



AGENDA

Lynnwood Planning Commission

Meeting

Thursday, December 10, 2015 — 7:00 pm

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

SPECIAL MEETING (6:00pm): The annual Planning Commission appreciation dinner will be held in the conference room adjacent to Council Chambers from 6:00 – 7:00 pm. No official business will be conducted during this time.

REGULAR MEETING AGENDA (7:00pm):

A. CALL TO ORDER – ROLL CALL

B. APPROVAL OF MINUTES

1. November 12, 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. 2016 Workplan

F. OTHER BUSINESS

1. Appreciation of Commissioner George Hurst and Council Liaison Van AuBuchon

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
November 12, 2015 Meeting**

Commissioners Present:	Staff Present:
Richard Wright, Chair	Paul Krauss, Comm. Devt. Director
Chad Braithwaite, Vice Chair	Todd Hall, Planning Manager
George Hurst, Second Vice Chair	Chanda Emery, Senior Planner
Maria Ambalada	
Robert Larsen	
Michael Wojack	
Commissioners Absent:	Other:
Doug Jones (excused)	Councilmember Van AuBuchon

Call to Order

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

Approval of Minutes

1. Approval of minutes of the October 22, 2015 Meeting

Motion made by Commissioner Wojack, seconded by Commissioner Hurst, to approve the minutes as presented. **Motion** passed unanimously (6-0).

Citizen Comments

None

Public Hearing

1. Fee Simple Unit Lot Subdivisions (CAM-003247-2015)

Senior Planner Chanda Emery reviewed the fee simple unit lot subdivision code sections. She explained this is a non-project action to amend LMC Titles 17 and 21 which would allow for the subdivision of townhouse developments into individual fee simple unit lots in any zone in which townhouse dwellings are a permitted use. She reviewed definitions for: condominium, common areas, homeowners' association, owner, parent site, unit lot, and unit lot subdivision. The main points of the new Chapter 19.40 of Title 19 were reviewed.

Public Testimony: Chair Wright opened the public hearing at 7:07 p.m. and noted there was no one from the public present for the hearing.

1 Commissioner Questions and Comments:

2
3 Commissioner Larsen commented that it looks good and is well organized.

4
5 Commissioner Braithwaite asked how they would handle common walls, roofs,
6 etc. of units that are right next to each other. Senior Planner Emery thought that
7 homeowners' associations would cover that. Commissioner Braithwaite noted
8 that a homeowners' association might not cover shared costs of a building that's
9 on two lots; it would typically just cover the common areas. Director Krauss
10 stated that where there are commonly held facilities they should provide for
11 common maintenance. Typically the City doesn't evaluate that, but the
12 developers and banks do. He noted that the agreements are between the parties
13 and don't involve the City. He added that if there is not a 10-foot separation
14 between structures, they would have to be built with a fire break in between.
15 Also, the City would require something recorded to the property that says they
16 recognized that the two units function as one.

17
18 Commissioner Larsen asked what happens if damage comes through from one
19 unit to the one next door. Director Krauss thought that was something the
20 construction industry would have to sort out.

21
22 Commissioner Wojack asked Director Krauss for confirmation that a regular
23 condo that wanted to switch to fee simple would have to do a subdivision.
24 Director Krauss affirmed that there is a subdivision process, and emphasized that
25 the goal is to find additional ways to have owner-occupied housing in the City.

26
27 Commissioner Ambalada asked how this would apply to mobile home parks
28 where people own the mobile homes, but Snohomish County Housing Authority
29 owns the park. Director Krauss did not think it would apply to that in any way, but
30 noted he has seen mobile home parks that are condominiums where the owner
31 owns the ground under it and the unit on it and the common space is maintained
32 in common.

33
34 Commissioner Hurst asked about a definition for a *townhouse*. Senior Planner
35 Emery replied that she left it out, but she could add it.

36
37 Commissioner Braithwaite noted that existing communities can convert to the
38 simple fee lot structure, and asked if there is any grandfathering related to code
39 requirements they might not be compliant with which could prevent them from
40 doing this. Director Krauss was not sure. He noted that the building code typically
41 gets invoked when there are improvements made to the property, and simply
42 dividing them might be problematic.

43
44 Chair Wright asked if there was a requirement for these buildings to be sprinkled.
45 Director Krauss replied that every building in Lynnwood over 9,000 square feet is
46 required to be sprinkled.

1
2 Commissioner Larsen suggested that *townhouse* and *condo* seem to be
3 interchangeable. If they are, he recommended just having condominium in the
4 code. If they are not, he recommended clarification of that. Director Krauss noted
5 that townhouse is an architectural style while condominium is a form of
6 ownership so fundamentally they are different. Commissioner Larsen expressed
7 concern about confusing people by using both terms. He questioned whether
8 using townhouse was even necessary in this section.

9
10 Commissioner Wojack commented that the whole chapter on fee simple lot
11 subdivision reads very smoothly.

12
13 Seeing no public comments, Chair Wright closed the public hearing at 7:25 p.m.

14
15 Discussion/Deliberation:

16
17 Commissioner Ambalada also requested clarification about the difference
18 between townhouse and condominium.

19
20 Commissioner Braithwaite spoke in support of approving the recommended code
21 amendment. He suggested directing staff to clarify the definitions of townhouse
22 and condominium as they forward it on to the City Council.

23
24 *Motion made by Commissioner Larsen, seconded by Commissioner Ambalada,*
25 *to recommend approval of the Fee Simple Lot Subdivision Ordinance to City*
26 *Council with the recommendation that the definition for townhouse be included.*
27 *Motion passed unanimously (6-0).*

28
29 Director Krauss commented that staff would email the revised ordinance to the
30 Commission after the requested changes are made.

31
32 **Work Session**

33
34 1. Outdoor Lighting Standards (CAM-001429-2014)

35
36 Planning Manager Todd Hall reviewed changes to the proposed chapter
37 regarding outdoor lighting standards which was last discussed in April of 2014.
38 He explained that staff has changed direction with this and is now going off the
39 Model Lighting Ordinance which is what the International Dark Skies Association
40 uses. He explained the purpose of the code is to address off-site light intrusion
41 and impacts to adjacent uses, specifically impacts to residential neighborhoods;
42 to consolidate all existing references to lighting in one code section; to address
43 energy conservation measures; to address public safety; and to address Dark
44 Skies issues. Impacts from light pollution include wasted light, sky glow/glare,
45 light spread onto adjacent properties, and limits nighttime viewing of stars. Too
46 much artificial lighting at night harms the environment in that it disrupts the

1 rhythms of humans and animals, disorients wildlife and fish, interferes with
2 migration, reduces night vision while driving and potentially causes adverse long-
3 term health effects. The purpose of lighting is for safety, visibility, recreational
4 uses, and landscaping. Ways to reduce lighting impacts include: installation of
5 full cutoff or fully shielded lights; no light above 90 degrees; retrofit of existing
6 lighting; and installation of timers, dimmers, and motion sensors. Examples of
7 low impact lighting are lights that are mounted on columns and walls, bollards,
8 and recessed lighting. The City Center code calls out some of these. The
9 proposed new code would contain five lighting zones: LZ-1 (low ambient lighting);
10 LZ-2 (moderate ambient lighting); LZ-3 (moderately high ambient); and LZ-4
11 (high ambient lighting). Planning Manager Hall reviewed the areas to which each
12 of the lighting levels would apply as outlined in the table in section 21.17.080.

