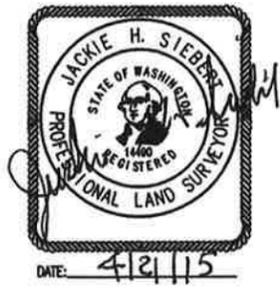
Lot 1:
Lot Area: 151.5'D x 50'W (7,575 sq. ft.)
Building lot area: 35'W x 98'D (3,430 sq. ft.)

Lot2:
Lot Area: (9,681 sq. ft.)
Building lot area: 55'W x 56'D (3,080 sq. ft.)



LOT 1:	8,970 SF GROSS	7,596 SF NET
LOT 2:	7,500 SF	
TOTAL SITE AREA:	16,470 SF (0.38 ACRES)	

LEGAL DESCRIPTION:
 THE NORTH 100 FEET OF THE NORTH HALF OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 19, TOWNSHIP 27 NORTH, RANGE 4 EAST, W.M., RECORDS OF SNOHOMISH COUNTY, WASHINGTON;
 EXCEPT THE WEST 1143 FEET;
 AND EXCEPT ROADS.
 SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.
 SUBJECT TO CONDITIONS, RESTRICTION AND EASEMENTS OF RECORD.



PROPOSED SHORT PLAT
 PARCEL NO. 27041900115200
 ZONING: RS-7
 WATER & SEWER: CITY OF LYNNWOOD
 DATE: JANUARY, 2015

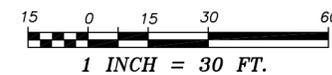
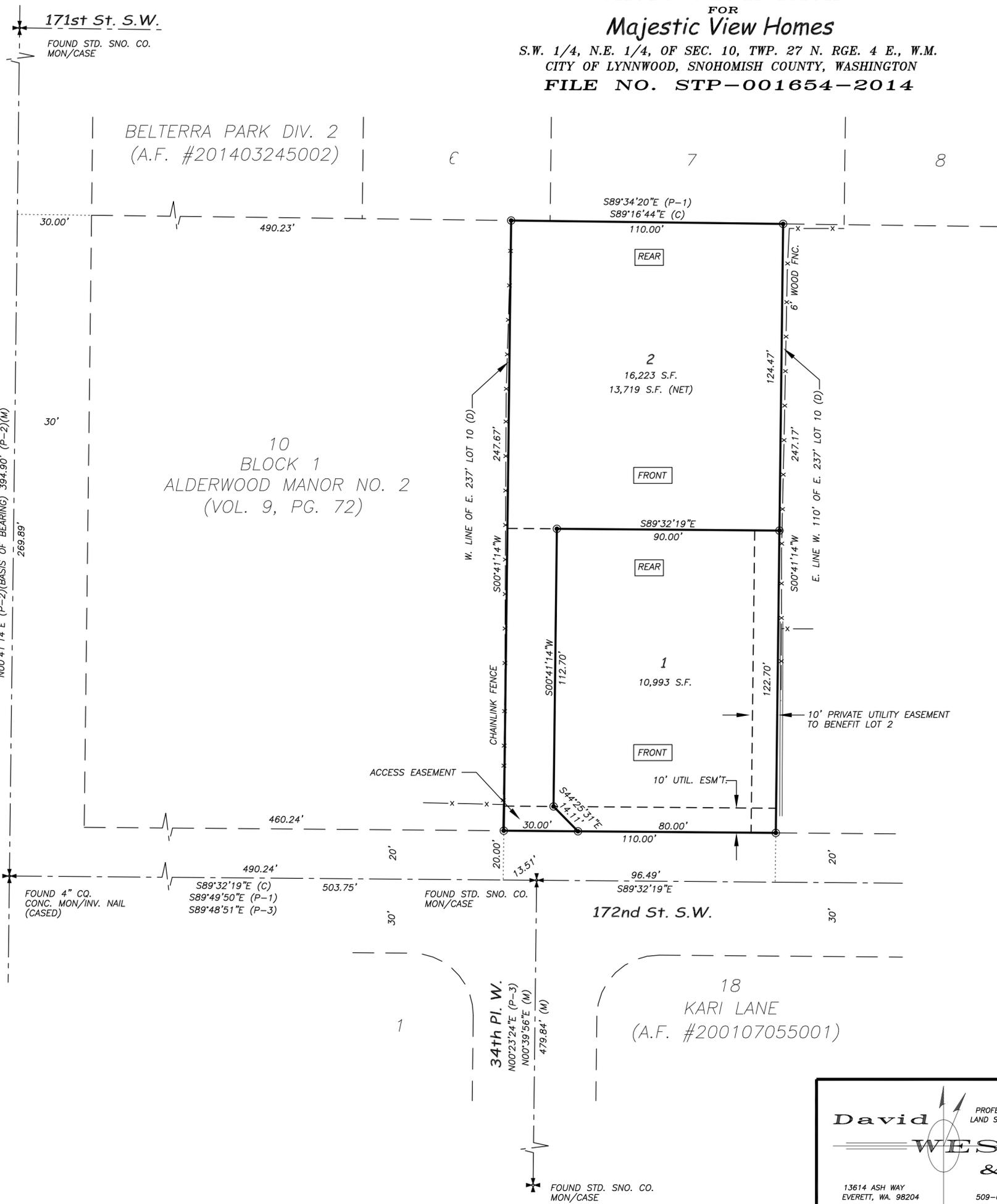
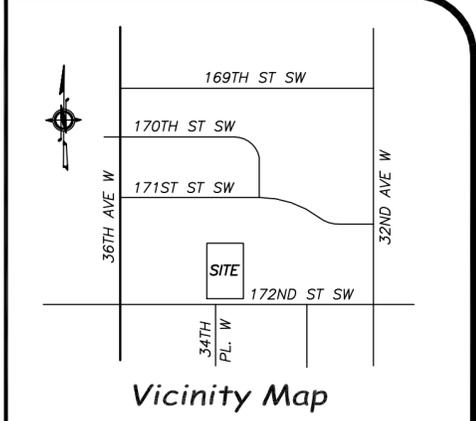
Tri-County Land Surveying Company
 4610 200th St. S.W. Suite A
 Lynnwood, Wa. 98036 (425)776-2926 Fax: 776-2850

Short Subdivision

FOR

Majestic View Homes

S.W. 1/4, N.E. 1/4, OF SEC. 10, TWP. 27 N. RGE. 4 E., W.M.
CITY OF LYNNWOOD, SNOHOMISH COUNTY, WASHINGTON
FILE NO. STP-001654-2014



Basis of Bearing:

NAD 83/91
BELTERRA PARK DIV. 2
(A.F. #201403245002)

Legend:

- ✦ EXISTING MONUMENT (AS SHOWN)
- SET 1/2" x 24" REBAR/CAP STAMPED "30442"
- (P-1) ALDERWOOD MANOR NO. 2 (V. 9/PG. 72)
- (P-2) BELTERRA PARK DIV. 2 (A.F. #201403245002)
- (P-3) KARI LANE (A.F. #200107055001)
- (C) CALCULATED DATA
- (M) MEASURED DATA
- (D) DEED DATA

Notes:

1. SOURCE OF WATER SUPPLY: ALDERWOOD WATER AND SEWER DISTRICT.
2. SOURCE OF SEWAGE DISPOSAL: ALDERWOOD WATER AND SEWER DISTRICT.

Equipment & Procedure:

LEICA TC 1100, 3 SECOND TOTAL STATION FOR FIELD TRAVERSE.
MONUMENTS VISITED AUG. 2014
PRECISION EXCEEDS STATE STANDARDS.
PER: W.A.C. 332-130-090.



David WEST & Co.
PROFESSIONAL LAND SURVEYORS
13614 ASH WAY
EVERETT, WA. 98204
509-630-0783

A.F. #		
S.W. 1/4, N.E. 1/4, OF SEC. 10, TWP. 27 N. RGE. 4 E., W.M.		
Short Subdivision for Majestic View Homes		
DRAWN BY: D.G.W. Jr.	DATE: 3/01/15	
CHECKED BY: D.G.W. Jr.	SCALE: 1" = 30'	SHEET/OF: 3/3

204TH ST. S.W.

01

N89°04'15"W 95.13

REAR

PROPOSED LOT 2
8,585 SF

FND CONC. MON
IN CASE W/BRASS
DISK & PUNCH
5-5-15

90.07

90.08

FRONT

S89°04'30"E 94.98

REAR

S01°21'20"E

N01°26'41"W

200.17

200.16

40'

20

60TH AVE. W.

N01°15'51"W

1323.40

PROPOSED LOT 1
10,439 SF GROSS
8,237 SF NET

20' INGRESS, EGRESS &
UTILITIES EASEMENT

20'

110.09

110.09

FRONT

N89°04'15"W 94.81

30'

FND CONC. MON
IN CASE W/BRASS
DOME W/"X"
5-5-15

S89°04'15"E 461.78

208TH ST. S.W.

