



# AGENDA

## Lynnwood Planning Commission

### Meeting

Thursday, October 22, 2015 — 7:00 pm

Council Chambers, Lynnwood City Hall  
19100 44<sup>th</sup> Ave. W, Lynnwood, WA 98036

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#### A. CALL TO ORDER – ROLL CALL

#### B. APPROVAL OF MINUTES

1. October 8, 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. Amendments to Chapter 21.18 LMC (School Parking) (CAM-003183-2015)

#### E. WORK SESSION TOPICS

1. Outdoor Lighting Standards (CAM-001429-2014)

#### 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  
October 8, 2015 Meeting**

<b>Commissioners Present:</b>	<b>Staff Present:</b>
Chad Braithwaite, Vice Chair	Paul Krauss, AICP Comm. Dev. Director
George Hurst, Second Vice Chair	Todd Hall, Planning Manager
Maria Ambalada	Gloria Rivera, Senior Planner
Doug Jones	Chanda Emery, AICP, Senior Planner
Michael Wojack	
<b>Commissioners Absent:</b>	
Richard Wright, Chair	<b>Other:</b>
Robert Larsen	Councilmember Van AuBuchon

**Call to Order**

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

**Approval of Minutes**

**1. September 10, 2015 Meeting Minutes**

Commissioner Wojack referred to page 6, line 11, and noted that *unanimously* should be stricken.

**Motion** made by Commissioner Ambalada seconded by Commissioner Wojack, to approve the minutes as amended. **Motion** passed unanimously (5-0).

**Citizen Comments**

None.

**Public Hearing**

None.

**Work Session**

**1. Fee-Simple Unit Lot Subdivisions**

Senior Planner Chanda Emery explained that her presentation would be about equity and home ownership. Fee-simple refers to the ownership style. It means that the home owner owns both the buildings and the land as opposed to a condominium where the condo owner owns the condo or

1 townhouse, but not the land. It creates new housing options that will  
2 accommodate a financially diverse population and continues to use the  
3 existing land use designations. This has come up as a result of mortgage  
4 lenders' financing restrictions. By allowing townhouse units to be placed  
5 on, and owned in conjunction with an individual fee-simple lot, such  
6 mortgage and financing issues are eliminated.

7  
8 Fee-Simple Unit Lot Subdivisions will continue to meet the existing code  
9 for lot area and lot width; building setbacks; parking; and design  
10 guidelines. It allows for lot lines to be drawn around individual dwelling  
11 units and incidental areas. Each dwelling will sit on the individual lot  
12 owned by the homeowner, and common areas are still owned and  
13 maintained by the homeowners association. The proposed changes would  
14 not change permitted densities or zoning standards. It would be applicable  
15 for new attached and detached development in multi-family zones. It may  
16 be retroactively applied to already-approved attached or detached  
17 condominium developments. Fee-simple is in line with the Growth  
18 Management Act. It is in compliance with state law and the City of  
19 Lynnwood's Comprehensive Plan.

20  
21 Additionally, the proposal to draft an ordinance and regulations will not  
22 result in permanent or temporary physical occupation of private property.  
23 They will not deprive affected property owners of all economically viable  
24 uses of their property, and they will not deny or substantially diminish the  
25 fundamental attribute of property ownership. They also will not require the  
26 property owner to dedicate a portion of property or grant an easement.  
27 They will not have a severe impact on a property owner's economic  
28 interest. The regulations would benefit the health, safety, and welfare of  
29 the general public. Other local jurisdictions have already adopted fee-  
30 simple code amendments.

31  
32 In summary, fee-simple would provide another housing option for citizens;  
33 would promote affordable housing opportunities; and would make no  
34 physical difference on the ground. It is staff's recommendation to move  
35 forward with fee-simple as it would provide a benefit to the community and  
36 to the City of Lynnwood.

37  
38 Questions and Comments:

39  
40 Commissioner Wojack said he searched for information about  
41 disadvantages with fee-simple or problems with fee-simple and found very  
42 little. He asked how fast the Federal Housing Administration (FHA) has  
43 responded to changes in fee-simple. Director Krauss explained that the  
44 day after it passes, a property owner would be allowed to divide property  
45 in this way. Until somebody does it, however, it would not be available. His  
46 understanding is that the FHA is accepting of that type of property

1 ownership. He pointed out that it is just a different way to own property. It  
2 doesn't change Lynnwood's standards for these types of developments in  
3 any way.

4  
5 Commissioner Wojack asked if individual lots and homes would have to  
6 comply with the condo's rules. Ms. Emery stated it would be up to the  
7 people who live there to determine how they want to handle that. Some  
8 choose to keep a homeowners association, and some choose not to.  
9 Commissioner Wojack asked how retroactive changes would apply to a  
10 condo that wants to switch to fee-simple. Director Krauss replied that they  
11 would come in for a subdivision and would go through the usual planning  
12 process.

13  
14 Commissioner Ambalada discussed concerns related to mobile home  
15 parks. She wondered if fee-simple could apply to mobile home parks too  
16 to protect senior housing opportunities. Director Krauss replied that this  
17 might be an option for a mobile home park owner and people who lease to  
18 create ownership, but it wouldn't change anything unless the owner of the  
19 land and all the owners of the individual units were willing and financially  
20 able to buy it. Commissioner Ambalada suggested that mobile home park  
21 owners who wanted to sell their property could be mandated to offer it to  
22 the mobile home owners. Director Krauss commented that there used to  
23 be a law that gave people who lived in mobile home parks the first right of  
24 refusal when a sale was going to occur, but it was struck down by the  
25 court. He noted there is no way you can require somebody to sell their  
26 property to another property. Ms. Emery added that the Growth  
27 Management Act supports affordable housing, and mobile home parks fall  
28 under that category.

29  
30 Commissioner Hurst asked for clarification about the slide that referred to  
31 a 15% delinquency rate and asked if that referred to homeowner  
32 association dues or mortgages. Mr. Emery replied that it referred to  
33 homeowner association dues.

34  
35 Commissioner Hurst then referred to a photo showing a private road and  
36 asked if having a private road meant it was a condominium. Director  
37 Krauss replied that you can have a private road under a lot of different  
38 scenarios. The question is how the private road is owned. He noted the  
39 LDMRs in the county all have private roads. Some are condos, and some  
40 are fee-simple, but all the roads are private and held in some common  
41 ownership or by the association. Commissioner Hurst noted that condos  
42 have shared walls and a shared roof. He asked how that works with fee-  
43 simple. Ms. Emery explained the architectural style could be any style –  
44 shared walls, not shared walls, etc. Fee-simple only refers to ownership of  
45 the ground beneath the home. Vice Chair Braithwaite commented that  
46 with a fee-simple structure there will still generally be documents that

1 would be recorded with all of the houses' reciprocal easement agreements  
2 that would lay out if there were common walls or a common roof and how  
3 expenses are shared. Commissioner Hurst spoke in support of idea of fee-  
4 simple unit lot subdivisions.

5  
6 Commissioner Ambalada asked if this would be similar to the popcorn  
7 homes that are prohibited in the City of Lynnwood. Director Krauss replied  
8 she was referring to the LDMRs. He reiterated that staff was not proposing  
9 changing any development standards. The problems with LDMRs in the  
10 county have to do with the development standards, not the ownership  
11 style. The development standards in the county allowed them to build  
12 private roads that were too narrow for the purpose and to put the buildings  
13 too close together and too close to the street.

14  
15 Vice Chair Braithwaite asked if it would be important to have a  
16 requirement for things like reciprocal easement agreements as part of the  
17 subdivision process. Director Krauss commented that they could. He  
18 noted that the City would do that for access roads and common space  
19 anyway because the City needs to gain access for emergency services.  
20 Vice Chair Braithwaite asked if this would apply to any multi-level  
21 buildings. Director Krauss replied it would not. Vice Chair Braithwaite  
22 asked if there are any developments under consideration now in the City  
23 that this would apply to. Director Krauss replied that there are not, but  
24 noted that the last time he was asked about it was related to Perrinville.  
25 Vice Chair Braithwaite observed that some of the communities that most  
26 embraced condo developments were hardest hit in the economic  
27 downturn in 2008, but stated he supported the idea of fee-simple unit lot  
28 subdivisions.

29  
30 Commissioner Wojack referred to local cities that have gone to fee-simple,  
31 and asked if they have noticed an influx of more applications. Ms. Emery  
32 offered to look into that. Commissioner Wojack spoke in support of this.

33  
34 Commissioner Ambalada asked if this is what Pat Crosby was referring to.  
35 Planning Manager Hall thought that Mr. Crosby does primarily short plats.  
36 This might be something that he would consider, but he typically  
37 purchases larger single family lots and short plats those.

38  
39 It was the consensus of the Planning Commission to move this forward to  
40 a public hearing.

## 41 42 2. Chapter 21.46 – Commercial Zone Amendments

43  
44 Senior Planner Gloria Rivera explained that staff is proposing revisions to  
45 both the tables and the text associated with the Commercial zone code to  
46 bring it up to date and make it consistent. She reviewed examples of some

1 of the amendments as contained in the packet. She also asked the  
2 Planning Commission's opinion about keeping the table format versus  
3 transitioning to text.

4  
5 Commissioner Ambalada commented that she has a hard time reaching  
6 the cupboards in some homes. She wondered if height standards in  
7 homes have been adjusted lately. She commented that this is a common  
8 problem for Asians and some other immigrants. Director Krauss noted that  
9 it wouldn't be handled in this code, but it would be covered in building  
10 codes. Counter heights and closet heights have industry standards that  
11 are generally followed.

12  
13 Commissioner Wojack said he liked the tables, but recommended a key at  
14 the top of each table or section for the letters used within the table and  
15 also bolder section headings for easier reading. He asked if elimination of  
16 the B-2 zone would be stabbing the City in the foot if something like  
17 Amazon or Microsoft wanted to come to Lynnwood. He wanted to make  
18 sure that a business campus would still be allowed by some other  
19 mechanism in the future. Director Krauss said staff would look into it. He  
20 discussed how larger companies have handled this elsewhere. He  
21 clarified that staff's approach to the Zoning code is to liberalize the  
22 interpretations of what uses are allowed in the remaining zones. He  
23 believes they are proposing more flexibility, not less. Planning Manager  
24 Hall explained that the Zoning code currently allows developments like  
25 Amazon in the commercial zone. He doesn't think they are taking away  
26 much by getting rid of the B-2 zone.

27  
28 Vice Chair Braithwaite spoke in support of the revisions and of keeping the  
29 tables. He encouraged staff to continue to consolidate uses.

### 30 31 **Council Liaison Report**

32  
33 Councilmember AuBuchon reported that at the last work session the Council  
34 discussed the flag lot code recommendations, and it looks like that will go  
35 through as recommended by the Planning Commission.