13
14 Commissioner Questions and Discussion:

15
16 Commissioner Ambalada asked if there are any standard regulations for lighting
17 throughout the United States for the purpose of Homeland Security. Planning
18 Manager Hall replied that the Model Lighting Ordinance is the most commonly
19 used ordinance around the country, especially for cities that desire to create a
20 code that is dark sky friendly.

21
22 Commissioner Wojack referred to the stated purposes of the code under the
23 Background section in the Staff Report and suggested that it should read, “To
24 **reduce and minimize the impact of exterior lighting** . . .” He then asked if the
25 changes to the outdoor lighting standards would apply to City Center or if the City
26 Center Design Standards would apply. Director Krauss stated that staff would
27 have to work to bring them into compliance, but noted that the City Center code
28 doesn’t contain many specific regulations. Planning Manager Hall concurred.

29
30 Commissioner Larsen asked if other jurisdictions are using codes similar to the
31 one being proposed. Planning Manager Hall replied that they are in other parts of
32 the country, but wasn’t sure if anyone locally was using it. Commissioner Larsen
33 spoke in support of the code, but commented that it seems complicated for the
34 general public to understand. He said he would love to hear a report from staff on
35 how it is going after it is adopted. Planning Manager Hall indicated that staff
36 would follow up at a later date. Director Krauss indicated staff could try to get
37 some feedback from developers and the industry. He commented on the value of
38 having Commissioner Hurst on the Planning Commission.

39
40 Commissioner Hurst agreed that on first reading it does seem complicated, but
41 with the advent of LED fixtures, application of a dark sky ordinance becomes
42 simpler than it has been in the past.

43
44 Commissioner Ambalada spoke in support of having uniform national standards
45 for lighting as it will help Homeland Security.

46

1 Commissioner Braithwaite referred to page 95, line 272, *Amortization*, and asked
2 how long of a phase in period they are considering. Planning Manager Hall
3 solicited the opinion of the Planning Commission. He noted that the language
4 was part of the original Model Lighting Ordinance, but did not necessarily have to
5 be included. Commissioner Braithwaite noted that the City of Los Angeles started
6 a program to replace all the city lights with LEDs. They are about halfway through
7 the process, and have already recognized huge electricity cost-savings. Director
8 Krauss commented that in his experience amortization schedules are not very
9 effective; however, other options such as economics can be. Additionally,
10 Lynnwood has a lot of redevelopment going on. With significant redevelopment
11 you are required to bring the property up to code. Commissioner Braithwaite
12 commented that in his experience larger tenants and developers already require
13 a lighting analysis or lighting plan as part of the process so they won't be
14 intimidated by the complexity of this code. He noted that the major source of light
15 pollution is from street lighting which isn't really affected by this ordinance. He
16 asked about encouraging the conversion of those lights to more modern fixtures.
17 He also recommended encouraging other nearby communities to adopt similar
18 ordinances.

19
20 Commissioner Braithwaite then asked if electronic signs would be impacted by
21 this code. Planning Manager Hall didn't think this code addresses that, but if the
22 community doesn't want to have those signs any more, then perhaps the sign
23 code should be changed. Director Krauss commented that the lighting from
24 electronic signs is measured in a completely different way than these kinds of
25 lights.

26
27 Commissioner Ambalada said she would like to see more comprehensive and
28 sustainable projects on these lights. She recommended forming a task force
29 including developers, Snohomish County PUD, etc.

30
31 Commissioner Hurst referred to the amortization issue and said he thinks the
32 market factors are going to be the driving force for change. In addition to cost
33 savings from reduced electricity use, he noted that some factories are already
34 eliminating HID fixtures and are only making LED. He suggested that an
35 amortization clause might not even be necessary.

36
37 Commissioner Wojack concurred with Commissioner Hurst. He commented on
38 the dramatic changes in lighting in just the last five years. He referred to
39 Commissioner Ambalada's comment and suggested instead of a task force they
40 could have articles in the Lynnwood Times to educate homeowners about low
41 cutoff light fixtures and other items. He then referred to the difference between
42 LZ-3 and LZ-4 and noted that he doesn't see much of a difference between the
43 two levels of brightness. He thinks the shielding is more important than the
44 concern about the extra brightness. Commissioner Hurst commented that LZ-4 is
45 the highest ambient they want to give them a chance, but a lot of auto dealers
46 are converting to LED and starting to accept lower foot candles as far as their

1 front lots. He explained that the human eye actually sees LED lighting to be
2 brighter than other HID sources.

3
4 Commissioner Hurst commented that it appears that the fixtures outside City Hall
5 have been retrofitted with LED but they are not dark sky fixtures. Director Krauss
6 noted that there are many fixtures which are holdovers from the 70's around City
7 Hall. He also commented that at a recent staff meeting some of the female
8 directors had mentioned the parking lot was too dark at night and wasn't safe so
9 that needs to be looked at as well.

10
11 Commissioner Larsen noted that *ambient* is used a lot in the code, but is not
12 defined. He spoke in support of the proposed code and of being a regional
13 model. He thanked staff for their work on this.

14
15 Commissioner Braithwaite said it would be nice to have different options
16 regarding amortization at the public hearing.

17
18 Commissioner Larsen referred to the amortization question and suggested that
19 they have a trigger based on some percentage of improvement (such as when an
20 improvement to a building comes up to 25% of its value, the lighting would need
21 to be brought up to code).

22
23 Commissioner Hurst noted that the paragraph B under Amortization is pretty
24 vague. Director Krauss explained there is a standard proviso in the code of the
25 50% threshold. He expressed concern about changing this and spoke in support
26 of being clear and transparent.

27
28 Commissioner Braithwaite commented that the City of Anchorage requires
29 redevelopment to use a certain percentage of development costs to bring the
30 property closer to code. This gives the developer/owner the flexibility to address
31 the most pressing need.

32
33 Motion made by Commissioner Braithwaite, seconded by (inaudible) to direct
34 staff to schedule a public hearing on this matter with the modifications and
35 suggestions incorporated into a different draft. Motion passed unanimously (6-0).