RECEIVED

JUN 22 2015

CITY OF LYNNWOOD
PERMIT CENTER

GRAPHIC SCALE



1 inch = 30 ft.

LEGEND

- ⊗ FOUND MONUMENT AS DESCRIBED
- SET REBAR & CAP LS#14490



DATE:

BEST HARBOUR DEVELOPMENT LLC
SHORT PLAT NO.

ZONING: RS-8

WATER & SEWER: CITY OF LYNNWOOD

DATE: JUNE, 2015

LEGAL DESCRIPTIONS:

THE SOUTH 200 FEET OF TRACT 15, SANDER'S FIVE ACRE TRACTS, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 6 OF PLATS, PAGE 50, RECORDS OF SNOHOMISH COUNTY, WASHINGTON;

EXCEPT THE WEST 191.98 FEET AND THE EAST 40 FEET THEREOF.

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

NOTES:

1. THE 20 FOOT INGRESS, EGRESS AND UTILITIES EASEMENT IS FOR THE BENEFIT OF LOT 2 OF THIS SHORT SUBDIVISION. EACH LOT OWNER(S) WILL HAVE AN EQUAL AND UNDIVIDED ONE HALF INTEREST IN THE OWNERSHIP AND MAINTENANCE OF SAID EASEMENT.

LOT 1: 10,439 SF

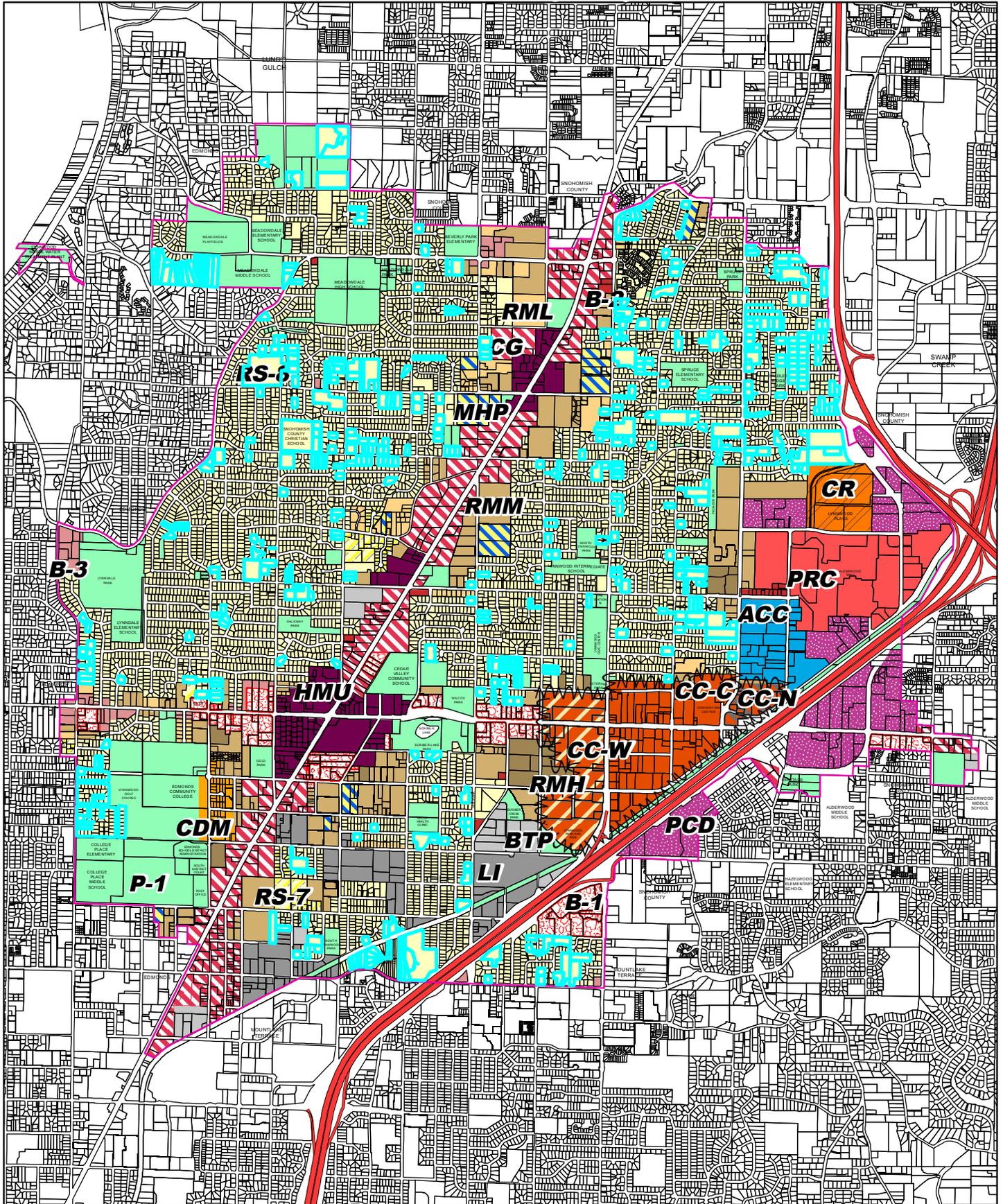
LOT 2: 8,585 SF

TOTAL SITE AREA: 19,024 SF (0.44 ACRES)

AVERAGE LOT SIZE: 19,024 SF/2 9,512 SF



Tri-County
Land Surveying Company
4610 200th St. S.W. Suite A
Lynnwood, Wa. 98036 (425)776-2926 Fax: 776-2850



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Square Footage Computation of Panhandle and/or Private Access Easements - Meeting Minutes Compendium

Excerpt – Planning Commission Meeting Minutes, June 25, 2015

Work Session 1. Code Amendment: Flag Lot Area Computation (CAM-002875-2015)

Title 19 – Zoning Code Amendment – Flag lot area

Associate Planner Michele Szafran introduced the proposed code amendment to allow greater flexibility with regard to the computation of a panhandle lot or access easement when serving no more than one lot not abutting a right-of-way. The proposed code amendment comes following a request initiated by the Master Builders Association. Currently Lynnwood Municipal Code prohibits the square feet of land contained in the panhandle or private access easements from being counted towards the minimum lot area. The majority of the remaining subdividable lands in Lynnwood are in these types of lots. There is a need for flexibility in order to allow for an increase of single family homes. Staff has researched how nearby jurisdictions (Kenmore, Kirkland, Edmonds, Mukilteo, Bothell, and Shoreline) address the issues and has summarized the findings in a comparison chart. Kirkland, Edmonds, and Bothell allow the computation for one additional user. Kenmore does not allow the area to be included in calculations. Mukilteo allows computation of panhandle as long as it's for private access. Shoreline allows it as long as the buildable site is provided outside of the easement area. She concluded that staff found the majority of cities allowed for the area to be calculated when the access area is being utilized for one lot. The proposed code amendment would meet the goal of preserving single family neighborhoods.

Commissioner Hurst asked if there is a pressing need for this. Director Krauss replied there are a significant number of lots that come in with this concern.

Commissioner Wojack expressed some concern that Master Builders was influential on the previous item too which increases the number of lot sizes. Director Krauss pointed out that this exception is for only one house. He explained that staff has met with Master Builders and others as part of business development efforts in the city and has compiled recommendations from staff as well as various entities. Now that the Comprehensive Plan is done staff has started working through the extensive fix-it list that Community Development has. This is why there are two on the same night from Master Builders.

Commissioner Braithwaite asked about a hypothetical situation where there would be adjacent panhandle lots. Director Krauss replied that conceivably they could have that situation, but dimensional requirements and other requirements would still come into play. He noted that these things tend to be self-limiting because of the size and shape of the lots. Commissioner Braithwaite also expressed concern about Master Builders' influence. He asked for staff comment about "regulatory capture" where the industry that is being regulated is driving the regulatory process. Director Krauss replied that anybody can make a proposal for staff to consider, but each idea has to stand on its own.

Commissioner Ambalada asked if the grandfather clause could be raised in any of these instances and property owners could not agree to them. Director Krauss said he didn't see how that would apply because these would be new applications. Commissioner Ambalada asked about potential objections by neighbors. Director Krauss commented that the City doesn't change codes just because neighbors don't like it. The objection would have to be substantial.

Commissioner Larsen commented that this could be the start of a lot of changes they will see in Lynnwood. He suggested they might systematically consider packages of changes that are tailored to the areas that make sense, aren't going to be very controversial, and would allow for higher density, without ending up like Seattle or San Francisco. Director Krauss commented that Lynnwood lots are two or three times the size of Seattle lots. He agreed that having an overall picture is a good idea. He noted that there is a large number of incremental changes that staff will be recommending in all aspects of the code. He stated he would bring the list for the Planning Commission to review. Commissioner Larsen said it seems

like with this proposal the City is giving something for nothing. He asked what could be done for the people who would be impacted, albeit minimally, by this. He suggested they could set a percentage threshold beyond which the City wouldn't allow this to happen. Another idea would be to limit impact on surrounding properties with some formula. He also expressed concern that this would set a precedent for substandard lot sizes in backyards which property owners would come to demand on the street side. Director Krauss clarified this does not allow substandard lot sizes in the backyard. It prevents needing to have oversized lots in the backyard. He thought the idea of a ratio on the flag would be interesting to look into. He expressed concern about putting more restrictions on these lots.