### 36 37 **Director's Report**

38  
39 Director Krauss had the following comments:

- 40 • Costco opened last week after years of work. On the first day of business  
41 Costco did over \$870,000 worth of business.
- 42 • Cypress Equities, the developer for the rest of the project, may not end up  
43 being the developer because they said the plan that the City saw and  
44 approved was unaffordable and unbuildable. Alternatively, they proposed  
45 building an apartment building and a strip mall. Both the school district and  
46 the City were opposed to that since it wasn't what the Council approved,

1 wasn't consistent with the plans, and was a waste of space. It is unknown  
2 what will happen next.

- 3 • There is a lot of construction activity going on around town such as the  
4 SHAG senior housing apartment building on 40<sup>th</sup> and the City Center  
5 apartments across from the Convention Center. Plans are in review for the  
6 Hilton Garden Inn behind the apartments, another senior housing project  
7 off Scriber Creek Road, a project on Highway 99, and a project next to  
8 Toys-R-U's on Alderwood Mall Parkway.
- 9 • The City is at over \$160 million in construction this year as of the end of  
10 September. In a normal, historic year, the City does about \$55 million, but  
11 this year should end up over \$200 million. Next year appears to be  
12 shaping up the same way.
- 13 • He commented that the land value/construction ratio is coming into  
14 alignment. All this is before ground is broken on Sound Transit which will  
15 be a real spur for significant investment. Commissioner Ambalada said  
16 she has heard that Sound Transit is in financial trouble. Director Krauss  
17 did not think that was accurate. He commented that Sound Transit is quite  
18 well-managed.

## 19 20 **Commissioners' Comments**

21  
22 Commissioner Wojack asked if they would need to start over again on the  
23 Lynnwood Place project if Cypress pulls out. Director Krauss commented that if  
24 Cypress pulls out, the school district would presumably advertise for another  
25 developer. All the work that has been done (such as the Environmental Impact  
26 Statement) provides an umbrella for somebody else to come in with a similar  
27 project.

28  
29 Commissioner Hurst asked about a development on 44<sup>th</sup> near Albertsons.  
30 Planning Manager Hall explained the parcel he was referring to is in the county.

31  
32 Commissioner Ambalada commended staff for their presentations. She noted it  
33 was nice to see Director Krauss back with the Planning Commission.

34  
35 Commissioner Braithwaite asked if staff had any ideas or plans about what the  
36 auto recycling facility on Highway 99 might be someday since it clearly is not the  
37 highest and best use of that land. Director Krauss replied they did not, but noted  
38 that the Mercedes dealer used to be an auto junkyard. The Highway 99 Plan  
39 allows for flexibility for developing in between the nodes. There is a proposal  
40 near there for a multi-family development, but nothing specifically related to that  
41 facility.

42  
43 Commissioner Jones asked if it is allowable within the code for people to walk  
44 through the junkyard considering the oil, antifreeze, and other chemicals all over  
45 the ground. Director Krauss said the City does not have the right of entry unless  
46 they see pollutants going into a public body of water, onto a public street, or onto

1 somebody else's property. He noted that the Mercedes site had to go through a  
2 groundwater and dirt cleanup. He acknowledged that it is problematic.

3  
4 Commissioner Jones asked about getting a traffic light or something to mitigate  
5 someone getting killed trying to cross Highway 99. Director Krauss replied that  
6 people have been killed there, but he doesn't know the answer. He explained it  
7 has been looked at by engineering, but there were issues associated with  
8 installing a signal. He added that putting up a mid-block stop light or crosswalk  
9 can be more dangerous than having nothing because it gives people a false  
10 sense of security that people will stop. He recommended contacting Paul Coffelt,  
11 the City's Traffic Engineer for more information. Commissioner Jones referred to  
12 a pedestrian overpass done on Highway 99 in north Seattle and asked if that has  
13 been considered. Director Krauss replied that a lot of times people will choose to  
14 run across the street even if there is an overpass. Because of the angle required  
15 to make it handicapped accessible it ends up zigzagging back and forth to get up  
16 and get down. A lot of people think it's quicker to run and take their chances. He  
17 noted there are places where people want to use overpasses such as in  
18 Shoreline where the bridge is part of the Interurban Trail.

19  
20 Commissioner Jones asked about the Commission going paperless. Director  
21 Krauss said he would ask the IT Director, and noted that the Council has gone  
22 largely paperless.

23  
24 Commissioner Wojack noted that the state owns Highway 99 and wondered if  
25 doing a pedestrian overpass would require negotiation with the state. Director  
26 Krauss stated that it would, and that it would likely be complicated.

## 27 28 **Adjournment**

29  
30 The meeting was adjourned at 8:30 p.m.

31  
32  
33  
34 \_\_\_\_\_  
Richard Wright, Chair

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

Agenda Item: D.1

**Staff Report**

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

Staff Contacts: Michele Szafran, Associate Planner, Community Development

**Summary**

The purpose of this agenda item is to conduct a public hearing on proposed draft legislation to reduce the parking ratio requirements for elementary and junior high schools.

**Action**

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

**Background**

The purpose of this agenda item is to hold a public hearing regarding a proposed code amendment initiated by the Edmonds School District (ESD) to reduce the required parking for elementary schools. ESD has provided a traffic study completed by Gibson Traffic Consultants, Inc. and has collected parking data from several elementary schools within the ESD. (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, Shoreline, Bothell, Edmonds, Mountlake Terrace, Snohomish County, Mill Creek, and Mukilteo (attachment #2).

The comparison chart outlines the current City of Lynnwood required parking for both Lynnwood ES and Spruce ES as 158 and 150 required parking spaces. The current parking requirement is substantially higher than the majority of surrounding jurisdictions. The ESD has projected that the parking need for both Lynnwood and Spruce ES are 88 and 84 parking spaces.

Based on this review staff has proposed a reduction from one per four students to 3.5 parking spaces per classroom. Staff has proposed 3.5 spaces per classroom in order to still meet the parking need and leave room to demonstrate how special event parking will be provided. Although not a guarantee, per LMC 21.18.820, the applicant may apply for an administrative parking reduction, which may allow up to a maximum of a 20 percent reduction of the required parking.

### **Previous Planning Commission / City Council Action**

Planning Commission briefing on August 13, 2015.

Planning Commission discussion on September 10, 2015.

Planning Commission recommended that a public hearing be held at their next meeting.

### **Adm. Recommendation**

1. Receive public input on 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 amendment 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.

### **Attachments**

1. Draft Ordinance
2. Comparison Chart
3. Gibson Traffic Study
4. Edmonds School District Memo 9-15-2015
5. Meeting Minutes (8-13-15 & 9-10-15)

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**CITY OF LYNNWOOD**

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, RELATING TO A REDUCTION OF REQUIRED ELEMENTARY AND JUNIOR HIGH SCHOOL PARKING, AMENDING CHAPTER 21.18 LYNNWOOD MUNICIPAL CODE (LMC), LMC 21.18.800, AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SUMMARY PUBLICATION.

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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, LMC establishes parking requirements for development in Lynnwood; and

WHEREAS, the Edmonds School District is planning to rebuild or significantly renovate many of their facilities including a number in Lynnwood, in the near future; and

WHEREAS, the Edmonds School District believing that LMC requirements for parking of elementary and middle schools are excessive, inconsistent with surrounding jurisdictions and that compliance would add significant costs that would be borne by the public, has asked the City to consider amending the requirements; and

WHEREAS, the City has found that a decrease in parking requirements is reasonable based upon a review of the data;

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 \_\_\_<sup>th</sup> day of September, 2015, notice of the proposed code amendment was sent to the Washington State Department of Commerce in accordance with RCW 36.70A.106; and

WHEREAS, on the \_\_\_<sup>th</sup> day of October, 2015, the City of Lynnwood SEPA Responsible Official issued a Determination of Non-Significance (DNS) on the proposal; and

WHEREAS, on the \_\_\_ day of October, 2015, the Lynnwood Planning Commission held a public hearing on proposed amendments to the Lynnwood

46 Municipal Code provided by this ordinance, and all persons wishing to be heard were  
 47 heard; and  
 48

49 THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, DO  
 50 ORDAIN AS FOLLOWS:  
 51

52 **Section 1. Findings.** Upon consideration of the provisions of this Ordinance in light of  
 53 the decision criteria specified by LMC 21.20.500, the City Council finds that the  
 54 amendments contained herein are: a) consistent with the comprehensive plan; and b)  
 55 substantially related to the public health, safety, or welfare; and c) not contrary to the  
 56 best interest of the citizens and property owners of the city of Lynnwood.  
 57

58 **Section 2. Amendment.** Table 21.18.03 of LMC 21.18.800 off-street parking capacity  
 59 requirements is hereby amended as follows:

Table 21.18.03

Institutional Uses	Number of Parking Stalls Required
Libraries	One per 250 SF GFA
Museums and Art Galleries (not including retail galleries or studios)	One per 500 SF GFA
Colleges, Universities or Institutions of Higher Learning	One per employee and faculty member, plus one per three full-time-equivalent students
Business and Trade Schools (e.g., beauty, cosmetology, secretarial, music, art, dance, vocational and occupational training, extension programs, etc.)	One for every 100 SF GFA
Hospitals (includes offices within the hospital building, but parking for medical office buildings, even if co-located with the hospital, shall be in accordance with Table 21.18.04)	Five per licensed bed
Nursing, convalescent and rest homes	See residential uses
Schools, Elementary and Junior High and Equivalent Private or Parochial Schools	<del>One per four student capacity. ("Capacity" means the designed capacity of the school, even if actual enrollment varies by year)</del> <u>3.5 per classroom, plus sufficient off-street space for safe loading and unloading of students from school buses. The proponent shall demonstrate how special event parking will be provided through a</u>

Table 21.18.03

Institutional Uses	Number of Parking Stalls Required
	<u>combination of on-site, on-street (where public parking is available) and off-site parking provisions.</u>
Schools, Senior High and Equivalent Private or Parochial Schools	One per three student capacity
Child Day Care Centers, Preschools, Nursery Schools and Kindergartens <sup>(2)</sup>	One per employee required by WAC <a href="#">170-295-2090</a> plus: When enrollment is known: 45 students or less: 1 per 5 students More than 45 students: 8 + 1 per 40 students When enrollment is not known: For 2,500 SF or less: 1/300 SF For more than 2,500 SF: 8 + 1/5,000 SF

60 Key:  
 61 SF: Square Feet  
 62 GFA: Gross Floor Area  
 63 (1) All parking stall requirement calculations that result in a fractional requirement  
 64 shall be rounded up to the next highest whole number of stalls.  
 65 (2) The student portion of the day-care parking requirement does not apply to “on-  
 66 site” day-care facilities provided for children of employees (or other persons (e.g.,  
 67 students) associated with a corporation, agency or institution) usually present on-site  
 68 with the enrolled child. Day care centers located in or on a building, or corporate,  
 69 institutional or similar campus primarily serving on-site employees, but also open to  
 70 outside enrollment, may reduce the parking requirement proportional to on-site  
 71 enrollment. The employee parking requirement may be reduced to the extent the space  
 72 occupied by the day care is already “parked” on-site under other requirements of this  
 73 section.  
 74 (3) This parking ratio may be reduced by the director in accordance with LMC  
 75 [21.18.820](#) if it is found that at least 75 percent of the congregates reside within three-  
 76 quarters miles of the facility, and/or that religious restrictions on use of automobiles or  
 77 other characteristics of the religious services or congregation can be demonstrated to  
 78 reduce parking demand.  
 79 (4) Property owner may be required to enter into a covenant agreeing the  
 80 development will be maintained as senior (age-restricted) housing, and not be  
 81 converted to general market units unless required extra parking is provided.  
 82  
 83