36 37 **Other Business**

38
39 None

40 41 **Council Liaison Report**

42
43 Councilmember AuBuchon had the following comments:

- 44 • He recalled he didn't know what Dark Skies was until he served on the
45 Planning Commission and they were discussing it in relation to City
46 Center. He thanked Commissioner Hurst for bringing everyone up to date

- 1 on it. Regarding street lighting, he spoke highly of a new LED light bulb
2 the PUD put on his street which goes dim until a car goes by and then it
3 gets bright. He suggested finding out more about what the PUD is already
4 doing with the LED lights. It may be possible to partner more with them.
- 5 • He referred to Commissioner Braithwaite’s comment about the City of
6 Anchorage and noted that having something in the code to require that a
7 portion of redevelopment costs be spent on upgrading to new codes is a
8 very interesting idea.
 - 9 • He commented that the flag lot ordinance was brought to the Council and
10 passed on Monday night.
 - 11 • He expressed appreciation to the Planning Commission for their
12 discussion and hard work.

13
14 **Director’s Report**

15
16 Director Krauss had the following comments:

- 17 • Sound Transit will be going to their board for approval to start property
18 acquisition on Lynnwood Link. Among the properties on the list for early
19 acquisition are the old Levitz store, the Chevron gas station, and Stuart
20 Anderson as well as some others.
- 21 • On Monday the Council will be discussing changing the zoning to allow
22 food trucks. There has been some interest, particularly from the Hispanic
23 community, in locating food trucks in Lynnwood. Around the country there
24 is a growing proliferation of food trucks which, if done right, can add some
25 interest and excitement to areas of the city.
- 26 • Staff continues to update its list of items to bring to the Planning
27 Commission. They are looking forward to more interesting discussions in
28 the future.

29
30 **Commissioners' Comments**

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32 None

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34 **Adjournment**

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36 The meeting was adjourned at 8:35 p.m.

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38
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40 _____
41 Richard Wright, Chair

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

Agenda Item: D.1

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

Staff Report

Staff Contacts: Michele Szafran, Associate Planner, Community Development

Summary

The purpose of this agenda item is to continue a public hearing on proposed draft legislation to reduce the parking ratio requirements for elementary and junior high (middle) schools. The public hearing was opened on October 22, 2015.

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 continue a public hearing regarding a proposed code amendment initiated by the Edmonds School District (ESD) to reduce the required parking for elementary and middle 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.

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 student capacity to one per six student capacity. Staff has proposed six parking spaces per student 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 Chapter 21.18.820 LMC, the applicant may apply for an administrative parking reduction, with which the Director may allow up to a maximum of a 20 percent reduction of the required parking.

At the conclusion of the public hearing on October 22nd, Planning Commission asked for the following;

1. A clear definition of classroom: *Staff has addressed this concern by keeping with the capacity metric which has been defined. Staff has also changed the language from Junior High to Middle School which is consistent with LMC as well as with the Edmonds School District.*
2. Drop the reference to .820: *The reference to .820 is a reference note and is listed under the key following the parking tables. Number three (3) in this reference is to “Churches, Synagogues, Mosques, Temples, and Other Places of Religious Worship”(3). The references have been removed from the draft ordinance as they do not apply to this proposal and no changes have been proposed to the reference notes.*
3. Examples from the school district of how a good parking lot drop off/pick up configuration could work most efficiently: *The Edmonds School District has prepared a slide show which has been included in the packet to address this concern.*
4. An analysis of the current junior high/middle school parking situation: *This has also been provided in the prepared slide show.*

Previous Planning Commission Action

Planning Commission briefing on August 13, 2015.

Planning Commission discussion on September 10, 2015.

Planning Commission Hearing on October 22, 2015.

Planning Commission recommended that the public hearing be continued and for staff to provide clarification on:

1. A clear definition of classroom;
2. Drop the reference to .820;
3. Examples from the school district of how a good parking lot drop off/pick up configuration could work most efficiently; and,
4. An analysis of the current junior high/middle school parking situation

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. Edmonds School District Parking Presentation
4. Meeting Minutes Excerpt (10-22-15)

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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 MIDDLE SCHOOL
PARKING, AMENDING CHAPTER 21.02 LYNNWOOD
MUNICIPAL CODE (LMC), AND LMC 21.18.800, AND
PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE
AND SUMMARY PUBLICATION.

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

WHEREAS, 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 believes 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 ___th 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 ___th 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** Chapter 21.02 LMC is hereby amended as follows
59 21.02.645 Schools, elementary, ~~junior high~~ middle and high.
60 “School” means, unless further qualified, elementary, ~~junior high~~ middle and high. The
61 terms “elementary schools,” “~~junior high~~ middle schools” and high schools” mean
62 institutions of learning offering instruction in the several branches of learning and study
63 required by the education code of the state of Washington to be taught in the public and
64 parochial (or private) schools.
65

66 **Section 3. Amendment.**
67 Table 21.18.03 of LMC 21.18.800 off-street parking capacity requirements is hereby
68 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	Five per licensed bed

Table 21.18.03

Institutional Uses	Number of Parking Stalls Required
the hospital, shall be in accordance with Table 21.18.04)	
Nursing, convalescent and rest homes	See residential uses
Schools, Elementary and Junior High Middle and Equivalent Private or Parochial Schools	One per four <u>six</u> student capacity. (“Capacity” means the designed capacity of the school, even if actual enrollment varies by year), <u>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 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 ⁽²⁾	One per employee required by WAC 170-295-2090 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

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Section 4. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

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

83
84 PASSED BY THE CITY COUNCIL, the _____ day of _____, 2016.

85
86 APPROVED:

87
88
89 _____
90 Nicola Smith, Mayor

91 ATTEST/AUTHENTICATED:
92
93
94 _____
95 Sonja Springer
96 Finance Director

97
98 APPROVED AS TO FORM:
99
100
101 _____
102 Rosemary Larson
103 City Attorney

104
105 FILED WITH ADMINISTRATIVE SERVICES: _____
106 PASSED BY THE CITY COUNCIL: _____
107 PUBLISHED: _____
108 EFFECTIVE DATE: _____
109 ORDINANCE NUMBER: _____

110
111
112 On the _____ day of _____, 2016, the City Council of the City of
113 Lynnwood, Washington, passed Ordinance No. _____. A summary of the content of
114 said ordinance, consisting of the title, provides as follows:

115
116 AN ORDINANCE OF THE CITY OF LYNNWOOD,
117 WASHINGTON, RELATING TO A REDUCTION OF
118 REQUIRED ELEMENTARY AND MIDDLE SCHOOL
119 PARKING, AMENDING CHAPTER 21.02 LYNNWOOD
120 MUNICIPAL CODE (LMC), AND LMC 21.18.800, AND
121 PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE
122 AND SUMMARY PUBLICATION.