Commissioner Ambalada brought up a concern about the City of Lynwood having too many districts. Director Krauss commented that the number of districts hasn't really been a problem, but right now they are only talking about single family homes. There has not been any proposal to change the single family home districts. Commissioner Ambalada said she thought somebody was supposed to come to the neighborhoods to get an idea of what they want the neighborhood to look like. Chair Wright suggested that Commissioner Ambalada might be confusing neighborhoods and districts. Commissioner Ambalada agreed. She wondered if anyone had asked the neighborhoods what they want. Commissioner Hurst asked if Commissioner Ambalada meant that she wanted the neighborhoods to control what is being built. Chair Wright noted there are broader community design standards that aren't micro-organizing each neighborhood. Senior Planner Hall commented that each of the land use designations in the Comprehensive Plan discusses what each of those levels are. This gives an idea of the level of density that is expected in that zone.

Commissioner Larsen asked if staff is still thinking about putting together neighborhoods. Director Krauss replied it is one of the projects listed on the long fix-it list. The approach they would like to bring to it requires some funding. A business development plan was just adopted which also speaks to working with neighborhoods at various levels. As a result he thinks it will be done at some point, but he doesn't know when. Commissioner Larsen spoke to his experience and issues with in-fill development with a nearby city. He asked for assurance that the steps they are making won't take the City down a similar path. Director Krauss commented that staff is not talking about compromising on lot sizes, minimum building areas or anything else.

Chair Wright asked if the City has done any analysis to know how many lots this might impact. Staff replied they have not considered all the lots that have the potential to do it. Chair Wright asked if staff could do that for the next meeting so the Planning Commission has a better understanding of how this would impact single family housing. Director Krauss commented on the challenges with getting this information, but offered to provide addresses and information regarding flag lots that have come up in the last couple years. Chair Wright said he'd like to see both because it would create a range for the Commission to consider.

Commissioner Ambalada expressed appreciation for Master Builders' input and efforts to help the City's development, but urged caution about the City losing its identity, especially the neighborhoods.

Chair Wright emphasized that he requested an analysis simply because he needs information. He is not suspicious of the Master Builders intent; in fact, he is a former member. The Planning Commissioner needs the information so they can decide if this is the right direction for the community to go. Director Krauss indicated staff would try to come up information to assist the Planning Commission.

Commissioner Braithwaite asked if there are any issues associated with lots that have a private easement. Director Krauss replied there are not, but explained it could either be an easement or a fee title and a flag where the back lot owns the strip, and easement would be a permanently recorded property right. Commissioner Braithwaite thought that if it could be structured as access to a public right-of-way it might eliminate some issues he has heard of. Director Krauss commented that the ones he's seen problems with were done a long time ago when the easements were never properly recorded.

There was consensus among the Planning Commission to request staff to provide more information on this.

**Topic: Parking Lot Ratios for
Elementary Schools**

Agenda Item: E.2

- Public Hearing
- Work Session
- Other Business
- Information
- Miscellaneous

Staff Report

Staff Contacts: Michele Szafran, Associate Planner, Community Development

Summary

The purpose of this agenda item is to discuss a code amendment to reduce the parking ratio requirements for elementary schools.

Action

None required.

Background

The purpose of this agenda item is to discuss a proposal from the Edmonds School District to reduce the required parking for elementary schools. Edmonds School District has provided a traffic study completed by Gibson Traffic Consultants, Inc. and has collected parking data from several elementary schools within the Edmonds School District. (see attached)

Currently the City of Lynnwood Municipal Code requires one parking space per four student capacity. (Capacity” means the designed capacity of the school, even if actual enrollment varies by year).

Staff has researched how nearby jurisdictions address the elementary school parking ratios and has summarized the findings in the attached comparison chart which includes, Mill Creek, Mukilteo, Bothell, and Shoreline. Staff has found that based on the findings it is reasonable to consider a code amendment to reduce the parking requirement for elementary schools similar to the City of Mill Creek requirements.

Previous Planning Commission / City Council Action

N/A

Adm. Recommendation

Unless the Planning Commission instructs otherwise, staff will schedule a public hearing for this matter.

Attachments

1. Comparison Chart
2. Gibson Traffic Study

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Jurisdiction	Parking
Shoreline	20.50.390 – Table 20.50.390D Elementary Schools – 1.5 per classroom
Bothell	12.16.030 – Education – 1 per 300 sq. ft. Exception: Elementary and middle/junior high schools – 1 per classroom plus 1 per 50 students
Mill Creek	17.27.020 – Schools – 6 spaces per classroom and one space per employee
Mukilteo	17.56.040 - 1 space for each 12 seats in the auditorium or assembly room, plus 1 space for each employee, plus sufficient off-street space for safe loading and unloading of students from school buses *2 per classroom for elementary, junior, or middle schools

Lynnwood

Schools, Elementary and Junior High and Equivalent Private or Parochial Schools	One per four student capacity. (“Capacity” means the designed capacity of the school, even if actual enrollment varies by year)
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MEMORANDUM

To: Edmonds School District
From: Matthew Palmer, PE *MJP*
Subject: City of Lynnwood Code Parking Reduction – Elementary Schools
Project: GTC #15-023/15-024
Date: June 24, 2015

Gibson Traffic Consultants, Inc. (GTC) has been requested to provide the parking generation for elementary schools within Edmonds School District to show that the City of Lynnwood parking code is excessive and disproportional to the needs for everyday operations of the schools. This leads to unneeded environmental impacts and financial costs.

Executive Summary

Per the existing Lynnwood Municipal Code (LMC) Table 21.18.03 the required parking supply for an elementary school is one stall per four student capacity for a parking supply rate of 0.25 stalls/student.

From parking data collected at all 20 elementary schools within Edmonds School District, the following are the observed demand rates:

- Minimum – 0.077 vehicles/student
- Average – 0.106 vehicles/student
- 85th Percentile – 0.118 vehicles/student
- Maximum – 0.151 vehicles/student

Based on this information, it is reasonable to request the City of Lynnwood Code for parking supply be changed to reflect the true demand of parking at the elementary school sites. The average rate is typically used when setting a parking code; however, a number of the district's schools already exceed the average. The next typical standard for parking approval is the 85th percentile which is a statistical generated number that captures 85% of the samples, in this case 17 of the 20 schools would meet the 0.118 85th Percentile demand rate and 0.14 stalls/student, provides additional flexibility by being 15% higher than the 85th percentile.

Recommended Code Change

Elementary School Parking Demand Rate of 0.14 stalls/student or provide site specific parking demand analysis conducted by a traffic engineer.

Parking Demand

Parking demand was collected at a total of 20 elementary schools within Edmonds School District. The map location, school hours, number of parking stalls, number of parked vehicles, time of survey, comments, and number of students is included Table 1 in the attachments. The map location corresponds to the school district map that identifies the location of the schools. The parking numbers included all of the vehicles parked on-site, even those that were parked illegally. The number of parking stalls available was provided to show if there was an existing surplus and if there was a likelihood of vehicles parking off-site. Surveys were conducted after the morning drop-off peak and before the afternoon pick-up peak to provide the parking demand of the school during typical operations. The number of students is the head count number provided by the district for May 2015. The parking rate is calculated by dividing the number of vehicles parked on the site by the number of students.

For three of the schools, data was collected as part of a November 12, 2014 Memorandum provided by Transpo Group. The number of on-site parking stalls and time of the survey was not provided in the memorandum.

Only one of the schools was over parked due to 11 vehicles parked in unmarked spaces. This shows that for the vast majority of the schools that there was likely no reason for staff or visitors to park off-site and our numbers should be inclusive of all the people that want to be at the school during a typical day.