84 **Section 3. Severability.** If any section, sentence, clause or phrase of this ordinance  
85 should be held to be invalid or unconstitutional by a court of competent jurisdiction, such  
86 invalidity or unconstitutionality shall not affect the validity or constitutionality of any other  
87 section, sentence, clause or phrase of this ordinance.  
88

89 **Section 4. Effective Date.** This ordinance or a summary thereof consisting of the title  
90 shall be published in the official newspaper of the City, and shall take effect and be in  
91 full force five (5) days after publication.  
92

93 PASSED BY THE CITY COUNCIL, the \_\_\_\_\_ day of \_\_\_\_\_, 2015.  
94

95 APPROVED:  
96

97  
98 \_\_\_\_\_  
99 Nicola Smith, Mayor

100 ATTEST/AUTHENTICATED:  
101

102 \_\_\_\_\_  
103  
104 Sonja Springer  
105 Finance Director  
106

107 APPROVED AS TO FORM:  
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109 \_\_\_\_\_  
110  
111 Rosemary Larson  
112 City Attorney  
113

114 FILED WITH ADMINISTRATIVE SERVICES: \_\_\_\_\_  
115

116 PASSED BY THE CITY COUNCIL: \_\_\_\_\_  
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118 PUBLISHED: \_\_\_\_\_  
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120 EFFECTIVE DATE: \_\_\_\_\_  
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122 ORDINANCE NUMBER: \_\_\_\_\_  
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129 On the \_\_\_\_\_ day of \_\_\_\_\_, 2015, the City Council of the City of  
130 Lynnwood, Washington, passed Ordinance No. \_\_\_\_\_. A summary of the content of  
131 said ordinance, consisting of the title, provides as follows:

132  
133 AN ORDINANCE OF THE CITY OF LYNNWOOD,  
134 WASHINGTON, RELATING TO A REDUCTION OF  
135 REQUIRED ELEMENTARY AND JUNIOR HIGH SCHOOL  
136 PARKING, AMENDING CHAPTER 21.18 LYNNWOOD  
137 MUNICIPAL CODE (LMC), LMC 21.18.800, AND  
138 PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE  
139 AND SUMMARY PUBLICATION.

140 .  
141  
142 The full text of this Ordinance will be mailed upon request.

143 DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.  
144

DRAFT

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Jurisdiction	Parking	Lynnwood ES	Spruce ES
Lynnwood Current	One per four student capacity.	$630/4 = 158$ (20% reduction = 126)	$600/4 = 150$ (20% reduction = 120)
Shoreline	20.50.390 – Table 20.50.390D Elementary Schools – 1.5 per classroom	$32 * 1.5 = 48$	$29 * 1.5 = 44$
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	$32 + (611/50 = 12.22) = 44$ (611 was June 2015 HC)	$29 + (530/50 = 10.6) = 40$ (448 was last year's enrollment)
Edmonds	Six spaces per classroom, or one space per daytime employee, whichever is greater	<b>192</b>	<b>174</b>
Mountlake Terrace	Parking Study	<b>TBD</b>	<b>TBD</b>
Snoh. Co.	One space for each 12 seats in the auditorium or assembly room	<b>95</b>	<b>89</b>
Mill Creek	17.27.020 – Schools – 6 spaces per classroom and one space per employee	<b>192 + 1 per employee</b>	<b>174 + 1 per employee</b>
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 (* Refers to alternative parking requirements in the downtown business district)	<b>95 + 1 each employee + loading and unloading</b>  <b>or</b>  <b>64 in the downtown business district</b>	<b>89 + 1 each employee + loading and unloading</b>  <b>or</b>  <b>58 in the downtown business district</b>
Lynnwood Proposed	<b>3.5 per classroom</b>	<b>112</b> (20% reduction = 89.6)	<b>101.5</b> (20% reduction = 81.2)

School	Current Code Requirement	Actual Parking Need
Lynnwood ES	158 or 126	<b>88</b>
Spruce ES	150 or 120	<b>84</b>

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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
- 85<sup>th</sup> 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 85<sup>th</sup> 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 85<sup>th</sup> Percentile demand rate and 0.14 stalls/student, provides additional flexibility by being 15% higher than the 85<sup>th</sup> 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
- 85<sup>th</sup> 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

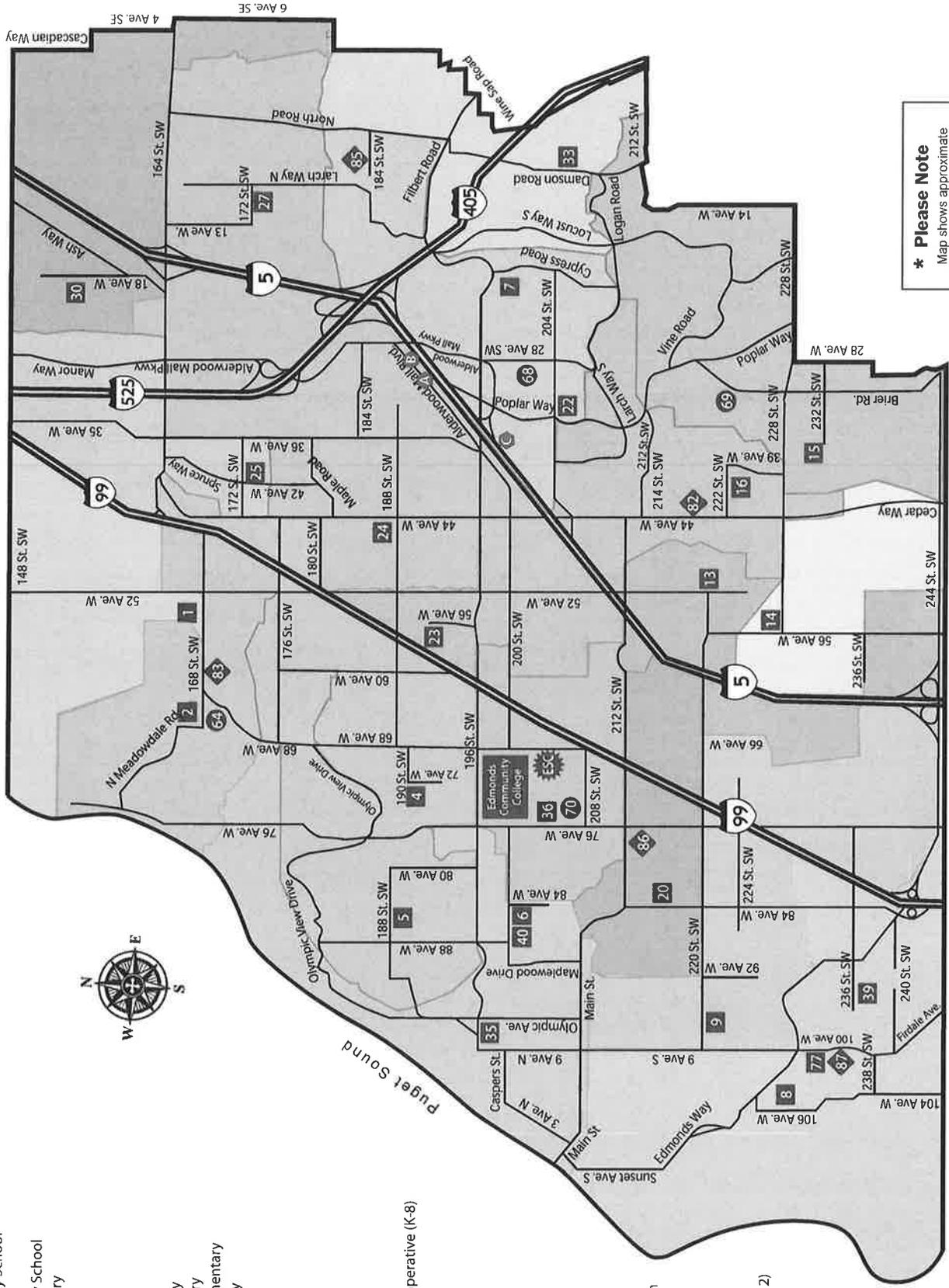
## K-12 Schools

- 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
<b>K-8 Schools</b>				
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
<b>Middle Schools</b>				
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
<b>High Schools</b>				
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
<b>K-12 Schools</b>				
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
<b>District Support Sites</b>				
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 HC FTE	Same Month Last Year HC FTE	HC Diff	FTE Diff	Budgeted FTE	Avg FTE	Avg - Bud	% FR
	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110														
BEVERLY	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	484.50	497	460.00	25	24.50	470.41	479.56	9.15	45.2%					
BRIER	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	396.52	378	344.02	52	52.50	345.38	396.75	51.37	19.1%					
CEDAR VALLEY	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	441.00	442	442.00	-1	-1.00	445.71	427.89	-17.82	84.1%					
CEDAR WAY	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	414.00	424	388.50	25	25.50	395.05	413.06	18.01	47.2%					
CHASE LAKE	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	363.06	368	354.09	9	8.97	347.70	359.94	12.24	56.5%					
COLLEGE PLACE	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	505.00	496	496.00	9	9.00	488.86	501.61	12.75	75.4%					
EDMONDS ELEM	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	326.00	339	318.18	10	7.82	301.02	328.00	26.98	19.2%					
EDMONDS HEIGHTS K-12	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	233.80	251	235.30	-6	-1.50	214.00	227.67	13.67	30.5%					
HAZELWOOD	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	479.12	497	458.50	16	20.62	473.46	480.04	6.58	36.5%				
HILLTOP	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	498.00	545	499.67	8	-1.67	470.18	500.13	29.95	20.3%				
LYNNDALE	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	417.50	429	394.00	24	23.50	393.69	420.17	26.48	54.7%				
LYNNWOOD	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	566.12	579	530.00	30	36.12	551.61	554.33	2.72	52.2%				
MADRONA K-8	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	456.50	497	465.50	-6	-9.00	458.00	457.03	-0.97	11.9%				
MAPLEWOOD CNTR	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	9.00	12	11.56	-2	-2.56	12.00	9.56	-2.44	44.4%				
MAPLEWOOD K-8	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	332.04	370	347.04	-16	-15.00	334.00	331.31	-2.69	8.2%				
MARTHA LAKE	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	492.00	559	523.00	-35	-31.00	498.73	486.39	-12.34	41.4%				
MEADOWDALE	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	468.00	496	462.25	8	5.75	461.04	469.39	8.35	53.0%				
MNTLK TERR	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	410.66	463	426.05	-21	-15.39	439.32	413.10	-26.22	56.8%				
OAK HEIGHTS	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	501.50	558	514.00	-18	-12.50	514.39	502.00	-12.39	40.7%			
SEAVIEW	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	340.00	349	328.50	16	11.50	308.34	342.72	34.38	25.8%				
SHERWOOD	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	411.50	422	388.50	22	23.00	386.96	407.06	20.10	28.2%			
SPRUCE	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	529.83	541	541.00	-11	-11.17	556.57	518.44	-38.13	54.7%				
TERRACE PARK	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	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	
<b>ELEM. HEADCOUNT</b>	1593	1657	1571	1488	1454	1490	1537	10,790	10,658		132				
<b>ELEM. FTE</b>	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		
<b>MS TOTALS</b>	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	9 FTE	10	10 FTE	11	11 FTE	12	12 FTE	HC	FTE	HC Diff	FTE Diff	Budgeted FTE	HC	FTE	HC Diff			
EDMONDS-WOODWAY	434	432.60	406	402.00	381	352.00	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	351	334.00	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	363	338.20	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	293	277.40	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	64	53.53	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	14.36	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	16	46.00	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	3	3.00	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	5	4.56	1	1.00	10	8.58	9	7.62	1	0.96	9.00	6.94	-2.06		
EDCAP - Open Doors			4	3.33	50	47.81	240	204.46	294	255.60	308	230.70	-14	24.90	260.00	249.21	-10.79		
<b>HS TOTALS</b>	1,636	1,628.25	1,581	1,563.20	1,554	1,470.86	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%
<b>GRAND TOTAL</b>	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%

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.