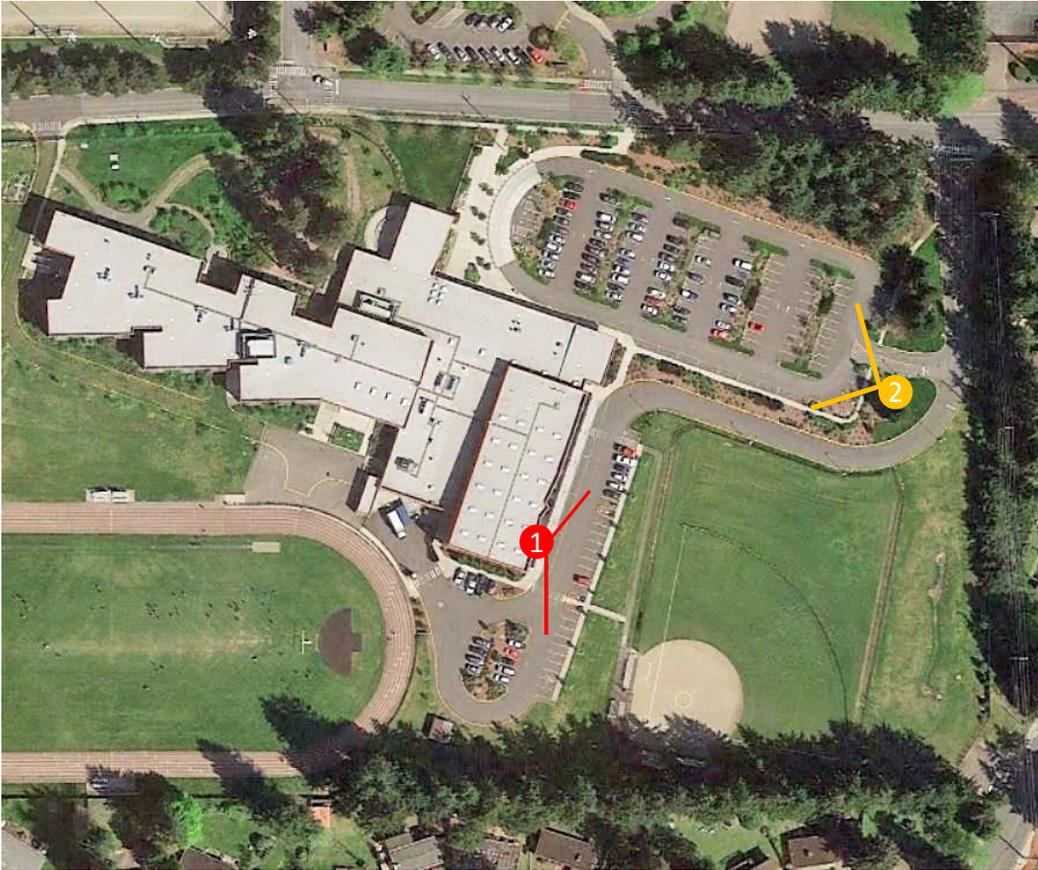
123
124
125 The full text of this Ordinance will be mailed upon request.

126
127 DATED this _____ day of _____, 2016.

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	192	174
Mountlake Terrace	Parking Study	TBD	TBD
Snoh. Co.	One space for each 12 seats in the auditorium or assembly room	95	89
Mill Creek	17.27.020 – Schools – 6 spaces per classroom and one space per employee	192 + 1 per employee	174 + 1 per employee
Mukilteo	17.56.040 - 1 space for each 12 seats in the auditorium or assembly room, plus 1 space for each employee, plus sufficient off-street space for safe loading and unloading of students from school buses *2 per classroom for elementary, junior, or middle schools (* Refers to alternative parking requirements in the downtown business district)	95 + 1 each employee + loading and unloading or 64 in the downtown business district	89 + 1 each employee + loading and unloading or 58 in the downtown business district
Lynnwood Proposed	One per six student capacity.	105 (up to 20% reduction = 84)	100 (up to 20% reduction = 80)

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

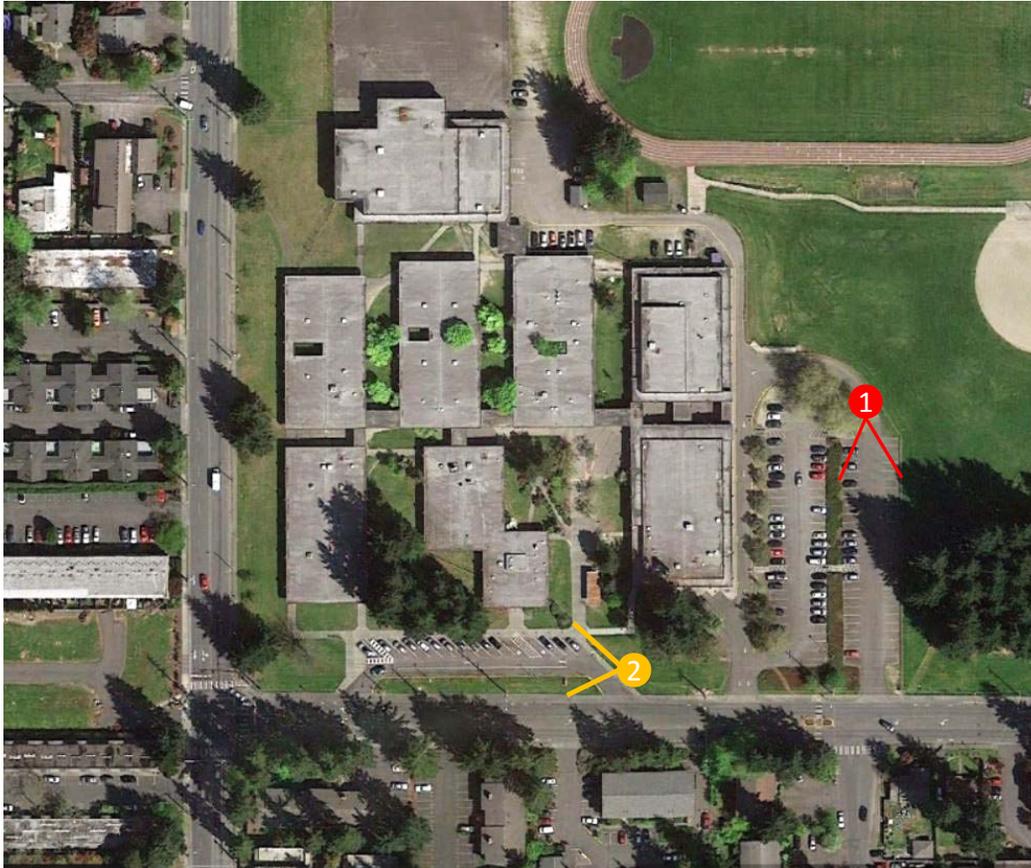
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158 available stalls, 68 occupied