From parking data collected at all 20 elementary schools within Edmonds School District, the following are the observed demand rates:

- Minimum – 0.077 vehicles/student
- Average – 0.106 vehicles/student
- 85th Percentile – 0.118 vehicles/student
- Maximum – 0.151 vehicles/student

Attachments (A-1 to A-9)

Edmonds School District - Elementary School Parking Rates

Map Location	SCHOOL	SCHOOL HOURS	Number of Parking Stalls	Number of Parked Vehicles	Time of Survey	Comments	Number of Students	Parking Rate (veh/student)
1	Beverly Elementary School	8:40 AM - 3:10 PM	53	57	11:38 AM	Note: all vehicles were included in the number of parked vehicles. 3 "Drop-off only" stalls in Total number of Parking Stalls. 11 illegally parked vehicles parked in unmarked stalls.	522	0.109
2	Meadowdale Elementary School	8:40 AM - 3:10 PM		49		Data was collected as part of a November 12, 2014 Memorandum from Transpo Group.	486	0.105
4	Lynndale Elementary School	8:00 AM - 2:30 PM		40		Data was collected as part of a November 12, 2014 Memorandum from Transpo Group.	414	0.097
5	Seaview Elementary School	8:00 AM - 2:30 PM	69	37	8:38 AM	2 service vehicles are illegally parked.	365	0.101
8	Sherwood Elementary School	9:20 AM - 3:50 PM	75	43	9:38 AM		444	0.097
9	Westgate Elementary School	8:40 AM - 3:10 PM	50	44	9:27 AM		466	0.094
13	Mountlake Terrace Elementary School	8:30 AM - 3:10 PM	79	51	9:53 AM		442	0.115
14	Terrace Park School	9:00 AM - 3:30 PM	69	50	10:16 AM	1 vehicle parked in unmarked area.	358	0.140
15	Brier Elementary School	9:20 AM - 3:50 PM	61	49	10:36 AM		430	0.114
16	Cedar Way Elementary School	8:40 AM - 3:10 PM	68	49	10:27 AM		449	0.109
20	Chase Lake Community School	8:40 AM - 3:10 PM	87	57	9:18 AM		377	0.151
22	Hazelwood Elementary School	9:20 AM - 3:50 PM	84	52	10:48 AM	2 illegally parked vehicles in unmarked area.	513	0.101
23	Cedar Valley Community School	8:40 AM - 3:10 PM		55		Data was collected as part of a November 12, 2014 Memorandum from Transpo Group.	417	0.132
24	Lynnwood Elementary School	9:20 AM - 3:50 PM	72	47	3:10 PM		609	0.077
25	Spruce Elementary School	9:10 AM - 3:50 PM	64	57	9:15 AM		530	0.108
27	Martha Lake Elementary School	8:40 AM - 3:10 PM	98	54	11:12 AM	1 illegally parked vehicle in "No Parking" area. 4 vehicles (3 vehicles and 1 school bus) parked in 15 minutes parking lane.	524	0.103
30	Oak Heights Elementary School	8:40 AM - 3:10 PM	95	46	11:27 AM		540	0.085
33	Hilltop Elementary School	8:40 AM - 3:10 PM	59	50	10:57 AM	1 illegally parked service vehicle in bus lane.	553	0.090
35	Edmonds Elementary School	8:00 AM - 2:30 PM	75	34	8:47 AM		349	0.097
36	College Place Elementary School	8:40 AM - 3:10 PM	45	45	9:02 AM	5 vehicles parked in unmarked stalls n/o bldg. Those stalls are not counted in total # of parking stalls.	505	0.089

Minimum	0.077
Average	0.106
85th Percentile	0.118
Maximum	0.151

Edmonds School District - Elementary Boundary Map 2013-2014*

Elementary Schools

- 1 – Beverly Elementary
- 15 – Brier Elementary
- 23 – Cedar Valley Community School
- 16 – Cedar Way Elementary
- 20 – Chase Lake Community School
- 36 – College Place Elementary
- 35 – Edmonds Elementary
- 22 – Hazelwood Elementary
- 33 – Hilltop Elementary
- 4 – Lyndale Elementary
- 24 – Lynnwood Elementary
- 27 – Martha Lake Elementary
- 2 – Meadowdale Elementary
- 13 – Mountlake Terrace Elementary
- 30 – Oak Heights Elementary
- 5 – Seaview Elementary
- 8 – Sherwood Elementary
- 25 – Spruce Elementary
- 14 – Terrace Park School
- 9 – Westgate Elementary

K-8 Schools

- 39 – Madrona School (K-8)
- 40 – Maplewood Parent Cooperative (K-8)

Middle Schools

- 68 – Alderwood Middle
- 69 – Brier Terrace Middle
- 70 – College Place Middle
- 64 – Meadowdale Middle

High Schools

- 86 – Edmonds-Woodway High
- 85 – Lynnwood High
- 83 – Meadowdale High
- 82 – Mountlake Terrace High
- 87 – Scriber Lake High/eLearning

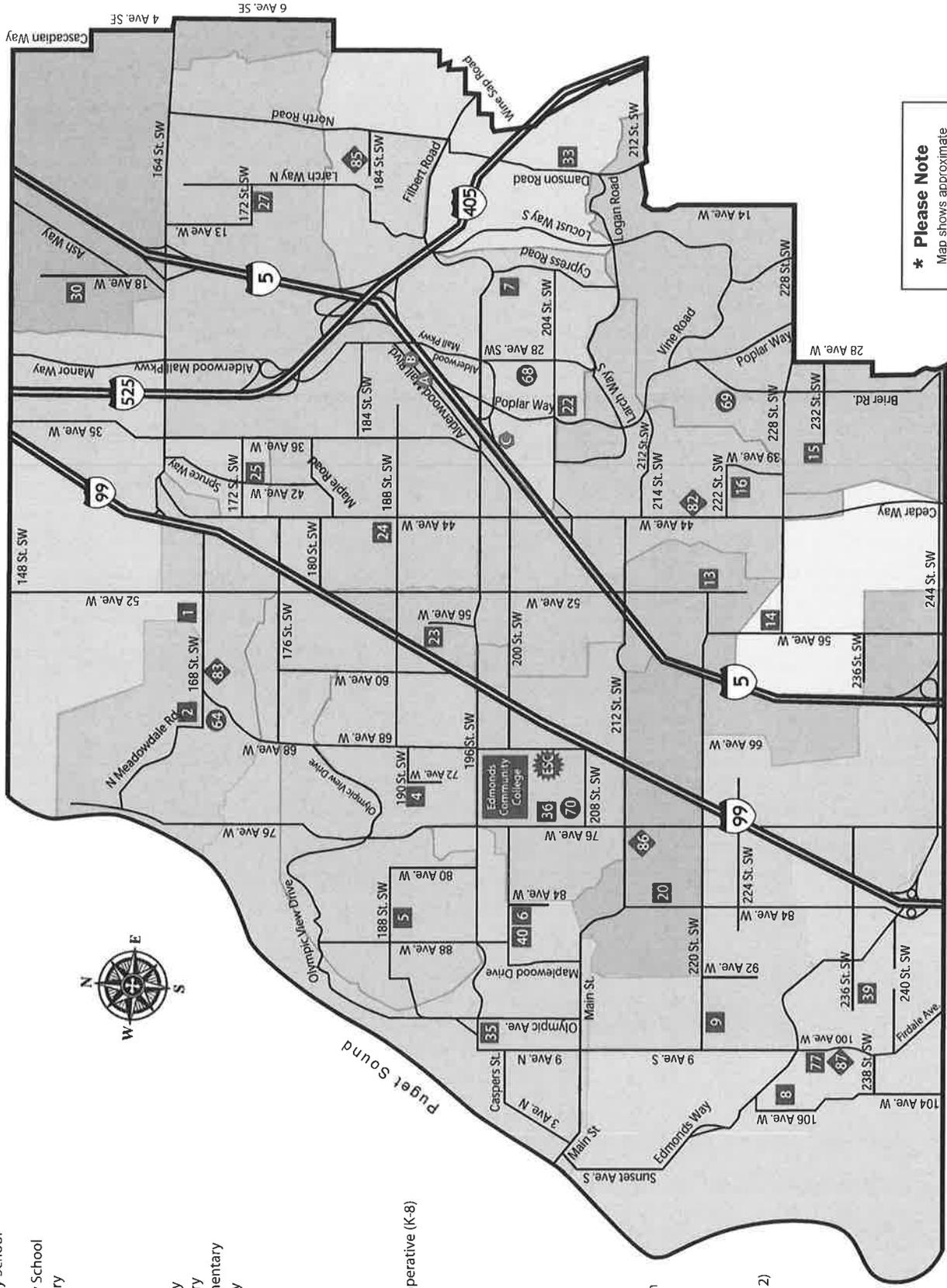
K-12 Schools

- 77 – Edmonds Heights K-12
- 6 – Maplewood Center (K-12)
- 7 – Alderwood Early Childhood Center

District Support Sites

- A – Transportation/Bus Barn
- B – Maintenance Department
- C – Warehouse

Administration Center - Educational Services Center (ESC)



*** Please Note**
Map shows approximate building and street locations, and is not intended to provide driving directions.