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## MEMORANDUM

<b>Date:</b>	November 12, 2014	<b>TG:</b>	14115.00
<b>To:</b>	Paul Krauss, City of Lynnwood		
<b>From:</b>	Mike Swenson and Stefanie Herzstein – Transpo Group		
<b>CC:</b>	Taine Wilton – Edmonds School District Corrie Rosen, Mahlum		
<b>Subject:</b>	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 Edition<sup>1</sup>. 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 <sup>1</sup>	Peak Parking Demand Observed <sup>2</sup>	Peak Parking Rate (per FTE Student) <sup>3</sup>
Lynndale	414	40 <sup>4</sup>	0.10
Meadowdale	466	49	0.11
Cedar Valley	417	55	0.13
<b>Average</b>	<b>432</b>	<b>48</b>	<b>0.11</b>

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.

<sup>1</sup> 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.



# EDMONDS SCHOOL DISTRICT

20420 68<sup>th</sup> Ave W  
Lynnwood, WA 98036  
(425) 431-7166 (425) 431-7171

CAPITAL  
PROJECTS  
OFFICE

Includes Brier, Edmonds, Lynnwood, Mountlake Terrace and Woodway and portions of unincorporated Snohomish County

## MEMORANDUM

To: City of Lynnwood | Community Development  
Attn: Todd Hall | Planning Manager  
From: Matt Finch | Design & Construction Manager  
Re: Recommended Parking Code Revision for Elementary Schools  
Date: September 15, 2015

The Edmonds School District is requesting the City of Lynnwood revise their parking code to closer reflect the actual parking needs at our elementary schools. We have two significant elementary school projects coming up (Lynnwood Elementary Replacement with a completion date of Sept 2018 and Spruce Elementary Modernization/Expansion with a completion date of Sept 2019). We are starting the programming / design phase of Lynnwood Elementary in a few weeks.

Per table 1 below, the City of Lynnwood's current parking code would require upwards of 150 stalls at each of these elementary schools. Operationally, each school needs approximately 85 parking stalls.

**We respectfully request the City revised their parking code to allow for a site specific parking demand analysis conducted by a traffic engineer** (similar to the City of Mountlake Terrace code).

We retained the services of Gibson Traffic Consultants to analyze our current parking needs (Gibson Traffic memo dated June 24, 2015 attached). The recommended parking demand rate of 0.14 stalls/student equates to 88 stalls at Lynnwood Elementary and 84 stalls at Spruce Elementary (based on a design capacity of 630 and 600 respectively).

Currently, Lynnwood Elementary has 73 total parking stalls and Spruce has 57. We propose increasing each schools parking count by 15 and 27 respectively. The City's current code would require the School District spend approximately \$90,000 to \$175,000 per school in additional parking stalls that would be vacant the vast majority of the school year (See table 2 below for parking stall cost breakdown - \$2,500/stall). Our primary concerns with adding additional unnecessary parking are budget limitations and physical space constraints. Additionally, we'd like to minimize stormwater runoff and pollution generated from the pavement footprint.

At the September 10<sup>th</sup>, 2015 Planning Commission meeting, Commissioner Wojack requested our parking data take into account volunteers (parents / community members) at each school. Lynnwood Elementary averages 10 volunteers per day. Of the 10 volunteers, an average of 4 volunteers arrive in the morning. Spruce Elementary averages 3 volunteers per day. Arrival times vary. The proposed 88 stalls at Lynnwood Elementary and 84 stalls at Spruce Elementary would adequately accommodate the volunteer staff at either school.

The Planning Commission also expressed concern about large event parking. At the September 10<sup>th</sup> Planning Commission meeting, Stewart Myhre (Executive Director, Business & Operations) explained that large events only occur about six or seven times a year. Both schools have a significant amount of off-site parking around

their immediate neighborhood. Additionally, each school will continue to open up the bus loop and pick-up/drop-off queuing lanes for additional parking.

**Table 1: Jurisdiction Comparison**

Jurisdiction	Parking	Lynnwood ES	Spruce ES
Lynnwood	One per four student capacity.	$630/4 = 158$ (20% reduction allowed = 126)	$600/4 = 150$ (20% reduction allowed = 120)
Shoreline	20.50.390 – Table 20.50.390D Elementary Schools – 1.5 per classroom	$32 * 1.5 = 48$	$29 * 1.5 = 44$
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	$32 + (611/50 = 12.22) = 44$ (611 was June 2015 HC)	$29 + (530/50 = 10.6) = 40$ (448 was last year's enrollment)
Edmonds	Six spaces per classroom, or one space per daytime employee, whichever is greater	<b>65</b>	<b>59</b>
Mountlake Terrace	Parking Study	TBD	TBD
Snoh Co.	One space for each 12 seats in the auditorium or assembly room	<b>95</b>	<b>89</b>

**Table 2: Parking Stall Cost Breakdown**

School	Current code requirement	Actual Parking Need	Differential	Parking Costs
Lynnwood ES	<b>158</b> or 126 <sup>1</sup>	<b>88</b>	<b>70</b> or 38 <sup>1</sup>	<b>\$175,000</b> or \$95,000 <sup>1,2</sup>
Spruce ES	<b>150</b> or 120 <sup>1</sup>	<b>84</b>	<b>66</b> or 36 <sup>1</sup>	<b>\$165,000</b> or 90,000 <sup>1,2</sup>

Notes:

1. Range shown to account for the 20% administrative parking reduction. Unknown at this time.
2. **\$2,500 per parking stall** (including access drive, ADA requirements, stormwater requirements and striping). 2015 dollars (does not account for escalation).

**Attachments:**

1. Gibson Traffic Consultants, Inc. memo dated June 24, 2015 (2 pages)

**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
- 85<sup>th</sup> 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 85<sup>th</sup> 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 85<sup>th</sup> Percentile demand rate and 0.14 stalls/student, provides additional flexibility by being 15% higher than the 85<sup>th</sup> 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
- 85<sup>th</sup> Percentile – 0.118 vehicles/student
- Maximum – 0.151 vehicles/student

Attachments (A-1 to A-9)

## Parking Lot Ratios for Elementary Schools - Meeting Minutes Compendium

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### Excerpt – Planning Commission Meeting Minutes, September 10, 2015

#### Work Session 2. Proposed Code Amendment: Parking Lot Ratios for Elementary Schools

Michele Szafran introduced this item which was proposed by the Edmonds School District to amend the current code to reduce the parking ratio requirements for elementary schools. Staff introduced the item at a previous work session on August 13, and the Planning Commission expressed interest in hearing directly from the Edmonds School District on this matter.

Stewart Mhyre, Executive Director for Business and Operations, Edmonds School District introduced Project Manager Matt Finch. Mr. Mhyre explained in February 2014 the school district passed a bond issue. A part of that was to rebuild Lynnwood Elementary and to do a major remodel of Spruce Elementary. Both sites have their unique characteristics and challenges. He stated that they don't need the amount of parking that the code calls for. For example the current code would call for 150 parking spots at Lynnwood Elementary with an administrative reduction capacity of 20% which would take it down to 120. Right now Lynnwood Elementary currently has 73 parking stalls which meets the needs of the staff and volunteers who come on a daily basis. He stated that the increased number of spots would result in a lot of empty parking spots for most of the day. He noted that around both Lynnwood and Spruce schools there is a significant amount of on street parking within the neighborhoods which can be used for special events. He noted that the school district, like the City, is spending taxpayer funds. Every dollar that goes into an infrastructure item is a dollar they can't spend on a building to really support education. Mr. Mhyre stated that the district has had a parking analysis done so they know what their needs are. Based on the traffic engineer's study and recommendation, they are requesting that the code be brought down to .14 stalls per student which at a 600 student capacity would generate about 85 stalls. This is about the same amount as Snohomish County, and would be more than Shoreline, Bothell, and Edmonds.

Commissioner Braithwaite referred to the traffic study which was presented at the last meeting and stated that 67% of the elementary schools' parking time calculated was within the first hour when the volunteers weren't there. He noted that the volunteers don't arrive until after the first period. He asserted that this resulted in the numbers being skewed. He disagreed that there is a lot of parking near Spruce, especially on the main street. Mr. Finch replied that at Spruce they have only about three volunteers on average.

Chair Wright referred to the temporary site of Lynndale Elementary and noted that the parking situation was very difficult there. He asked about the standards to which that school was built. Mr. Finch replied it was built many, many years ago. He wasn't sure what requirements there were by the City of Edmonds. Since it is a temporary site the school will only be there until December of 2016. Chair Wright asked if the school district tracks phone calls they receive about parking issues. Mr. Finch commented that the first few days there are a lot of parents that want to drive their kids and then they later put them on a school bus. He thinks over time the issues will decrease. He said he hasn't received any calls from neighbors or the principal.

Chair Wright was amazed they didn't receive any calls. He noted this is more than just a nuisance, but there is a possibility of safety issues there as well because there are no sidewalks and cars are forced into the cul-de-sac and where buses are driving. He agreed that education dollars are best spent on classrooms, teachers, books, and materials, but commented that infrastructure supports that. He spoke against reducing the standard from one that is already inadequate. Mr. Mhyre replied that the parking code requirement is currently 150 or administratively reduced to 120. The 73 parking spots right now at Lynnwood are adequate for the need, but under the district's proposal it would go up to 85. This would be increased even more significantly at Spruce, from 57 to 85.