Photos and count taken on a school day– 3rd November 2015, mid-morning

MEADOWDALE MIDDLE
158 Parking Stalls

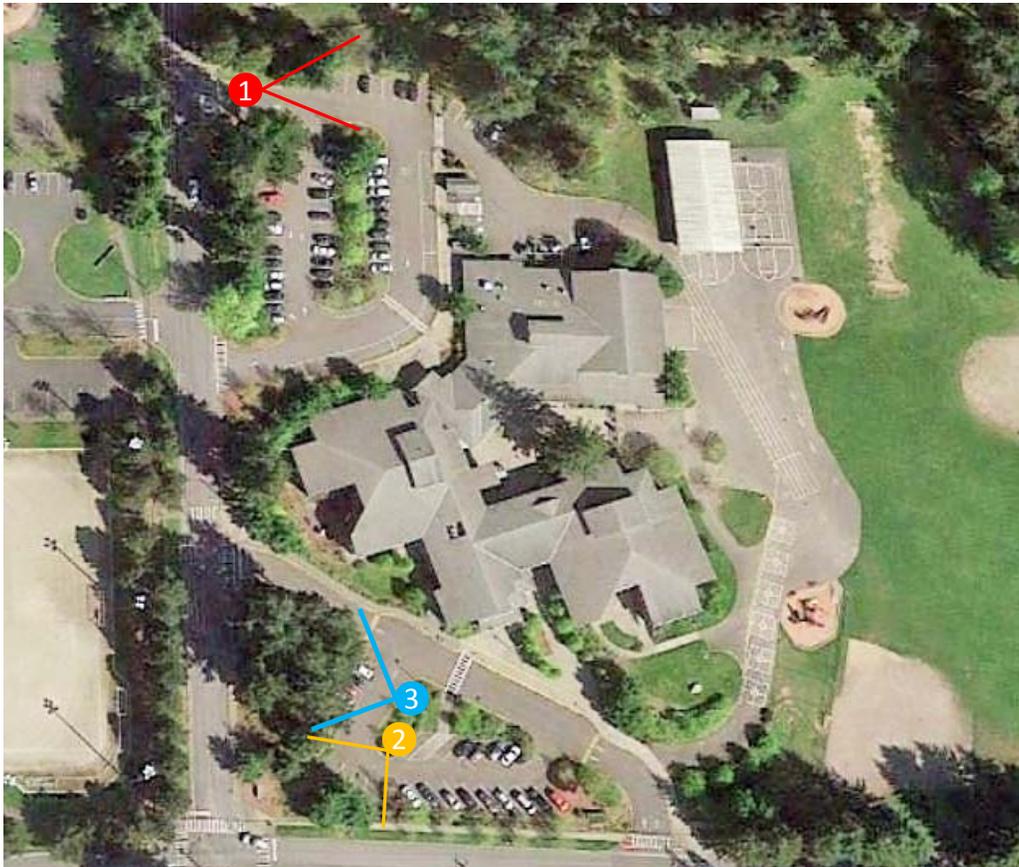


126 available stalls, 42 occupied

Photos and count taken on a school day– 1st December 2015, mid-morning

COLLEGE PLACE MIDDLE

126 Parking Stalls

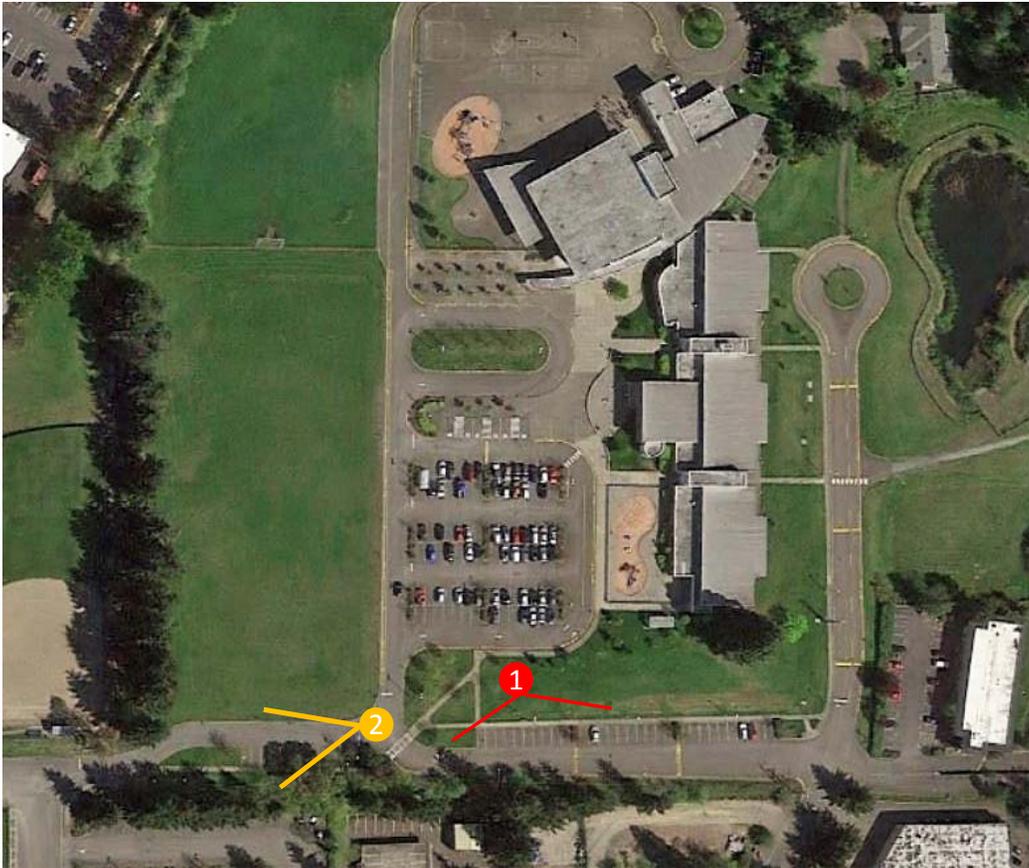


78 available stalls, 42 occupied

Photos and count taken on a school day– 3rd November 2015, mid-morning

MEADOWDALE ELEMENTARY

78 Parking Stalls



114 available stalls, 49 occupied

Photos and count taken on a school day – 3rd November 2015, mid-morning

CEDAR VALLEY ELEMENTARY

114 Parking Stalls



85 available stalls, 55 occupied

Photos and count taken on a school day– 3rd November 2015, mid-morning

CHASE LAKE ELEMENTARY

85 Parking Stalls



SPRUCE ELEMENTARY

View looking South East



SPRUCE ELEMENTARY
57 Parking Stalls



SPRUCE ELEMENTARY

Increased parking based on current City of Lynnwood parking code



SPRUCE ELEMENTARY

Increased parking based on proposed parking needs

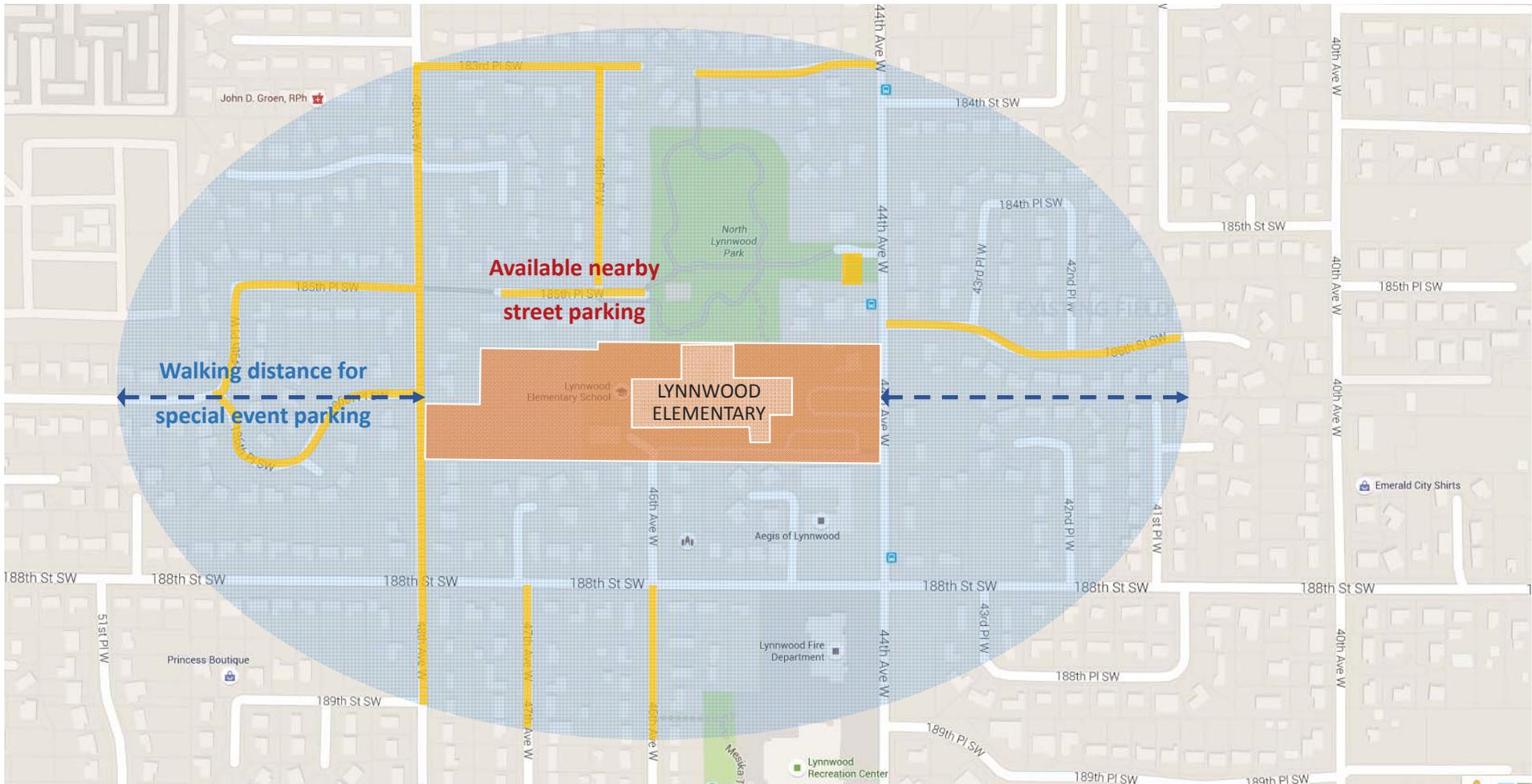


SPRUCE ELEMENTARY
On street parking availability





LYNNWOOD ELEMENTARY
71 Parking Stalls



LYNNWOOD ELEMENTARY
On street parking availability

Parking Lot Ratios for Elementary Schools - Meeting Minutes Compendium

Excerpt – Planning Commission Meeting Minutes, October 22, 2015

Public Hearing 1. Amendments to Chapter 21.18 LMC (School Parking) (CAM-003183-2015)

Associate Planner Michele Szafran proposed the amendment initiated by the Edmonds School District to reduce the required parking for elementary schools. The school district has requested this reduction in preparation of upgrading existing school properties while providing parking that meets the actual parking needs. Edmonds School District has provided a traffic study completed by Gibson Traffic Consultants and has collected data from several elementary schools. A briefing was held before the Planning Commission on August 13 and at a Work Session on October 10 where the Planning Commission recommended bringing the item forward for a public hearing. Currently the Lynnwood MMC requires one parking space per four students capacity. This refers to the designed capacity of the school.