Edmonds School District 15

★ Educational Services Center (ESC) 20420 68th Ave W, Lynnwood, WA 98036 • 425-431-7000

Map Location	Elementary	Principal	Address	Office Phone
1	Beverly	Ryan Henderson	5221 168th St. SW, Lynnwood, 98037	425-431-7732
15	Brier	David Updike (interim)	3625 232nd St. SW, Brier, 98036	425-431-7854
23	Cedar Valley	C.J. Gray	19200 56th Ave. W, Lynnwood, 98036	425-431-7390
16	Cedar Way	Hawk Cramer	22222 39th Ave. W, Mountlake Terrace, 98043	425-431-7864
20	Chase Lake	Karen Nilson	21603 84th Ave. W, Edmonds, 98026	425-431-7495
36	College Place	Scott Morrison (interim)	20401 76th Ave. W, Lynnwood, 98036	425-431-7620
35	Edmonds	Brent Hagen	1215 Olympic Ave., Edmonds, 98020	425-431-7374
22	Hazelwood	Dr. Tim Parnell	3300 204th St. SW, Lynnwood, 98036	425-431-7884
33	Hilltop	Janie O'Brien	20425 Damson Road, Lynnwood, 98036	425-431-7604
4	Lynndale	Chris Fulford	7200 191st Pl. SW, Lynnwood, 98036	425-431-7365
24	Lynnwood	Chris Lindblom	18638 44th Ave. W, Lynnwood, 98037	425-431-7615
27	Martha Lake	Tom Trexel	17500 Larch Way, Lynnwood, 98037	425-431-7766
2	Meadowdale	Dan Davis	6505 168th St. SW, Lynnwood, 98037	425-431-7754
13	Mountlake Terrace	Doug Johnson	22001 52nd Ave. W, Mountlake Terrace, 98043	425-431-7894
30	Oak Heights	Susan Ardissono	15500 18th Ave. W, Lynnwood, 98087	425-431-7744
5	Seaview	Jack Sackett	8426 188th St. SW, Edmonds, 98026	425-431-7383
8	Sherwood	Christi Kessler	22901 106th Ave. W, Edmonds, 98020	425-431-7460
25	Spruce	Katy Kayler	17405 Spruce Way, Lynnwood, 98037	425-431-7720
14	Terrace Park	Mary Freitas	5409 228th St. SW, Mountlake Terrace, 98043	425-431-7482
9	Westgate	Susan Lathrop (interim)	9601 220th St. SW, Edmonds, 98020	425-431-7470
K-8 Schools				
39	Madrona K-8	Lynda Fischer	9300 236th St. SW, Edmonds, 98020	425-431-7979
40	Maplewood K-8	Michelle Jacobs Mathis	8500 200th St. SW, Edmonds, 98026	425-431-7515
Middle Schools				
68	Alderwood Middle	Erin Murphy	20000 28th Ave. W, Lynnwood, 98036	425-431-7579
69	Brier Terrace Middle	Alex Alexander	22200 Brier Road, Brier, 98036	425-431-7834
70	College Place Middle	Thea Gardner	7501 208th St. SW, Lynnwood, 98036	425-431-7451
64	Meadowdale Middle	Jennifer Kniseley	6500 168th St. SW, Lynnwood, 98037	425-431-7707
High Schools				
86	Edmonds-Woodway High	Miriam Mickelson	7600 212th St. SW, Edmonds, 98026	425-431-7900
85	Lynnwood High	David Golden	18218 North Road, Bothell, 98012	425-431-7520
83	Meadowdale High	Kevin Allen	6002 168th St. SW, Lynnwood, 98037	425-431-7650
82	Mountlake Terrace High	Greg Schwab	21801 44th Ave. W, Mountlake Terrace, 98043	425-431-7776
87	Scriber Lake High	Kathy Clift	23200 100th Ave. W, Edmonds, 98020	425-431-7270
	Edmonds eLearning	Katie Bjornstad, Interim Coordinator	23200 100th Ave. W, Edmonds 98020	425-431-7298
K-12 Schools				
77	Edmonds Heights K-12	Scott Mauk	23200 100th Ave. W, Edmonds, 98020	425-431-7840
6	Maplewood Center	Darren Spencer, Manager	8500 200th St. SW, Edmonds, 98026	425-431-7509
7	Alderwood Early Childhood Center	Dennis Burkhardt, Director	2000 200th Pl. SW, Lynnwood, 98036	425-431-7595
District Support Sites				
A	Transportation/Bus Barn	Craig Christensen, Director	3009 Alderwood Mall Blvd., Lynnwood, WA 98036	425-431-7230
B	Maintenance Department	George Marschall, Manager	2927 Alderwood Mall Blvd., Lynnwood, WA 98036	425-431-7244
C	Warehouse	Robert Hansen, Manager	19800 Birch Way, Lynnwood, WA 98036	425-431-7227

Elementary School Summary

School Name	K	1	2	3	4	5	6	This Month's Totals			Same Month Last Year			FTE Diff	Budgeted FTE	Avg FTE	Avg - Bud	% FR
								HC	FTE	FTE	HC	FTE	HC Diff					
BEVERLY	75	86	80	68	63	73	77	522	484.50	497	460.00	25	24.50	470.41	479.56	9.15	45.2%	
BRIER	67	90	54	58	59	48	54	430	396.52	378	344.02	52	52.50	345.38	396.75	51.37	19.1%	
CEDAR VALLEY	79	68	71	55	63	48	57	441	441.00	442	442.00	-1	-1.00	445.71	427.89	-17.82	84.1%	
CEDAR WAY	70	76	72	72	51	54	54	449	414.00	424	388.50	25	25.50	395.05	413.06	18.01	47.2%	
CHASE LAKE	79	50	52	50	46	44	56	377	363.06	368	354.09	9	8.97	347.70	359.94	12.24	56.5%	
COLLEGE PLACE	105	81	69	65	66	56	63	505	505.00	496	496.00	9	9.00	488.86	501.61	12.75	75.4%	
EDMONDS ELEM	46	48	61	47	58	42	47	349	326.00	339	318.18	10	7.82	301.02	328.00	26.98	19.2%	
EDMONDS HEIGHTS K-12	22	32	35	26	38	40	52	245	233.80	251	235.30	-6	-1.50	214.00	227.67	13.67	30.5%	
HAZELWOOD	66	86	77	72	66	80	66	513	479.12	497	458.50	16	20.62	473.46	480.04	6.58	36.5%	
HILLTOP	110	76	79	80	63	65	80	553	498.00	545	499.67	8	-1.67	470.18	500.13	29.95	20.3%	
LYNNDALE	71	75	53	62	62	64	66	453	417.50	429	394.00	24	23.50	393.69	420.17	26.48	54.7%	
LYNNWOOD	84	93	83	83	90	90	86	609	566.12	579	530.00	30	36.12	551.61	554.33	2.72	52.2%	
MADRONA K-8	69	62	70	69	75	73	73	491	456.50	497	465.50	-6	-9.00	458.00	457.03	-0.97	11.9%	
MAPLEWOOD CNTR	2	3	2	3				10	9.00	12	11.56	-2	-2.56	12.00	9.56	-2.44	44.4%	
MAPLEWOOD K-8	44	44	48	54	54	54	56	354	332.04	370	347.04	-16	-15.00	334.00	331.31	-2.69	8.2%	
MARTHA LAKE	64	70	62	75	78	92	83	524	492.00	559	523.00	-35	-31.00	498.73	486.39	-12.34	41.4%	
MEADOWDALE	72	71	70	67	66	69	89	504	468.00	496	462.25	8	5.75	461.04	469.39	8.35	53.0%	
MNTLK TERR	61	75	64	72	60	47	63	442	410.66	463	426.05	-21	-15.39	439.32	413.10	-26.22	56.8%	
OAK HEIGHTS	77	81	77	78	72	90	65	540	501.50	558	514.00	-18	-12.50	514.39	502.00	-12.39	40.7%	
SEAVIEW	50	50	56	53	48	51	57	365	340.00	349	328.50	16	11.50	308.34	342.72	34.38	25.8%	
SHERWOOD	65	82	67	48	59	64	59	444	411.50	422	388.50	22	23.00	386.96	407.06	20.10	28.2%	
SPRUCE	72	102	88	67	69	65	67	530	529.83	541	541.00	-11	-11.17	556.57	518.44	-38.13	54.7%	
TERRACE PARK	63	60	56	52	42	46	39	358	326.52	353	322.02	5	4.50	316.85	333.02	16.17	37.4%	

May 2015

School Name	K	This Month's Totals						Same Month Last Year			Budgeted FTE	Avg FTE	Avg - Bud	% FR	
		1	2	3	4	5	6	HC	FTE	HC Diff					
CHALLENGE (@TP)		23	38	49	52	66	61	289.00	304	304.00	-15	-15.00	290.89	-19.11	6.2%
WESTGATE	73	72	85	60	50	67	59	429.50	456	419.30	10	10.20	428.72	10.26	33.0%
SPED CONTRACT/UNASSIGN	7	1	2	3	4	2	8	6.82	33	6.64	-6	0.18	5.78	-0.22	
ELEM. HEADCOUNT	1593	1657	1571	1488	1454	1490	1537	10,790	10,658		132				
ELEM. FTE	946.59	1656.03	1568.15	1486.05	1449.37	1487.17	1534.13	10,127.49	9,979.62		147.87		10,084.53	166.80	43.4%