Commissioner Ambalada commented [microphone off]

Commissioner Braithwaite thanked the school district for coming tonight. He commented that he has observed the parking situation at a couple schools as he has driven around Lynnwood and finds that generally they are pretty full. For example at Beverly Elementary this morning the parking lot was all full and people were parked on the curbs around the parking lot. His observation is that the parking lots seem to be fully utilized. He asked if they have considered any alternative matrix for addressing the situation. Mr. Finch noted that Lynnwood and Spruce underwent parking lot configuration a few years ago. Fire lane access is critical. Pick up and drop off areas are also important.

Commissioner Larsen asked what the district would do with the area where the 40 stalls would be if they didn't have to provide parking there. Mr. Mhyre replied that at Spruce space is more of an issue than it is at Lynnwood. He explained that the district has a set budget for each of the facilities that they must stay

within. What doesn't go into the parking lot will go into the building. Commissioner Larsen asked if there is a way they can use the extra parking spots for something else when it is not needed. He recalled using extra parking lot space as a basketball court when he was in school. Mr. Finch replied that they currently use playground space as overflow parking. The concern would be what they have to formally provide per the code. Commissioner Larsen expressed concern about public safety when people have to park off site. Commissioner Braithwaite concurred. Mr. Finch stated that the principals stress communications with parents and staff on how to be safe and where to appropriately park. Mr. Mhyre concurred.

Commissioner Wojack referred to a question raised by Chair Wright at the last meeting and asked if the school district has taken into consideration the fact that they changed busing from half a mile to a mile which theoretically more than doubles the amount of students that have to commute by vehicles as opposed to walking. Mr. Finch commented that was actually changed a few years ago.

Commissioner Ambalada asked what the district is asking. Mr. Mhyre summarized they want to amend the parking code for elementary schools to a number that is lower than it currently is and something that is more in line with what the schools' needs are. The district feels that 85 spots for a school with a population of about 600 is about right. Commissioner Ambalada asked if the principals of the two schools agree. Mr. Finch replied they would be very happy with this proposal although they would always appreciate more parking spaces.

Commissioner Braithwaite asked for staff input. Ms. Szafran thought Director Krauss had been supportive of the Mill Creek code which would require six spots per classroom and one space per employee. Mr. Finch commented that would be 257 parking spots for Lynnwood Elementary and 233 for Spruce. He added that the code was just adopted last year and they haven't built a school under that code yet. Commissioner Braithwaite spoke in support of changing the current number, but said he would like some numbers and spreadsheets to justify the number they would like to change it to.

Commissioner Hurst asked for an estimate on the per stall cost of a parking lot. Mr. Finch stated they did not have that, but could provide it. Commissioner Hurst thanked Mr. Mhyre and Mr. Finch for being at the meeting.

Commissioner Wojack said he likes the idea of a decent ratio, but requested that the average number of volunteers be incorporated into the estimates.

Commissioner Ambalada asked if the Edmonds School District gets a portion of the traffic citation fines received from the street in front of Lynnwood Elementary. Mr. Mhyre replied they do not. Commissioner Ambalada suggested that they ought to.

Commissioner Wojack asked if the City would have to send public hearing notices to people around all of the elementary schools. Planning Manager Hall indicated he would have to check on that. Chair Wright recommended doing at least Lynnwood Elementary and Spruce Elementary. Mr. Finch commented that as part of the SEPA process the district will go through parking studies and a parking analysis regardless. He suggested that perhaps this could be a means to amend the code to allow for specifications per site. Planning Manager Hall stated the City would be supportive of the school district being the lead agency on it since it is a proposal that is in their interest. Mr. Finch agreed. He added that the district could provide an option that would have a traffic analysis done in order to have reduced parking. Commissioner Larsen summarized that they were discussing having a standard for the proposal being accepted by the planning director.

*Motion made by Chair Wright, seconded by Commissioner Ambalada, to schedule a hearing date at an upcoming meeting with the information that will be provided by the school district. Motion passed unanimously (6-0).*

**Excerpt – Planning Commission Meeting Minutes, August 13, 2015**

**Work Session 1. Proposed Code Amendment: Parking Lot Ratios for Elementary Schools**

Associate Planner Michele Szafran stated that the proposed code amendment would reduce the parking ratio requirements for elementary schools. Edmonds School District has provided a traffic study and collected parking data from several schools in the district which is included in the packet. Currently the City of Lynnwood requires one parking space per four students. Staff has researched how nearby jurisdictions address elementary school parking ratios and has summarized the findings in the attached comparison chart. Staff feels it is reasonable to consider a code amendment to reduce the parking requirements.

Chair Wright asked if there was anything in staff's report or the study that said the school district has taken into consideration the fact that they changed busing from ½ mile to a mile. This theoretically more than doubles the amount of students that have to commute by vehicle as opposed to walking. Ms. Szafran was not sure. Chair Wright commented that for Lynndale Elementary most of the parents park at Lynndale Park. He noted that this information also does not appear to address parents who are volunteering at school during the day. He asked what is actually driving the desire to reduce the amount of parking.

Planning Manager Hall replied there are jurisdictions nearby that have a lesser requirement for the parking for their schools than the City of Lynnwood does. The school district wants to have a similarity between the three jurisdictions that they serve. Planning Manager Hall referred to the Lynndale Elementary redevelopment project and noted that the school was approved for a shared parking agreement with Lynndale Park. The school district is hopeful that this will occur at other sites they are planning on redeveloping in the future.

Commissioner Larsen wondered what the ITE manual says. He acknowledged that Lynnwood's requirements are high, but spoke in support of erring on the side of more parking rather than less especially since there are many overflow event situations.

Commissioner Braithwaite asked what the rationale was for the current ratio of one spot per four students and when it changed. Planning Manager Hall replied that to his knowledge there hasn't been any change to the school parking ratios in quite some time. As far as how the standards are developed it's generally based on the community's best judgment. Commissioner Braithwaite noted that he drives his kids back and forth during the day and has noted that the parking lots at Beverly and Lynnwood Elementary are all full on a regular day. If there is a special event cars overflow to the neighborhoods and surrounding areas. Maybe

1 to 4 is a little aggressive, but the current ratios of 1 to 9 or 10 are not adequate either. He wondered if different metrics ought to be used to determine the ratio. He also noted that adequacy of drop off/pick up areas also impact the traffic and parking areas.

Commissioner Jones asked what the school district serves to gain by passing this. Staff was not sure, but suggested it could have to do with cost or better utilization of existing properties for school space versus parking. Planning Manager Hall suggested they invite the school district to come address this. Commissioner Jones replied that would be helpful.

Chair Wright emphasized the idea that our schools also serve as special event centers. To have less parking at the schools has a definite impact on the neighborhoods.

Commissioner Hurst commented on the safety impact of too few parking spots in areas that are also lacking adequate sidewalks. Planning Manager Hall explained that the City works with the school district to get sidewalks in place where they are lacking.

Commissioner Wojack also requested more information from the school district. He noted that the study looks at the first hour of school, but volunteers aren't usually even allowed at school at that time. He also agreed that schools are important for hosting community events.

There was consensus to invite the school district in to explain why this is important to them.

**Topic: Outdoor Lighting  
Standards – Chapter 21.17  
(New Chapter)**

Agenda Item: E.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 introduce draft legislation that creates a new chapter to regulate exterior lighting within the City of Lynnwood. This new chapter would be Chapter 21.17 – Outdoor Lighting Standards.

**Action**

None required.

**Background**

A proposed outdoor lighting code is proposed to regulate outdoor lighting within the City of Lynnwood. The following is the purpose of the code:

1. To regulate exterior lighting in order to avoid unsafe and unpleasant conditions as the result of poorly designed or installed exterior lighting.
2. To minimize the impact of exterior lighting on views of the night sky by minimizing glare, obtrusive light and artificial sky glow and limiting outdoor lighting that is misdirected, excessive or unnecessary.
3. To implement the energy conservation policies of the Comprehensive Plan.
4. To regulate the type of light fixtures, lamps and standards.
5. To protect low- and medium-density residential zones from the ill effects associated with nonresidential and multi-family exterior lighting.
6. To ensure exterior lighting is in compliance with the State of Washington Energy Code.

**Previous Planning Commission / City Council Action**

Previous presentations held at the March 27, 2014 (Todd Hall, PP presentation) and the April 23, 2014 (George Hurst, lighting fixtures) meetings.

**Adm. Recommendation**

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

**Attachments**

1. Draft Ordinance
2. Planning Commission Meeting Excerpt, March 27, 2014

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**EXISTING REGULATIONS  
(to be repealed and replaced)**

**17.05.110 Light and glare.**

It is the policy of the city that any activity shall not produce light or glare so as to create a nuisance beyond the parcel within which the use is located. In particular:

A. Building materials with high light reflective qualities should not be used in construction of buildings where reflected sunlight or artificial light would throw intense glare on adjacent areas or streets.

B. Sources of artificial illumination, including signs, shall be hooded or shaded in those instances where direct light from high-intensity lamps would result in glare upon surrounding areas or cast excessive light upon any residential use or street. Where necessary, the height or location of light sources shall be modified in order to reduce the impact of light or glare, or to enhance the capability of shielding or screening light sources, and the intensity and/or orientation of light sources shall be modified where necessary to reduce light and glare to tolerable levels.

C. Landscaping shall be the preferred means of screening emission of light and glare to nearby properties, but should be supplemented where necessary by solid or other sight and glare barriers. (Ord. 1416 § 2, 1984)

**21.18.600 Parking lot illumination.**

Lighting for Off-street parking areas shall be arranged so as to not constitute a nuisance or hazard to passing traffic. Where lots share a common boundary with any "R" classified property, and where any RM zone lot shares a boundary with an RS zone, the illumination shall be directed away from the more restrictively classified property. (Ord. 2730 § 1, 2008; Ord. 2020 § 9, 1994; Ord. 478 § 1, 1969; Ord. 190 Art. XI § 11.4, 1964)

**DRAFT – PROPOSED REGULATIONS**  
**21.17 Outdoor Lighting Standards**

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- 21.17.010 Purpose.**
- 21.17.020 Definitions.**
- 21.17.030 Exemptions.**
- 21.17.040 Applicability.**
- 21.17.050 General Requirements.**
- 21.17.060 Lighting Standards for Uses within 50 feet of Residential Zones.**
- 21.17.070 Existing Lighting.**
- 21.17.080 Lighting Zones.**
- 21.17.090 Non-Residential Lighting.**
- 21.17.100 Lighting by Special Permit Only.**
- 21.17.110 Tables.**

**21.17.010 Purpose.**

- A. This code is established for the following purposes:
  - 1. To regulate exterior lighting in order to avoid unsafe and unpleasant conditions as the result of poorly designed or installed exterior lighting.
  - 2. To minimize the impact of exterior lighting on views of the night sky by minimizing glare, obtrusive light and artificial sky glow and limiting outdoor lighting that is misdirected, excessive or unnecessary.
  - 3. To implement the energy conservation policies of the Comprehensive Plan.
  - 4. To regulate the type of light fixtures, lamps and standards.
  - 5. To protect low- and medium-density residential zones from the ill effects associated with nonresidential and multi-family exterior lighting.
  - 6. To ensure exterior lighting is in compliance with the State of Washington Energy Code.