Staff has researched how nearby jurisdictions address elementary school parking ratios and summarized the findings in the comparison chart on page 17 of the packet which includes Shoreline, Bothell, Edmonds, Mountlake Terrace, Snohomish County, Mill Creek, and Mukilteo. The comparison chart outlines the current City of Lynnwood required parking for both Lynnwood Elementary School and Spruce Elementary School. Currently 158 spaces would be required for Lynnwood Elementary and 150 spaces for Spruce. The requirement is substantially higher than the majority of surrounding jurisdictions.

The Edmonds School District has projected that the parking needs for both Lynnwood and Spruce Elementary are 88 spaces for Lynnwood and 84 spaces for Spruce. Based on this review staff has proposed a reduction from 1 parking space per 4 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 to leave room to demonstrate how special event parking will be provided. The proposed required parking for Lynnwood Elementary School would be 112 spaces and 101.5 spaces for Spruce Elementary. The school district may still be able to apply for administrative parking reduction per Lynnwood Municipal Code 21.18.820. This may allow a maximum of up to a 20% reduction which could result in 89.6 spaces for Lynnwood and 81.2 spaces for Spruce.

Staff has found that the current parking requirement is substantially higher than the majority of surrounding jurisdictions. All necessary legislative steps have been completed, and public notice has been given in preparation of this hearing. She stated that staff recommends approval of the draft amendments as written, approval of the draft amendments as amended by the Planning Commission, or direction to staff to prepare revisions for the Commission's review at a future meeting.

The public testimony portion of the public hearing was opened at 7:06 p.m. and solicited public comment. There was none.

Commission Discussion:

Commissioner Jones asked about the purpose of the reduction. Ms. Szafran explained that the purpose is to align the actual need with the requirements. Commissioner Jones asked what the school district would be doing with the extra space. Planning Manager Todd Hall commented that by lessening the required amount of parking, the money would presumably go toward the facility itself. This would be a cost efficiency and could better serve the students. He acknowledged that Lynnwood's requirements are above and beyond what other jurisdictions require. Commissioner Jones spoke in support of the amendments, but noted that he did not have children.