Middle School Summary

School Name	This Month's Totals						Same Month Last Year			Budgeted FTE	Avg FTE	Avg - Bud	% FR	
	7	7 FTE	8	8 FTE	HC	FTE	HC	FTE	HC Diff					FTE Diff
ALDERWOOD	371	369.80	355	354.00	726	723.80	699	696.52	27	27.28	751.11	718.36	-32.75	46.7%
BRIER TERRACE	318	317.80	339	337.80	657	655.60	642	641.00	15	14.60	656.77	656.76	-0.01	29.8%
COLLEGE PLACE	253	252.20	264	264.00	517	516.20	539	538.46	-22	-22.26	523.90	519.09	-4.81	48.7%
MEADOWDALE	356	356.00	338	337.80	694	693.80	739	738.00	-45	-44.20	684.83	681.64	-3.19	41.9%
EDMONDS HEIGHTS K-12	55	54.94	54	54.00	109	108.94	98	96.80	11	12.14	95.00	106.67	11.67	
MADRONA K-8	74	74.00	74	74.00	148	148.00	152	152.00	-4	-4.00	150.00	148.33	-1.67	
MAPLEWOOD CNTR	4	4.06	4	4.00	8	8.06	5	5.00	3	3.06	13.00	7.27	-5.73	
MAPLEWOOD K-8	56	56.00	54	53.80	110	109.80	112	112.00	-2	-2.20	113.00	109.84	-3.16	
SPED CONTRACT/UNASSIGN	2	2.00	2	1.02	4	3.02	3	2.02	1	1.00	3.00	3.13	0.13	
MS TOTALS	1,489	1,486.80	1,484	1,480.42	2,973	2,967.22	2,989	2,981.80	-16	-14.58	2,990.61	2,951.10	-39.51	41.6%

May 2015

High School Summary

School Name	This Month's Totals												Same Month Last Year				Avg FTE	Avg - Bud	% FR
	9	10	11	12	12 FTE	HC	FTE	HC Diff	FTE Diff	Budgeted FTE	HC	FTE	HC Diff	FTE Diff					
EDMONDS-WOODWAY	434	432.60	406	402.00	365	314.40	1,586	1,501.00	1,580	1,504.60	6	-3.60	1,535.39	1,546.38	10.99	32.3%			
LYNNWOOD	346	345.80	321	318.80	347	324.40	1,365	1,323.00	1,421	1,378.20	-56	-55.20	1,323.03	1,338.98	15.95	43.8%			
MEADOWDALE	443	440.27	405	401.80	306	267.20	1,517	1,447.47	1,480	1,389.48	37	57.99	1,461.38	1,484.65	23.27	33.1%			
MNTLK TERR	320	318.40	324	319.32	267	235.50	1,204	1,150.62	1,166	1,102.46	38	48.16	1,184.50	1,176.87	-7.63	32.1%			
SCRIBER LAKE	26	21.98	56	46.33	152	123.60	298	245.44	323	258.77	-25	-13.33	236.00	247.17	11.17	34.2%			
EDMONDS HEIGHTS K-12	49	48.40	40	39.40	28	16.92	145	119.08	148	119.80	-3	-0.72	135.00	120.45	-14.55				
E-LEARNING	15	17.80	17	25.40	42	72.60	90	161.80	97	178.24	-7	-16.44	130.00	122.62	-7.38				
MAPLEWOOD CNTR	2	2.00	5	4.80	8	8.00	18	17.80	19	18.80	-1	-1.00	18.00	17.13	-0.87				
SPED CONTRACT/UNASSIGN	1	1.00	3	2.02	1	1.00	10	8.58	9	7.62	1	0.96	9.00	6.94	-2.06				
EDCAP - Open Doors			4	3.33	240	204.46	294	255.60	308	230.70	-14	24.90	260.00	249.21	-10.79				
HS TOTALS	1,636	1,628.25	1,581	1,563.20	1,756	1,568.08	6,527	6,230.39	6,551	6,188.67	-24	41.72	6,292.30	6,310.40	18.10	33.1%			

District Summary

Grade	This Month HC	Same Mo. Last Yr. HC	HC Diff.	Percent Change	This Month FTE	Same Mo. Last Yr. FTE	FTE Diff.	Percent Change	Budgeted FTE	Avg FTE to Date	Avg. - Bud.	F/R Lunch
K-3	6,309	6,177	132	2.1%	5,656.82	5,505.98	150.84	2.7%	5,380.58			
4-6	4,481	4,481	0	0.0%	4,470.67	4,473.64	-2.97	-0.1%	4,537.15			
K-6	10,790	10,658	132	1.2%	10,127.49	9,979.62	147.87	1.5%	9,917.73	10,084.53	166.80	43.4%
7-8	2,973	2,989	-16	-0.5%	2,967.22	2,981.80	-14.58	-0.5%	2,990.61	2,951.10	-39.51	41.6%
9-12	6,527	6,551	-24	-0.4%	6,230.39	6,188.67	41.72	0.7%	6,292.30	6,310.40	18.10	33.1%
GRAND TOTAL	20,290	20,198	92	0.5%	19,325.10	19,150.09	175.01	0.9%	19,200.64	19,346.03	145.39	37.7%

Data as of May-01-2015
additional notes on the following page

Relating to Elementary Summary

Site F/R lunch = FR by site, not level. EH-K12, Madrona K-8, Maplewood CNTR, and Maplewood K-8 include all grade levels at the site. XX in the Middle School and High School sections refers you back to the main listing for the site.

Relating to Secondary Summary

FTE for 8th grade students taking classes in high school is reflected in the 8th grade FTE. September EdCap enrollment is preliminary, due to later start date for Edmonds Community College.

Relating to All Data

Note Initial count for current month, without adjustments or revisions. See page 3 of this report for the data collection date. Free & reduced lunch counts are not reported in September.

Relating to EdCap 9-12 Data

EdCap HC/FTE data began being reported separately on OSPI Reports 1251 & 1251 H under the category "Open Doors" beginning November 2013. This monthly summary adds the EdCap/Open Doors HC & FTE to the 9-12 and Summary totals for the district.

Please Note

This summary reflects the data available as of the date on the lower left hand corner of the document. Official data regarding Head Count and FTE is available in the OSPI website.

<http://www.k12.wa.us/safs/data/reportformatter.asp>

Official Free and Reduced Lunch information may be obtained by contacting the district Food Service Department at 425.431.7078.

MEMORANDUM

Date:	November 12, 2014	TG:	14115.00
To:	Paul Krauss, City of Lynnwood		
From:	Mike Swenson and Stefanie Herzstein – Transpo Group		
CC:	Taine Wilton – Edmonds School District Corrie Rosen, Mahlum		
Subject:	Lynndale Elementary School – Parking Demand Study		

This memorandum presents the results of the parking demand study prepared for the redevelopment of Lynndale Elementary school. As discussed previously with City staff, code required parking will likely be met through a single site agreement with the neighboring Lynndale Park. Since site plans for the new Lynndale Elementary school are still being developed, this memorandum does not provide specific information regarding the proposed on-site supply. Instead this memorandum focuses solely on identifying and confirming the peak demand for purposes of assisting in the development of the site plan.

The School District is seeking confirmation and approval from the City of Lynnwood regarding the methodology and overall peak demand rate associated with proposed redevelopment of the school. If you have questions or need additional information to approve such a request please let us know. The information contained in this memorandum will be used in developing a preferred site plan for the project. As such input and validation from the City is critical at this point in the process.

Project Description

Lynndale Elementary School is located 7200 191st Place SW in Lynnwood west of 72nd Avenue W and south of the Lynndale Park. The school serves kindergarten through sixth grade with a current enrollment of 448 students. The kindergarten program is a minimum of half day, which results in a full time equivalent (FTE) of 414 students. The Edmond School District intends to demolish the existing buildings, reconfigure the building area and improve internal site circulation. The capacity of the new school would be up to 510 students.

Code Requirements

Parking requirements for an elementary school are outlined in Table 21.18.03 of the Lynnwood Municipal Code (LMC). LMC requires 1 parking space per 4 student capacity where capacity is defined as the school design capacity even if the actual enrollment varies by year. LMC 21.18.800 allows for a potential administrative reduction of up to 25 percent in parking requirements based on parking studies performed by a qualified engineer.

Based on the future school capacity of 510 students, 128 parking spaces would be requirement by LMC. If an administrative reduction was approved, the requirement could be reduced by 25 percent or 32 spaces for a total requirement of 96 spaces. The School District intends to meet code requirements through on-site parking and a shared parking agreement with the Lynndale Park. The number of stalls that will be provided on-site has not been determined as the site plan is still being developed for the project.

Elementary School Parking Demand

Parking counts were collected at the existing Lynndale Elementary School and two other Edmonds School District elementary schools (Meadowdale Elementary School and Cedar Valley Community School) with similar characteristics. Two-days of data was collected at each school in October 2014. The data was collected from 9:30 to 11 a.m., which is consistent with the peak parking demand for schools as documented in the Institute of Transportation Engineers *Parking Generation*, 4th Edition¹. Attachment A provides a summary of the data collected at the three schools. The School District indicated that sometimes vehicles associated with the Lynndale Elementary School use the Lynndale Park parking lot; therefore, as a conservative estimate parking demand for the elementary school included those vehicles parking in the Lynndale Park lot closest to the school. Table 1 provides a summary of the peak parking demand observed and the calculated peak parking rate for each school as well as the average.