**21.17.020 Definitions.**

The following definitions shall only apply to this chapter:

- A. “Accent lighting” means any luminaire that emphasizes a particular object or draws attention to a particular area for aesthetic purposes.
- B. “Backlight” means for an exterior luminaire, lumens emitted in the quarter sphere below horizontal and in the opposite direction of the intended orientation of the luminaire. For luminaires with symmetric distribution, backlight will be the same as the front light.
- C. “BUG” means a luminaire classification system that classifies backlight (B), upright (U) and glare (G).

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- D. “Canopy” means a covered, unconditioned structure with a least one side open for pedestrian and/or vehicular access. (An unconditioned structure is one that may be open to the elements and has no heat or air conditioning).
  - E. “Curfew” means a time defined by the City when outdoor lighting is reduced or extinguished.
  - F. “Cut-off angle” (of a luminaire) means the angle, measured from the lowest point between a vertical line from the center of the lamp extended to the ground and the first line of sight at which the bare source is not visible.
  - G. “Fixture” (also called a “luminaire”) means a complete lighting unit including the lamps, together with the parts required to distribute the light, to position and protect the lamps, and to connect the lamps to the power supply.
  - H. “Footcandle” means a measure of illuminance or a measure of how bright a light appears to the human eye. One foot-candle is equal to one lumen/sq. ft. As an example, a typical 60-watt incandescent lamp (840 lumens) produces an illuminance of 0.1 foot-candles at a distance of about 25 feet.
  - I. “Glare” means lighting entering the eye directly from luminaires or indirectly from reflective surfaces that causes visual discomfort or reduced visibility.”
  - J. “Hardscape” means permanent hardscape improvements to the site including parking lots, drives, entrances, curbs, ramps, stairs, steps, medians, walkways and non-vegetated landscaping that is 10 feet or less in width. Materials may include concrete, asphalt, stone, gravel, etc.
  - K. “Hardscape area” means the area measured in square feet of all hardscape. It is used to calculate the Total Site Lumen Limit in both the Prescriptive Method and Performance Methods. Refer to Hardscape definition.
  - L. “Hardscape perimeter” means the perimeter measure in linear feet is used to calculate the Total Site Lumen Limit in the Performance Method. Refer to Hardscape definition.
  - M. “IESNA” means Illuminating Engineering Society of North America
  - N. “Lamp” means the light-producing mechanism of a luminaire.
  - O. “Light pollution” means any adverse effect of artificial light.
  - P. “Light trespass” means light falling where it is not wanted or needed; spill light; obtrusive light.
  - Q. “Lighting zone” means an overlay zoning system establishing legal limits for lighting for particular parcels, areas or districts in a community.

- 101 R. "Lumen" means a unit of luminous flux; the flux emitted within a unit solid angle by a  
102 point source with a uniform luminous intensity of one candela. One footcandle is  
103 one lumen per square foot. One lux is one lumen per square meter.  
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105 S. "Luminaire" means the complete lighting unit, including the lamp, the fixture and  
106 other parts.  
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108 T. "Lux" means the SI unit of illuminance. One lux is one lumen per square meter. 1  
109 Lux is a unit of incident illuminance approximately equal to 1/10 footcandle.  
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111 U. "Mounting height" means the height of the photometric center of a luminaire above  
112 grade level.  
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114 V. "Outdoor lighting fixture" means a luminaire outside of an enclosed building or  
115 structure or any luminaire directed such that it primarily illuminates outdoor areas.  
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117 W. "Shielding" means an opaque or solid material that blocks the transmission of light.  
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119 X. "Sky glow" means the brightening of the nighttime sky that results from scattering  
120 and reflection of artificial light by moisture and dust particles in the atmosphere.  
121 Skyglow is caused by light directed or reflected upwards or sideways and reduces  
122 one's ability to view the night sky.  
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124 Y. "Spotlight" means a fixture designed to light only a small, well-defined area.  
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126 Z. "Time Switch" means an automatic lighting control device that switches lights  
127 according to time of day.  
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129 AA. "Uplight means for an exterior luminaire, flux radiated in the hemisphere at or above  
130 the horizontal plane.  
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132 BB. "Vertical illuminance" means illuminance measured or calculated in a plane  
133 perpendicular to the site boundary or property line.  
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### 21.17.030 Exemptions.

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138 A. The following are exempt from the provisions of this chapter:  
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140 1. Traffic control signals and devices.  
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142 2. Street lights on public streets which are covered by other design standards adopted  
143 by the City.  
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145 3. Temporary emergency lighting (i.e., fire, police, repair workers) or warning lights.  
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147 4. Moving vehicle lights.  
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149 5. Navigation lights (i.e., radio/television towers, docks, piers, buoys) or any other lights  
150 where state or federal statute requires lighting that cannot comply with this chapter.  
151

- 152 6. Seasonal decorations.
- 153
- 154 7. Outdoor lighting approved by the Director for temporary or periodic events (e.g.,
- 155 fairs, nighttime construction).
- 156
- 157 8. Internally and externally illuminated signs regulated by Chapter 21.16 LMC.
- 158
- 159 9. Exterior egress lighting as required by National Fire Protection Association (NFPA).
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162 **21.17.040 Applicability.**

163 A. The provisions of this chapter shall apply to:

- 164 1. Exterior lighting undertaken in conjunction with development requiring Project Design
- 165 Review.
- 166 2. Redevelopment or expansion when the redevelopment increases the gross floor
- 167 area or valuation by the criteria established in Chapter 21.12.200.C LMC.
- 168

169 B. The provisions of this chapter shall not apply to:

- 170 1. Exterior lighting for individual dwellings, such as porch lights and accent lighting, with
- 171 the exception of common areas which are regulated. Examples of common areas
- 172 include, but are not limited to pathways, clubhouses, shared driveways, parking lots
- 173 and play areas.
- 174 2. Lights within the public right-of-way not conflicting with City streetlight standards and
- 175 design criteria.
- 176 3. Lighting necessary for emergency equipment and work conducted in the interests of
- 177 law enforcement or for the safety, health, or welfare of the community.
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- 179 4. Temporary lighting for theatrical purposes, including performance, stage, film
- 180 production and video production.
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189 **21.17.050 General Requirements.**

190 A. The following general requirements shall apply to all proposed exterior lighting:

- 191 1. Site lighting trespass onto adjacent residential properties shall be minimized.
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- 193 2. Site lighting shall minimize light spillage into the night sky.
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- 195 3. Exterior lighting shall be controlled by either a combination of a photo sensor and a
- 196 time switch or an astronomical time switch. All time switches shall be capable of
- 197 retaining programming and the time setting during loss of power for a period of at
- 198 least 10 hours.
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- 202 4. Fixtures and lighting systems used for safety and security shall be maintained in  
203 good working order and in a manner that serves the original design intent of the  
204 system.  
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- 206 5. The applicant shall submit to the City a site lighting plan to enable a determination  
207 that the applicable provisions will be satisfied.  
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209 The exterior lighting plan shall include the following:

- 210
- 211 a. Manufacturer specification sheets, cut-sheets or other manufacturer provided  
212 information for all proposed lighting fixtures.  
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  - 214 b. The proposed location, mounting height, and aiming point of all exterior  
215 lighting fixtures.  
216
  - 217 c. If building elevations are proposed for illumination, drawings shall be provided  
218 for all building elevations showing fixtures, portions of the elevations to be  
219 illuminated, illumination levels of the elevations, and the aiming point for any  
220 remote light fixture.  
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  - 222 d. If needed to review proposed exterior lighting installations, the City may  
223 request additional information following the initial lighting plan submittal, such  
224 as:  
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    - 226 i. A brief written narrative, with accompanying plan or sketch, which  
227 demonstrates the objectives of the lighting.  
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    - 229 ii. Photometric data, BUG ratings as defined by the Illuminating  
230 Engineering Society of North America (IESNA), Color Rendering  
231 Index (CRI) of all lamps, or LED's, and other descriptive information  
232 on the fixtures, or designation as IESNA "cutoff fixtures."  
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    - 234 ii. Computer generated photometric grid showing footcandle readings  
235 every 10 feet within the property or site, and 10 feet beyond the  
236 property lines. Iso-footcandle contour line style plans are also  
237 acceptable.  
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    - 239 iv. Landscaping information that indicates mature vegetation in order to  
240 evaluate the long-term and seasonal effectiveness of lighting or  
241 screening of lighting.  
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245 **21.17.060 Lighting Standard Requirements within 50 feet of Residential Zones.**  
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- 247 A. Exterior lighting installations and fixtures within 50 feet residential zones shall comply  
248 with the following requirements:  
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- 250 1. Lighting fixtures shall be no higher than 15 feet above grade.  
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  - 252 2. Lighting fixtures shall be designed and shielded in a manner that does not directly

illuminate on adjacent residential zones. Fixtures should be of a type or adequately shielded so as to prevent glare from normal viewing angles

3. Where feasible, additional landscaping may be required by the City to provide light screening between commercial zones and residential zones to help prevent light trespass. Where landscaping is used for light screening, the City shall take into consideration the applicable landscaping standards and Citywide Design Guidelines.

B. The height restrictions of this section shall not apply to lighting used to illuminate outdoor performance areas, sport and recreation facilities, and playfields, except where such lighting fixtures are located within 50 feet of the property line of a low- and medium-density residential use or vacant residential lot. Lighting of outdoor performance areas, sport and recreation facilities, and playfields shall also meet the standards in 21.17.070.

### 21.17.070 Existing Lighting

Lighting installed prior to the effective date of this ordinance shall comply with the following:

A. Amortization. On or before (amortization date), all outdoor lighting shall comply with this Code.

B. New Uses or Structures, or Change of Use. Whenever there is a new use of a property (zoning or variance change) or the use on the property is changed, all outdoor lighting on the property shall be brought into compliance with this Ordinance before the new or changed use commences.

C. Additions or Alterations.

1. Major Additions. If a major addition occurs on a property, lighting for the entire property shall comply with the requirements of this Code. For purposes of this section, the following are considered to be major additions:

a. Additions of 25 percent or more in terms of additional dwelling units, gross floor area, seating capacity, or parking spaces, either with a single addition or with cumulative additions after the effective date of this Ordinance.

b. Single or cumulative additions, modification or replacement of 25 percent or more of installed outdoor lighting luminaires existing as of the effective date of this Ordinance.

2. Minor Modifications, Additions, or New Lighting Fixtures for Non-residential and Multiple Dwellings. For non-residential and multiple dwellings, all additions, modifications, or replacement of more than 25 percent of outdoor lighting fixtures existing as of the effective date of this Ordinance shall require the submission of a complete inventory and site plan detailing all existing and any proposed new outdoor lighting. Any new lighting shall meet the requirements of this Ordinance.

3. Resumption of Use after Abandonment. If a property with non-conforming lighting is abandoned for a period of six months or more, then all outdoor lighting shall be brought into compliance with this Ordinance before any further use of the property occurs.