Commissioner Hurst asked who would make the determination on administrative parking reduction if the applicant applies for that. Planning Manager Hall replied it would be the Community Development Director. Upon application, the applicant is required to provide empirical evidence that the reduction should be granted. This can be done through either a parking study or a parking analysis. Staff would draft a report making a recommendation, and then the Director would either approve or deny it. He noted that administrative parking reductions are generally approved for cases that warrant it.

Commissioner Hurst asked the school district what would happen to the space that would not need to be paved for parking. Matt Finch, Edmonds School District, said they were not sure, but they felt the less paving the better. Presumably it would go into the building footprint, if necessary, or it would go into greenscape/landscaping.

Commissioner Ambalada asked the school district about improvements the school district might be making to address safety concerns. Mr. Finch explained that the district has made parking lot improvements to separate bus and parent traffic to keep pedestrians safe. Also, in general, security is a very high priority in the district and they plan on addressing that district-wide.

Commissioner Wojack asked staff if a public hearing notice went out on this item. Planning Manager Hall said staff contemplated doing that but because of the significant cost issue did not send them out. He stated that this is not a site-specific amendment so the City is not required to send out notices.

Commissioner Wojack noted that enrollment numbers can change over time and sometimes portable buildings are added. He asked if there is a time limit on the length of the permit. Planning Manager Hall thought it would depend on how the portable units are approved. For the most part schools are permitted until they decide to expand or remodel the school. In terms of parking, staff would monitor parking each time a request came in.

Commissioner Wojack thanked Mr. Finch for providing the additional information the Planning Commission had requested. He referred to the chart provided and asked for clarification about "FTE". Mr. Finch stated this referred to Full Time Equivalent. Commissioner Wojack comment that he likes the Snohomish County and Mukilteo versions better because he worries about planned school events or community events. He likes how those are tied to the assembly areas and auditoriums in those codes.

Chair Wright expressed reservation about the reductions. He noted that Lynndale Elementary has to regularly encourage parents to be neighborly about driving and parking. He also expressed concerns related to safety of people parking off-site. Mr. Finch acknowledged those concerns. He stated that the new Spruce Elementary will be built to meet the current enrollment which is nearly 600 students. This will account for the students that are already there today so parking will be increased; the district just doesn't want to increase it to the extent that the current code would call for. He noted that for community events they allow for parking along the fire lane and along the bus loop. One of the things the school district has been working on with its design team is Safe Routes to School. He stated that what is being proposed will be a significant improvement to what is

there today without providing a large number of stalls that would be vacant the majority of the time. Chair Wright expressed appreciation for his response and acknowledged that the City plays a role in Safe Routes to School as well. He stated he still has a hard time with reducing the amount of parking given the large community events.

Commissioner Larsen commented that they are looking at three different standards of comparison – stalls per classroom, stalls per student, and stalls based on capacity. Currently the City of Lynnwood's analysis is based on capacity. He said he appreciated the movement toward stalls per classroom which he feels standardizes it better. He added that it's not just classroom, but it's the demand and capacity of the school to have special events. He likes the idea of the Director having that latitude to make adjustments with that 20%. He recommended that the decision by the Director be based in part on traffic studies for each school so they know what the particular needs and demands of that school are. Also, he pointed out that Lynnwood has a great relationship with the Edmonds School District, but acknowledged that the school district answers to its own elected officials. In general he spoke in support of the staff recommendations.

Commissioner Ambalada recommended building flexibility into the requirements in order to address Commissioners' concerns. She spoke in support of having a partnership with the Edmonds School District in the way that the City has a partnership with Edmonds Community College.

Commissioner Hurst asked what constitutes a classroom. Associate Planner Michele Szafran replied this wasn't clearly defined by any of the definitions, but typically a classroom would be where the instruction happens. Mr. Finch agreed there are different ways to look at this, but a practical approach would be to consider general education classrooms.

Commissioner Hurst asked how open classrooms would be considered. Mr. Finch replied they are looking closely at enrollment projections. They also intend to master plan each site considering where future portables might go if they were to ever need them. They will work closely with traffic engineers and consultants to put that in the report provided to the City.

Commissioner Jones commented on his experience attending schools in Lynnwood and the related parking situations. He spoke in support of the school district applying for a reduction in parking spots with supporting materials. He likes the idea of fewer stalls, but commented they don't know what the future holds for Lynnwood. Mr. Finch commented that the school district doesn't want elementary schools much larger than 600 students. They recently did a boundary adjustment to address this. They are also looking at potentially building another elementary school.

Commissioner Wojack asked why Lynndale Elementary was listed as having no parking spots on the chart provided by the school district. Planning Manager Hall clarified that there are 67, and there is also a shared parking agreement with the park next door. Commissioner Wojack asked Mr. Finch about the boundary area for elementary schools. Mr. Finch explained it is not necessarily defined by distance or by any particular shape. Commissioner Wojack referred to section 2 amendments on line 74 of page 13 and said he didn't see any adjustment allowed by the Director for elementary school parking other than religious schools currently. Planning Manager Hall agreed that currently the Director cannot make the 20% adjustment.

Commissioner Ambalada recommended that the school district visit the Edmonds School District Resource Center on Broadway as an example of space flexibility.

Commissioner Larsen pointed out that the provision for the Director's 20% reduction in parking could be added in the table at the bottom of page 12. He commented that this is a complicated subject, but the Planning Commission's main concern is safety. Planning Manager Hall referred to Commissioner Wojack's comment about line 74 on page 13 and agreed that the 20% reduction could be added to the table on page 12 as suggested by Commissioner Larsen.

Commissioner Wojack asked for clarification about what the proposed amendments actually say. He stated he does agree with the Director having the ability to approve an additional 20% off if the City reduces the parking ratio. Planning Manager Hall commented that the chart in the packet shows what would happen if an additional 20% reduction were granted. Associate Planner Szafran explained that section 21.18.820 is the administrative adjustment to parking or staffing lane capacity or

compact parking limitation. It also describes the evidence that would need to be included in order to be granted that reduction. Commissioner Wojack commented that his interpretation of that is that it is in conflict. Chair Wright agreed that it is in conflict and additionally it uses the ¾ mile metric that may not always apply the same to each elementary school.

Planning Manager Hall reviewed staff's intentions and options available to the Commission. There was disagreement about what the verbiage actually said. Chair Wright also spoke against the 20% language if there is a reduction to 3.5 stalls per classroom.

Commissioner Larsen recommended just focusing on the change in metric and the new amount, but not mentioning the 20% reduction at all if that was the consensus of the Planning Commission. Commissioner Jones agreed that they need to define what a classroom is in order to get an accurate count.