Table 1. Elementary School Peak Parking Summary

School	FTE Students ¹	Peak Parking Demand Observed ²	Peak Parking Rate (per FTE Student) ³
Lynndale	414	40 ⁴	0.10
Meadowdale	466	49	0.11
Cedar Valley	417	55	0.13
Average	432	48	0.11

1. FTE = Full time equivalent

2. Represents the average of two-days of observations.

3. Parking Rate represents the peak parking demand divided by the FTE students.

4. Demand includes both the elementary school parking lot and the Lynndale Park.

As shown in the table, the peak parking demand rate ranges between 0.10 to 0.13 vehicles per FTE student with the Lynndale Elementary School having the lowest observed parking rate. It is recommended that the average peak parking demand rate of 0.11 vehicles per FTE student be used to determine future peak parking demand at the Lynndale Elementary School. Assuming the future capacity of 510 students then the parking demand would be 56 vehicles.

Lynndale Park Parking

Parking demand was observed at the Lynndale Park parking lot closest to the school during from 9:30 to 11 a.m. to assess the ability to accommodate shared parking with the Lynndale Elementary School. As discussed previously, the School District intends to meet code requirements through on-site parking and a shared parking agreement with the Lynndale Park. LMC 21.18.300 allows for off-street parking on an adjoining lot to the property being served where parking is within 300 feet of the property being served. Customer and employee parking for a remote parking lot may be located on a lot more than 300-feet but less than 1,000-feet from the property when approved by the Director. There are 94 parking spaces in the Lynndale Park parking lot closest to the school with 10 spaces located more than 300-feet from the property line.

Attachment B provides a summary of the Lynndale Park parking lot data. As shown on the attachment, the peak demand during this observation period was 3 vehicles. Although these vehicles may not be directly related to Lynndale Elementary, they have been included in the calculation of overall delay. As discussed previously, there are 94 parking spaces in the Lynndale Park parking lot closest to the school and 91 stalls were open during this same observation period.

¹ No time of day information is available specifically for the elementary school land use category; however, Private School (K-12) land use 536 had a peak parking demand between 10 and 11 a.m.

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Topic: Five-Year Work Plan

Agenda Item: E.3

Staff Report

- Public Hearing
- Work Session
- Other Business
- Information
- Miscellaneous

Staff Contacts: Todd Hall, Planning Manager, Community Development

Summary

The purpose of this agenda item is to review the proposed Five-year work plan for the Community Development Department. (Title 19 LMC).

Action

None required.

Background

Staff has developed a Five-year work plan which includes planned code and adopted code, process and procedural amendments. Items on the work plan range from code amendments and procedural changes that involve Planning and Building divisions. Long-range Economic Development Plan tasks are also listed as these are associated with many of the activities with which Community Development plays a significant role.

Previous Planning Commission / City Council Action

None.

Adm. Recommendation

None. This item is FYI. However, Planning Commission may make recommendations as to which projects are top priorities in the near-term vs. more long-term ongoing projects.

Attachments

1. Five-Year Work Plan

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Planned and Adopted Code, Process and Procedural Amendments
Revised 8/5/15
Five-Year Work Plan

Topic	Purpose	Origin	Citation	Lead	Schedule
KEY					
-----	=Completed				
-----	= In Process				
-----	=Process Improvements				
-----	=Code Amendments				
-----	=Plan Amendments				
Long Range Planning Project	= Blue text				
PLANNING/BUILDING TASKS					
Flag lot area	Include flag area in lot area	MBA 1/30/15		Comm. Dev.	In Process
Short Plat	Increase # lots by short plat	MBA 1/30/15		Comm. Dev.	In Process
Chain Link Fences	Allow in some zones, currently prohibited	Comm. Dev.		MS	In Process
Adopt Hazard Mitigation Plan		State/ SnoCo		TH	In Process
Trust Accounts refunds/ process	Many permit fees use trust accounts. Correct issues with process due to Energov conversion and refund as needed	Comm. Dev		TH	In Process
Low Impact Development Standards	Reduce environmental impact of development	State Law		JR Public Works, TH Comm. Dev	In Process
Revise Req. Parking For Schools	Decrease parking for elementary and middle schools	Edmonds School District		MS	In Process
Fee simple code for townhouses	Subdivisions for townhouses	MBA 1/30/15		TH/New planner	
Lot size averaging	Increase flexibility	MBA 1/30/15		Comm. Dev.	
Exterior lighting	Modernize City regulations for outdoor lighting.	Planning Commission/CD		TH	
Day care in B-4	Table 21.46.04 needs to be corrected. B-4 repealed.			MS	
Food Trucks	Consider amendments to zoning and business licensing to permit	City Staff from several		TH/New planner	

	food trucks in some areas of the City. These business are currently not allowed. If done properly they can add to street level and pedestrian activity	Departments			
WCF: simplify/clarify	Improve readability and administration of Code.	Comm. Dev.		MS, Comm. Dev.	
Nonconforming use/bldg.: simplify/clarify	Improve readability and administration of Code.	Comm. Dev.		TH	
Nonconforming site due to public action	Improve equity. And possibly reduce cost of improvements	Comm. Dev.		TH, Comm. Dev.	
Accessory dwelling unit (ADU)	Increase flexibility/options. Implement housing strategy.	Comm. Dev.		TH/New Planner	
Misc. sign code amendments	Modernize and improve regulations with business participation	Mayor, City Council		TH/New planner	
Signs: sight triangle	Need to clarify definition of sight triangle	Comm. Dev.		MS	
Signs: PRC zoning amendment	Allow multi-tenant signage in PRC zones	Comm. Dev.		TH	
Amendment of Special Use Permits	Specify process and criteria	City Council and Comm. Dev.		GR	
Criteria for Conditional Use Permits	Clarify process.	Comm. Dev.		GR	
Design departure	Code clarification regarding criteria and process.	Comm. Dev.		GR	
Variance Expiration	LMC variances expire after 2 years non-use. Look to eliminating of limitation	Comm. Dev.			
Repeal College District Overlay	Bad code/Gloria's headache	Comm. Dev.		GR	
Review setbacks in Industrial zones		Comm. Dev.		GR	
Fences – trellis height clarification	Code clarification	Comm. Dev.		MS	
Mobile vendors (including food trucks)	Allow mobile food vendors.	Econ. Dev.		TH	
Family child care homes – add to RS/RM	Clarify regulations	Comm. Dev.		TH, New planner	
Commercial zones – outdoor uses	Allow outdoor dining	City Council		GR	

Child care not CUP 21.46.113 & Table 21.46.04	B4 zoned removed – doesn't apply	Comm. Dev.		TH/New planner	
Differentiate child care vs. public/private school parking	Need to distinguish parking difference between the two.	ESD		MS	
Posting locations for public notices	Simplify rules for posting	Comm. Dev.		MS	
Grading w/o approved dev. plan	Consider allowing early grading	Customers		Comm. Dev.	
Sustainability Program	Coordinate efforts to protect environment, reduce energy consumption, reduce greenhouse gases, improve walkability, etc.,	Comp Plan Goal		TH, other Depts. Throughout the City	
Bike shops in B-3	Bike sales and repair not permitted in B-3	Comm. Dev.		MS	
Banner signs (multi-family)	Allow temp. banner signs in MF	Comm. Dev.		MS	
Variance/CUP expiration	Determine whether expirations are necessary for variance/CUPs	Comm. Dev		GR	
Reduced fee for basic plan review	Reduced fee for identical plans	MBA 1/30/15		SC, Comm. Dev.	Reduced fee for basic plan review
2015 Major Comp Plan Update	Required under State GMA law, plan for next 20 years of development	Comm. Dev		Comm. Dev	DONE 6/15
Lynnwood Link Station and Alignment Per City	Position ST decision to support Lynnwood's designs for alignment and station location	Comm. Dev		PK	DONE 4/15
Lynnwood Link OMSF	Locate yard in Bellevue instead of Lynnwood	Comm. Dev		PK	DONE 4/15
Marijuana - medical	Ban supplants moratoria	State law		GR, Comm. Dev.	DONE 6/15
Marijuana - recreational	Ban supplants moratoria	State law		GR, Comm. Dev.	DONE 6/15
Garbage collection	Mandatory garbage collection enacted starting 8/15, includes extensive public outreach	Comm. Dev.			DONE 2/15
Solar power infrastructure Solar (b) implement lower standard fee for installations	Establish regulations for solar panels Current fee schedule inconsistent with other jurisdictions	Customer request, Comm. Dev support			DONE 5/15
Special event code update	Modernize and improve	Comm. Dev.		CL	DONE 5/15