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**21.17.080 Lighting Zones**

A. The Lighting Zone shall determine the limitations for lighting as specified in this Ordinance. The Lighting Zones shall be as follows:

**Table 21.17.01**

<b>LIGHTING ZONE</b>	<b>Recommended Uses or Areas</b>	<b>Zoning Considerations</b>
LZ-1	Lighting Zone 1 pertains to areas that desire low ambient lighting levels. These typically include single and two-family residential communities, rural town centers, business parks, and other commercial or industrial/storage areas typically with limited nighttime activity. May also include the developed areas in parks and other natural settings.	<b>Recommended default zone for low density residential areas.</b> Includes residential single or two family; business parks; open space including preserves in developed areas.
LZ-2	Lighting Zone 2 pertains to areas with moderate ambient lighting levels. These typically include multifamily residential uses, institutional residential uses, schools, churches, hospitals, hotels/motels, commercial and/or business areas with evening activities embedded in predominately residential areas, neighborhood serving recreational and playing fields and/or mixed use development with a predominance of residential uses. Can be used to accommodate a district of outdoor sales or industry in an area otherwise zoned LZ-1.	Recommended default zone for light commercial business districts and high density or mixed use residential districts. Includes neighborhood business districts, churches, schools and neighborhood recreation facilities, and light industrial zoning with modest nighttime uses or lighting requirements.
LZ-3	Lighting Zone 3 pertains to areas with moderately high lighting levels. These typically include commercial corridors, high intensity suburban commercial areas, town centers, mixed use areas, industrial uses and shipping and rails yards with high night time activity, high use recreational and playing fields, regional shopping malls, car dealerships, gas stations, and other nighttime active exterior retail areas.	Recommended default zone large cities' business district. Includes business zone districts; commercial mixed use; and heavy industrial and/or manufacturing zone districts.
LZ-4	Lighting zone 4 pertains to areas of very high ambient lighting levels. LZ-4 should only be used for special cases and is not appropriate for most cities. LZ-4 may be used for extremely unusual installations such as high density entertainment districts, and heavy industrial uses.	Not a default zone. Includes high intensity business or industrial zone districts.

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B. Lighting Zones Defined

1. LZ-1: Low ambient lighting: Areas where the natural environment will be seriously and adversely affected by lighting. Impacts include disturbing the biological cycles of flora and fauna and/or detracting from human enjoyment and appreciation of the natural environment. Human activity is subordinate in importance to nature. The vision of human residents and users is adapted to the darkness, and they expect to see little or no lighting. When not needed, lighting should be extinguished.
2. LZ-2: Moderate ambient lighting: Areas of human activity where the vision of human residents and users is adapted to moderate light levels. Lighting may typically be used for safety and convenience but it is not necessarily uniform or continuous. After curfew, lighting may be extinguished or reduced as activity levels decline.
3. LZ-3: Moderately high ambient lighting: Areas of human activity where the vision of human residents and users is adapted to moderately high light levels. Lighting is generally desired for safety, security and/or convenience and it is often uniform and/or continuous. After curfew, lighting may be extinguished or reduced in most areas as activity levels decline.
4. LZ-4: High ambient lighting: Areas of human activity where the vision of human residents and users is adapted to high light levels. Lighting is generally considered necessary for safety, security and/or convenience and it is mostly uniform and/or continuous. After curfew, lighting may be extinguished or reduced in some areas as activity levels decline.

C. The following chart determines which Lighting zone generally applies to each zoning district on the Official Zoning Map. However, specific uses shall supersede the zoning district when determining which lighting zone should be applied.

**Table 21.17.02**

LIGHTING ZONE	ZONING DISTRICT	USES
LZ-1	RS-8, RS-7, RS-4, RML, RMM, P1	Single-family, low/medium density multi-family, mobile home parks, city low-use neighborhood parks
LZ-2	RMH, MHP, B1, B2, B3, P1	High-density multi-family, mobile home parks, neighborhood-oriented business, churches, schools, larger city parks
LZ-3	CG, PRC, PCD, CC-C, CC-W, CC-N, MU, CDM, HMU, BTP, LI, P1, ACC	High-intensity commercial areas along arterials, Alderwood Mall, Transition Area, EDCC, Meadowdale Playfields, medium-intensity light industrial
LZ-4	CG, LI	Car dealerships, high-intensity light industrial areas

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**21.17.090 Non-Residential Lighting**

A. Prescriptive Method. An outdoor lighting installation complied with this section if it meets the requirements of subsections 1 and 2 below:

1. Total Site Lumen Limit. The total installed initial luminaire lumens of all outdoor lighting shall not exceed the total site lumen limit. The total site lumen limit shall be determined using either the Parking Space Method (Table 21.17.03) or the Hardscape Area Method (Table 21.17.04). Only one method shall be used per permit application, and for site with existing lighting, existing lighting shall be included in the calculation of total installed lumens.
2. Limits to Off Site Impacts. All luminaires shall be rate and installed according to Tables 21.17.05-.07
3. Light Shielding for Parking Lot Illumination. All parking lot lighting shall have no light emitted above 90 degrees.
  - a. Exception. Ornamental parking lighting shall be permitted by special permit only, and shall meet the requirements of Table 21.17.05 for Backlight, Table 21.17.06 for Uplight, and Table 21.17.07 for Glare, without the need for external field-added modifications.

B. Performance Method.

1. Total Site Lumen Limit. The total installed initial luminaire lumens of all lighting systems on the site shall not exceed the allowed total initial site lumens. The allowed total initial site lumens shall be determined using Tables 21.17.08 and 21.17.09. For sites with existing lighting, existing lighting shall be included in the calculation of total installed lumens.

The total installed initial luminaire lumens of all is calculated as the sum of the initial luminaire lumens for all luminaires.

2. Limits to Off Site Impacts. All luminaires shall be rated and installed using either Option A or Option B. Only one option may be used per permit application.

Option A: All luminaires shall be rated and installed according to Tables 21.07.05-.07.

Option B: The entire outdoor lighting design shall be analyzed using industry standard lighting software including inter-reflections in the following manner:

- a. Input data shall describe the lighting system including luminaire locations, mounting heights, aiming directions, and employing photometric data tested in accordance with IES guidelines. Buildings or other physical objects on the site within three object heights of the property line must be included in the calculations.

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- b. Analysis shall utilize an enclosure comprised of calculation planes with zero reflectance values around the perimeter of the site. The top of the enclosure shall be no less than 33 feet above the tallest luminaire. Calculations shall include total lumens upon the inside surfaces of the box top and vertical sides and maximum vertical illuminance (footcandles and/or lux) on the sides of the enclosure.
  - c. The design complies if:
    - i. The total lumens on the inside surfaces of the virtual enclosure are less than 15% of the total site lumen limit; and
    - ii. The maximum vertical illuminance on any vertical surface is less than the allowed maximum illuminance per Table 21.07.10.

411 **21.17.100 Lighting By Special Permit Only**

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- A. High Intensity and Special Purpose Lighting. The following lighting systems are prohibited from being installed or used except by special use permit:
    - 1. Temporary lighting in which any single luminaire exceeds 20,000 initial luminaire lumens or the total lighting load exceeds 160,000 lumens.
    - 2. Areal lasers.
    - 3. Seachlights (unless permitted by LMC 21.16.310.H).
    - 4. Other very intense lighting defined as having a light source exceeding 200,00 initial luminaire lumens or an intensity in any direction of more than 2,000,000 candelas.
  - B. Upon special permit issued by the City, lighting not complying with the technical requirements of this ordinance but consistent with its intent may be installed for complex sites or uses or special uses including, but not limited to, the following applications:
    - 1. Sports facilities, including but not limited to unconditioned sports facilities (fields, stadiums, courts, etc.)
    - 2. Construction lighting.
    - 3. Lighting for industrial sites having special requirements, such as petrochemical manufacturing or storage, shipping piers, etc.
    - 4. Parking structures.
    - 5. Urban parks.
    - 6. Ornamental and architectural lighting of bridges, public monuments, statuary and public buildings.
    - 7. Correctional facilities.

439 To obtain such a permit, applicants shall demonstrate that the proposed lighting installation:

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- a. Has sustained every reasonable effort to mitigate the effects of light on the environment and surrounding properties, supported by a signed statement describing the mitigation measures. Such statement shall be accompanied by the calculations required for the Performance Method.
  - b. Employs lighting controls to reduce lighting at a Project Specific Curfew (“Curfew”) time to be established in the Permit.
  - c. Complies with the Performance Method after Curfew.

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The City shall review each such application. A permit may be granted if, upon review, the City believes that the proposed lighting will not create unwarranted glare, sky glow, or light trespass.

**21.17.110 Tables**

**Table 21.17.03 – Allowed Total Initial Luminaire Lumens per Site for Non-residential Outdoor Lighting, Per Parking Space Method**

May only be applied to properties up to 10 parking spaces (including handicapped accessible spaces)

**Table 21.17.03**

LZ-1	LZ-2	LZ-3	LZ-4
490 lms/space	630 lms/space	840 lms/space	1,050 lms/space

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**Table 21.17.04 – Allowed Total Initial Lumens per Site for Non-residential Outdoor Lighting, Hardscape Area Method**

May be used for any project. When lighting intersections of site drives and public streets or road, a total of 600 square feet for each intersection may be added to the actual site hardscape area to provide for intersection lighting.

LZ-1	LZ-2	LZ-3	LZ-4
<b>Base Allowance</b>			
1.25 lumens per SF of hardscape	2.5 lumens per SF of hardscape	5.0 lumens per SF of hardscape	7.5 lumens per SF of hardscape

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<b>Lumen Allowances in Addition to Base Allowance</b>	<b>LZ-1</b>	<b>LZ-2</b>	<b>LZ-3</b>	<b>LZ-4</b>
Additional allowances for sales and service facilities. No more than two additional allowances per site. Use it or Lose It.				
<b>Outdoor Sales Lots.</b> This allowance is lumens per square foot of uncovered sales lots used exclusively for the display of vehicles or other merchandise for sale, and may not include driveways, parking or other nonsales areas. To use this allowance, luminaires must be within 2 mounting heights of sales lot area.	4 lumens per square foot	8 lumens per square foot	16 lumens per square foot	16 lumens per square foot
<b>Outdoor Sales Frontage.</b> This allowance is for lineal feet of sales frontage immediately adjacent to the principal viewing location(s) and unobstructed for its viewing length. A corner sales lot may include two adjacent sides provided that a different principal viewing location exists for each side. In order to use this allowance, luminaires must be located between	0	1,000 per LF	1,500 per LF	2,000 per LF

the principal viewing location and the frontage outdoor sales area.				
<b>Drive Up Windows.</b> In order to use this allowance, luminaires must be within 20 feet horizontal distance of the center of the window.	2,000 lumens per drive-up window	4,000 lumens per drive-up window	8,000 lumens per drive-up window	8,000 lumens per drive-up window
<b>Vehicle Service Station.</b> This allowance is lumens per installed fuel pump.	4,000 lumens per pump (based on 5 fc horiz)	8,000 lumens per pump (based on 10 fc horiz)	16,000 lumens per pump (based on 20 fc horiz)	24,000 lumens per pump (based on 20 fc horiz)

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**Table 21.17.05 – Maximum Allowable Backlight, Uplight and Glare (BUG) Ratings**

May be used for any project. A luminaire may be used if it is rated for the lighting zone of the site or lower in number for all ratings B, U and G. Luminaires equipped with adjustable mounting devices permitting alteration of luminaire aiming in the field shall not be permitted.