Planning Manager Hall commented that staff's interpretation is that a classroom is the home room of the children or their main instruction room throughout the day. They may go to another room such as a computer lab or a library, but those other spaces are considered as flex space. Staff also looks at office spaces for parking requirements within a school. Mr. Finch agreed with that description and with the idea that this needs more definition and clarification. He commented that part of the additional space that is needed is due to the state-mandated reduced class sizes. He indicated he could go back to the school district to get clarification on a definition for a classroom and what staff's recommendation is. He reiterated that the school district is actually proposing increasing parking at both sites even though it would be a reduction in the code. He added that if the 20% option is removed, it would be helpful if they could have a discussion about an option for informal parking that wouldn't necessarily be striped stalls and would be vacant most of the time. For example, a hardscape playground area could be used for overflow parking when not used as a playground. There appeared to be consensus from the Planning Commission to look into the informal parking topic. Planning Manager Hall commented that staff would have to make sure there are no safety issues associated with that.

Commissioner Ambalada commented that to her every room in a school setting is a classroom because they are designated places for the children to learn.

Chair Wright proposed the following: *A classroom for the purposes of this ordinance shall be defined as any room used for educational purposes for the majority of the day with an assigned permanent instructor.*

Commissioner Larsen commented that the homeroom would make more sense for accounting purposes because that is where head counts are taken. If that doesn't work, he suggested going back to the original capacity number as it is more of a fixed number. He indicated that the Planning Commission may not be ready to make a decision tonight. He added that without a traffic study per school and good information he would not support a 20% reduction capability by the Director, but if they do have that information it might be good to let the Director have that kind of ability.

Commissioner Ambalada agreed that they need room for flexibility. The main concern is for children's safety and learning.

Commissioner Jones asked for clarification about how administrative staff fits into the parking requirements. Planning Manager Hall clarified that for schools the only metric they currently use is the 1 per 4 student capacity. Commissioner Jones spoke in support of a reduction to 1 per 3.5 if they define what a classroom is, but spoke against the option for any additional reductions by the Director.

Chair Wright asked how many schools were built with the current ratio. Staff was not sure. Commissioner Ambalada asked for Chair Wright's perspective on school needs since he has a child who attends an elementary school in Lynnwood. Chair Wright explained that it was different this year because the kids are at Woodway Elementary School which is a temporary site while Lynndale is getting rebuilt and the parking situation there is even worse. Lynndale has a unique situation because it shares a parking lot with the neighboring park. He explained that each school has a different situation. His experience is that parking has been challenging for parents. His concern is about being neighborly and also about keeping people safe. He spoke in support of the parking ratios as proposed without the additional ability for reductions. Commissioner Ambalada again reiterated the need for flexibility.

Commissioner Hurst agreed with the idea of returning to capacity as the metric for determining parking spaces. This seems clearer than the classroom concept. He then referred to page 12 where they are changing the number of parking stalls required, and noted that this includes junior high schools. There was discussion about the definition of junior high schools.

Mr. Finch acknowledged concerns about challenging parking situations at some schools, especially Spruce. He commented that the school district is aware of those, and is proposing to make those better; however, he noted that adding more parking could have a significant negative impact on the circulation of traffic. Regarding the potential administrative reduction, he stated that the school district would prepare a handful of reports to be submitted to city staff to be vetted before the request ever got to the Director. They would also look at the off-site situation.

Commissioner Larsen commented that even with the proposed reductions, Lynnwood's parking requirements are significantly higher than other jurisdictions. He invited Mr. Finch to discuss why the school district felt this change was necessary. Mr. Finch explained that the school district thinks the current code requires considerably more parking than what is needed operationally. He noted that the Gibson traffic report speaks to off-peak times, but does not speak to special events. He acknowledged that concerns related to special events are absolutely valid, but doesn't think that necessarily providing formally striped parking would solve that. As an example, he referred to Spruce Elementary School site and noted that if they had to provide the amount of stalls that are currently required, they would essentially have to take away the playground and the grass playfield and build a whole separate parking lot up there. The school district believes they need approximately 85 to 90 stalls for both Spruce and Lynnwood. The 3.5 ratio with the potential for a 20% reduction was just slightly above that. Mr. Finch thought that the school district could work with city staff to come up with a recommendation on how to define a classroom.

Chair Wright solicited a recommendation.

Commissioner Ambalada recommended discussing this at another meeting.

Commissioner Jones recommended changing verbiage on line 74 on the amendment to remove the Director's 20%. He spoke in support of the recommendation to change it to 3.5 stalls per classroom, but said he would like more discussion.

Commissioner Wojack suggested continuing the public hearing to the next meeting and bringing in new information.

There was consensus to continue the public hearing and to direct staff to bring back clarification on:

- 1. A clear definition of classroom*
- 2. Drop the reference to .820*
- 3. Examples from the school district of how a good parking lot drop off/pick up configuration could work most efficiently*
- 4. An analysis of the current junior high/middle school parking situation*

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Draft Planning Commission Workplan for 2016

Reviewed by the Planning Commission December 10, 2015

Tentative - Subject to change.

Month	Date	Agenda Topic
January	14	Election of officers 2015 Annual Report Critical Areas Code (briefing) Low-Impact Development (briefing) Outdoor Lighting Code (hearing)
	28	Mobile Food Vendors (briefing)
February	11	Sustainability Planning (briefing)
	25	21.46 Commercial zones amendments (briefing) Mobile Food Vendors (hearing)
March	10	Wireless Communication Facilities (WCF) code amendments (briefing)
	24	Sign code amendment (PRC zoning) and other sign code amendments (briefing)
April	14	Review Annual Comprehensive Plan Amendment Docket
	28	Amendments to 21.42 for Accessory Dwelling Units (briefing)
May	12	Code amendments necessitated by Comprehensive Plan (hearing)
	26	WCF code amendments (hearing)
June	9	Amendments to College District Mixed-Use/Overlay zones (briefing)
	23	Amendments to 21.10 Fences for Industrial, Commercial and Multi-family zones (briefing) Amendments for Conditional Use Permits(CUP)/Special Use Permits (SUP)(briefing)
July	14	21.46 Commercial zones amendments (hearing)
	28	Amendments to 21.42/.43 Family child care homes (briefing) Amendments to 21.42 for Accessory Dwelling Units (hearing)
August	11	Annual Comprehensive Plan Amendments (hearings for individual items)
	-	Amendments to 21.12 Nonconforming Uses (briefing)
September	8	Amendments to 21.10 Fences (hearing)
	22	Amendments to 21.42/.43 Family child care homes (hearing) Amendments to 21.16 Signs (hearing)
October	13	Amendments for CUPs/SUPs (hearing)
	27	
November	10	Amendments to 21.12 Nonconforming Uses (hearing)
	-	
December	8	Annual PC appreciation dinner
	-	2017 Workplan