	regulations.				
Transition Area	Adoption of regulations to support Comp Plan	City Council Comm. Dev Econ. Dev.			DONE
Electric vehicle charging stations	Specify where permitted and not permitted.	State law		GR, Comm. Dev.	DONE 2014
MF as Mixed Use in PRC and PCD zones	Revise regulations to provide greater opportunity for mixed use in area around Alderwood Mall. Also positions City to meet GMA Growth Targets while creating walkable neighborhood and putting large surface parking lots to higher and better use.	Comm. Dev.		PK	DONE 1/15
Pygmy goats	Allow within Lynnwood	City Council		GR	DONE 6/2014
Banner code	Allow display of banners for commercial events (previously banned).	Comm. Dev		CL, Comm. Dev.	DONE 2014
Shipping Containers	Prohibition use as storage sheds in SF Zones	City Council		MS	DONE 5/15
Essential Public Facility Ordinance	Address omission req. by State Law	Comm. Dev		PK	DONE 5/15
Table 21.46.10 Multiple family housing units	Add + sign after the 'Use'	Comm. Dev.		GR, Comm. Dev	DONE 6/15
PRC zone	Correct reference to PCD, instead of PRC				DONE 6/15
PCD zone and PRC zone	Remove expired provisions of 21.46.116E. Remove expired provisions of 21.48.116D.				DONE 6/15
196 th Street Overlay (repealed)	Code correction.	Comm. Dev.		Comm. Dev.	DONE 6/15
Industrial zone	Outdoor recreation – fix internal contradiction				DONE 6/15
Notice of applications and notice of decisions to the City Council					DONE 6/15
Return to 5 day/ 8am-4pm service at Permit Center	Hours had to be reduced in January due to work load and short staffing. Was able to return	Comm. Dev		SC, PK	DONE 4/14

	to full service with hiring of Plan Reviewer				
Require Owner Contact Information on Permit Applications	To improve communication and keep owner informed or progress/issues	Comm. Dev Econ. Dev			DONE 6/15
Website update	To help the community and staff find needed information timely without confusion	Permit Center Staff		Permit Center staff	In Process
Business Licensing	Total re-write and procedural information	Mayor's Office		LEAN team	In Process
On line plan reviews, updated program	Options for more user friendly software	Permit Center Proposal		Joe V in IS and SC, Comm. Dev	
On line permit portal, review, inspection requests, obtain simple permits, pay with credit card etc.	Greatly improve customer service while also improving staff utilization	Permit Center Proposal		Joe V in IS and SC, Comm. Dev	In Process, current version Energov being worked on to make ready
Over the counter plan review	To assist in timely review of basic/easy types of plan reviews	Comm. Dev		SC, Comm. Dev	In Process (Tuesday AM service restored on 7/15/15)
Records Retention of plans and paper work	To modernize and remove paper copies creating storage issues	Permit Center working with IS and Admin.		Kari Alverson, in IS and AC, Comm. Dev	In Process
2015 Building Code updates to LMC	To be legal with State requirements due June 2016	Comm. Dev		SC, Comm. Dev and TG Fire	
Foundation only permits	To allow for start of construction and funding of larger projects	Developers		SC, Comm. Dev	
2014 Building and Fire Code Updates to LMC	Adopt state mandated amendments and revise local code additions to improve utility and flexibility	Comm. Dev Fire Prevention		SC, JJ, TG	DONE July 2014
Fill Plan Reviewer Position	Essential to meet increased work load from development activity. Created and used new ED funding program	Comm. Dev		PK, SC and Econ. Dev.	DONE 3/15

Fill 2 nd Code Enforcement Officer Position	CD Dept. Reorg	Comm. Dev		PK	In Process
Fill Assoc. Planner as Senior	CD Dept. Reorg	Comm. Dev		PK	In Process
Redirect FTE as Admin/ Permit Tech	CD Dept. Reorg	Comm. Dev		PK	In Process
Fill Planning Manager Position	CD Dept. Reorg	Comm. Dev		PK	In Process
Fill Permit Center Supervisor Position	CD Dept. Reorg	Comm. Dev		PK	In Process
Energov Permitting Procedures Manual	Provide a resource for staff, improve cross training and support for Permit Center Operations	Permit Center goal		CR	
Rental Housing Inspection Program	Improve safety and quality of rental housing	Comm. Dev		PK	In Process
Customer Survey	Part of Continuous Improvement Process	Mayor's Office		Permit Center Depts.	In Process
ST 3 Alignment and Station Planning	To position the City to take best advantage of the extension	Comm. Dev		PK	On hold pending funding and vote in 2016
Annexations	Annex City MUGA's with potential population of 40,000	Comm. Dev		PK	On hold pending resolution of fire service issues and funding
Human Services, Homelessness Affordable Housing and Veteran's issues and programs	Initiate and expand programs to address the needs of the greater Lynnwood Community	Homeless Housing Task Force, AHA and Comm. Dev		PK/ to be assigned	AHA up in initial operation, Homeless program going to contract, Human Service and Veterans Affairs in formative stage
College District Mixed-Use: Standards inflexible and confusing. Revise with amended District Plan that relates to EdCC updated planning and Hwy 99 Corridor Plan	Replace existing ordinance and amend Comprehensive Plan	Comm. Dev.		GR, Comm. Dev. MM Economic Development	On hold for EdCC action by mutual agreement, 2016 timeframe

Planned Action Ordinance Hwy 99 and Alderwood Area	Proposed by staff to reduce developer costs, time and uncertainty while improving the City's ability to coordinate development as was done for City Center	Comm. Dev Econ. Dev		PK, DK	On hold pending funding
Undertake Neighborhood Level Planning	Proposed by staff to improve livability, preserve and protect neighborhoods and empower residents. See EDC tasks for further details.	Comm. Dev Other operating Department		PK	On hold pending funding and staffing
ECONOMIC DEVELOPMENT PLAN TASKS					
Review design guidelines	Review existing design guidelines to ensure that adopted policy facilitates the development of quality commercial space Update the Lynnwood Citywide Design Guidelines for consistency with new planning efforts, branding themes and current urban design best practices				
Review Code	Review and amend existing codes for ease of enforcement and understanding.				Ongoing
Permitting Process Improvements	Continue to review and improve transparency, efficiency and consistency in City permitting & code enforcement process				
Customer satisfaction as a strategic objective	Establish customer satisfaction as a strategic objective to improve customer outcomes and reduce inefficiencies; establish goals and				

	provide the means to achieve them				
Measure Customer Satisfaction	Conduct a survey of recent customers to set customer satisfaction benchmarks and identify specific issues within permitting, business licensing and inspection offices.				In Process
Code Enforcement Practices	Identify permitting and code enforcement best practices and prioritize their implementation in Lynnwood				
Customer Relations	Instill a problem-solver approach to projects, licensing and permitting.				Ongoing
Process Improvements	Develop and implement a process improvement plan based on: 1) auditing of current processes; 2) upgrades & best practice implementation; 3) on going feedback loop (such as exit surveys).				
Customer Information Materials	Review existing check lists and fact sheets designed to aid customers in understanding and compliance with permitting and code enforcement procedures; clarify and update as necessary				
Project Manager	Develop a project manager approach that allows for appropriate discretion by staff to encourage and facilitate desired				Ongoing, standard procedure for Permit Center

	development; assign a project manager to key development projects to act as the contact/point person for the customer and to facilitate coordination with different departments, stages of the project.				since 2007
Transit Oriented Development	Identify and plan for the integration of Transit-Oriented-Development opportunities into and surrounding the future Lynnwood Sound Transit station				In Process for Lynnwood Link, not yet started for ST 3. See work item above
College District Plan	Collaborate with Edmonds Community College on implementation of the College District Plan and on infrastructure planning and urban design along shared linkages and gateways				In process but action delayed until 2016 due to EdCC schedule
South Lynnwood	Commission a South Lynnwood Revitalization plan; analyze zoning, land use, business activity and real estate market trends and dynamics.				
Neighborhoods	Partner with Neighborhoods to organize property owners to foster enhancements and facilitate code compliance, housing and amenities				
Neighborhoods	Coordinate with other City departments and community partners to determine appropriate roles and responsibilities to support and improve the city's				

	neighborhoods.				
Neighborhoods	Partner with neighborhoods to facilitate design charettes aimed at identifying Lynnwood's unique neighborhoods and district identities.				
Neighborhoods	Invest in neighborhood infrastructure, public spaces and amenities; prioritize infrastructure improvements according to project feasibility and quality of life enhancement.				
Neighborhoods	Identify potential sources of funding and assistance for neighborhood-led projects that beautify and brand individual neighborhoods				
Neighborhoods	Develop a City neighborhood work plan identifying resources and establishing priorities, and determine the placement of this function within the City organization.				
Neighborhoods	Orchestrate the creation of a neighborhood advisory group to keep neighborhoods engaged and informed on key issues				

<p>Open Space in Residential Developments</p>	<p>Assess and implement methods of requiring new residential development to incorporate specific amenities and to designate specific amounts of open space for common neighborhood use</p>				
<p>Form Based Code</p>	<p>Assess the utility and feasibility of a form-based code to guide future development in Lynnwood.</p>				