	LZ-1	LZ-2	LZ-3	LZ-4
<b>Allowed Backlight Rating*</b>				
Greater than 2 mounting heights from property line	B3	B4	B5	B5
1 to less than 2 mounting heights from property line and ideally oriented**	B2	B3	B4	B4
0.5 to 1 mounting heights from property line and ideally oriented**	B1	B2	B3	B3
Less than 0.5 mounting height to property line and property oriented**	B0	B0	B1	B2

478 \* For property lines that abut public walkways, bikeways, bikeways, plazas, and parking lots,  
 479 the property line may be considered to be 5 feet beyond the actual property line for  
 480 purposes of determining compliance with this section. For property lines that abut public  
 481 roadways and public transit corridors, the property line may be considered to be the  
 482 centerline of the public roadway or public transit corridor for the purpose of determining  
 483 compliance with this section. NOTE: This adjustment is relative to Table 21.17.05 and  
 484 Table 21.17.07 only and shall not be used to increase the lighting area of the site.  
 485 \*\*To be considered 'ideally oriented', the luminaire must be mounted with the backlight  
 486 portion of the light output oriented perpendicular and toward the property line of concern.  
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489 **Table 21.17.06 – Maximum Allowable Uplight (BUG) Ratings – Continued**

	LZ-1	LZ-2	LZ-3	LZ-4
<b>Allowed Uplight Rating</b>	<b>U1</b>	<b>U2</b>	<b>U3</b>	<b>U4</b>
Allowed % light emissions	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

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 492  
 493 **Table 21.17.07 – Maximum Allowable Glare (BUG) Ratings – Continued**

	LZ-1	LZ-2	LZ-3	LZ-4
<b>Allowed Glare Rating</b>	<b>G1</b>	<b>G2</b>	<b>G3</b>	<b>G4</b>
Any luminaire not ideally oriented*** with 1 to less than 2 mounting heights to any property line of concern	<b>G0</b>	<b>G1</b>	<b>G1</b>	<b>G2</b>
Any luminaire not ideally oriented*** with 0.5 to 1 mounting heights to any property line of concern	<b>G0</b>	<b>G0</b>	<b>G1</b>	<b>G1</b>
Any luminaire not ideally oriented*** with less than 0.5 mounting heights to any property line of concern	<b>G0</b>	<b>G0</b>	<b>G0</b>	<b>G1</b>

495 \*\*\* Any luminaire that cannot be mounted with its backlight perpendicular to any property line  
 496 within 2X the mounting heights of the luminaire location shall meet the reduced Allowed Glare  
 497 Rating in Table 21.17.07.  
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**Table 21.17.08 – Performance Method Additional Initial Luminaire Lumen Allowances.**  
All of the following are “use it or lose it” allowances. All area and distance measurements in plan view unless otherwise noted.

Lighting Application	LZ-1	LZ-2	LZ-3	LZ-4
<p><b>Additional Lumens Allowances for All Buildings except service stations and outdoor sales facilities.</b> <u>A maximum of three (3) allowances are permitted. These allowances are “use it or lose it.”</u></p>				
<p><b>Building Entrances or Exits.</b> This allowance is per door. In order to use this allowance, luminaires must be within 20 feet of the door.</p>	1,000	2,000	4,000	6,000

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<p><b>Building Facades.</b> This allowance is lumens per unit area of building façade that are illuminated. To use this allowance, luminaires must be aimed at the façade and capable of illuminating it without obstruction.</p>	0	8/SF	16/SF	24/SF
<p><b>Sales or Non-sales Canopies.</b> This allowance is lumens per unit area for the total area within the drip line of the canopy. In order to qualify for this allowance, luminaires must be located under the canopy.</p>	3/SF	6/SF	12/SF	18/SF
<p><b>Guard Stations.</b> This allowance is lumens per unit area of guardhouse plus 2000 sf per vehicle lane. In order to use this allowance, luminaires must be within 2 mounting heights of a vehicle lane or the guardhouse.</p>	6/SF	12/SF	24/SF	36/SF
<p><b>Outdoor Dining.</b> This allowance is lumens per unit area for the total illuminated hardscape of outdoor dining. In order to use this allowance, luminaires must be within 2 mounting heights of the hardscape area of</p>	1/SF	5/SF	10/SF	15/SF

outdoor dining.				
<b>Drive Up Windows.</b> This allowance is lumens per window. In order to use this allowance, luminaires must be within 20 feet of the center of the window.	2,000 lumens per drive-up windows	4,000 lumens per drive-up window	8,000 lumens per drive-up window	8,000 lumens per drive-up window

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<p><b>Additional Lumens Allowances for Service Stations only.</b> Service stations may not use any other additional allowances.</p>				
<p><b>Vehicle Service Station Hardscape.</b> This allowance is lumens per unit area for the total illuminated hardscape area less area of buildings, area under canopies, area off property, or areas obstructed by signs or structures. In order to use this allowance, luminaires must be illuminating.</p>	4/SF	8/SF	16/SF	24/SF
<p><b>Vehicle Service Station Canopies.</b> This allowance is lumens per unit area for the total area within the drip line of the canopy. In order to use this allowance, luminaires must be located under the canopy.</p>	8/SF	16/SF	32/SF	32/SF
<p><b>Additional Lumens Allowances for Outdoor Sales facilities only.</b> Outdoor Sales facilities may not use any other additional allowances. <b>NOTICE:</b> lighting permitted by these allowances shall employ controls extinguishing this lighting after a curfew time to be determined by the City.</p>				
<p><b>Outdoor Sales Lots.</b> This allowance is lumens per square foot of uncovered sales lots used exclusively for the display of vehicles or other merchandise for sale, and may not include driveways, parking or other non-sales areas and shall not exceed 25% of the total hardscape area. To use this allowance, Luminaires must be within 2 mounting heights of the sales lot area.</p>	4/SF	8/SF	12/SF	18/SF
<p><b>Outdoor Sales Frontage.</b> This allowance is for lineal feet of sales frontage immediately adjacent to the principal viewing location(s) and unobstructed for its viewing length. A corner sales lot may include two adjacent sides provided that a different principal viewing location exists for each side. In order to use this allowance, luminaires must be located between the principal viewing location and the frontage outdoor sales area.</p>	<b>0</b>	1,000/L F	1,500/ LF	2,000/ LF

513 **Table 21.17.09 – Maximum Vertical Illuminance at any point in the plane of the property**  
514 **line**  
515

LZ-1	LZ-2	LZ-3	LZ-4
0.1 FC or 1.0 LUX	0.3 FC or 3.0 LUX	0.8 FC or 8.0 LUX	1.5 FC or 15.0 LUX

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1 **Amendments to LMC, Chapter 21.17 – Exterior Lighting Standards (new chapter)**  
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4 **Excerpt – Planning Commission Meeting Minutes, March 27, 2014**  
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6 Associate Planner Todd Hall gave a PowerPoint presentation regarding the  
7 proposed new exterior lighting code which included: fundamentals of lighting  
8 design, shielded versus unshielded lights, the harmful effects of poor or too much  
9 night lighting, highlights of the proposed code amendments.  
10

11 *Commissioner Larsen joined the meeting at 7:45 p.m.*  
12

13 Commissioner Jones thanked Associate Planner Hall for the presentation.  
14

15 Commissioner Hurst suggested that they address how they want to regulate  
16 retail sales with lighting such as auto dealerships. He also recommended that  
17 they refer to the Washington State Energy Code because that contains a lot of  
18 lighting controls and regulations. Director Krauss commented that the Energy  
19 Code is adopted with the other codes so it is already a city requirement. It might  
20 be useful to reference it here, but it would not be necessary to cite it.  
21 Commissioner Hurst agreed.  
22

23 Commissioner Larsen commented that the lighting information was very  
24 thorough. He referred to *General Requirements*, 5(d)(ii) which states that the City  
25 may require a computer-generated photometric grid showing footcandle  
26 readings. He asked if that is a reasonable request. Director Krauss said he was  
27 able to get these 20 years ago, and it is likely much easier now. Commissioner  
28 Hurst commented that this is a fairly typical requirement; most factories or  
29 industry representatives will do it at no charge.  
30

31 Commissioner Ambalada suggested focusing on the environmental aspect of this  
32 like being able to see the stars at night.  
33

34 Commissioner Wojack asked for clarification about the maximum permissible  
35 mounting height of open air parking lot lighting fixtures because he thought they  
36 had referenced a different number than listed here for Costco. Associate Planner  
37 Hall said he would confirm that. Commissioner Wojack asked if the city's nit  
38 meter would be used for the code enforcement for electronic signage. Director  
39 Krauss commented that the electronic signage code never progressed, and the  
40 City didn't end up getting a nit meter. He thinks that code amendment will start to  
41 move again soon.  
42

43 Commissioner Hurst pointed out the need to address LED lighting, and  
44 specifically including BUG (Backlight, Uplight, and Glare) ratings as this is  
45 becoming the way to define fixtures. He asked if city streetlight standards would  
46 be addressed through the Comprehensive Plan too. Director Krauss noted that  
47 they are technically the PUD's streetlights.  
48

1 Chair Wright spoke in support of new LED streetlights like the one that was just  
2 installed in front of his house.

3  
4 Commissioner Ambalada suggested getting a lighting expert to help with the  
5 code.

6  
7 Commissioner Wojack asked how the manufacturing ratings of lighting fixtures  
8 compare to International Dark Skies standards. Commissioner Hurst replied that  
9 it has become complicated with LEDs. The IES (Illuminating Engineers Society)  
10 created four different categories of lighting zones within cities with  
11 recommendations for each zone.

12  
13 Commissioner Braithwaite thanked staff for putting together the presentation and  
14 bringing this issue forward. He commented on regulations in Arizona and  
15 California and noted that he didn't think the City needed to go that far. Director  
16 Krauss discussed the origins of these regulations. Commissioner Braithwaite  
17 recommended focusing on the streetlights. He also wondered what kind of  
18 fixtures were approved at the new Lynnwood Crossroads development.

19  
20 Commissioner Braithwaite asked how these regulations would apply to areas that  
21 have design standards like the City Center. Director Krauss said there were  
22 standards in the City Center with respect to the poles and fixtures, but not with  
23 the light source. Commissioner Braithwaite asked if these regulations would  
24 apply to the mall. Director Krauss said they would not unless there was  
25 substantial redevelopment of a portion of the property.

26  
27 Director Krauss commented that staff would refine the code further and bring it  
28 back for another work session.  
29