



AGENDA

Lynnwood Planning Commission

Meeting

Thursday, January 14, 2016 — 7:00 pm

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

A. CALL TO ORDER – ROLL CALL

B. ELECTION OF OFFICERS

C. APPROVAL OF MINUTES

1. December 10, 2015 meeting

D. 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.

E. PUBLIC HEARINGS

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

F. WORK SESSION TOPICS

G. OTHER BUSINESS

1. Proclamation in appreciation of the service of George Hurst
2. 2015 Annual Report

H. COUNCIL LIAISON REPORT

I. DIRECTOR'S REPORT

J. COMMISSIONERS' COMMENTS

K. ADJOURNMENT

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

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Election of Officers

Agenda Item: B

Staff Report

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

Staff Contacts: Todd Hall, Planning Manager

Summary

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

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

Policy Questions

NA

Action

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

Background

Officers for 2015 were:

Chair	Richard Wright
First Vice-Chair	Chad Braithwaite
Second Vice-Chair	George Hurst

Previous Planning Commission / City Council Action

NA

Adm. Recommendation

NA

Attachments

1. None

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**CITY OF LYNNWOOD
PLANNING COMMISSION MINUTES
December 10, 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	Michele Szafran, Associate Planner
Maria Ambalada	
Doug Jones	
Robert Larsen	
Michael Wojack	
	Other:
Commissioners Absent: None	Councilmember Van AuBuchon

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Call to Order

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

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Approval of Minutes

1. Approval of minutes of the November 12, 2015 Meeting

Motion made by Commissioner Ambalada, seconded by Commissioner Larsen, to approve the November 12, 2015 Planning Commission minutes as presented.

Motion passed unanimously (7-0).

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Citizen Comments

None

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Public Hearing

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

Associate Planner Michele Szafran summarized this agenda item and reviewed the background as contained in the Staff Report. She clarified a typo in the second sentence of the last paragraph on page 9 of the Staff Report which should state the proposal is for one parking space per six student capacity not six parking spaces per student. She reviewed staff's responses to previous Planning Commission questions and requests including: a clear definition of classroom; dropping the reference to .820; examples from the school district of how a good parking lot drop off/pick up configuration could work most efficiently, and an analysis of the current junior high/middle school parking situation.

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2 Ms. Szafran concluded that staff has found that the current parking requirement
3 is substantially higher than the majority of surrounding jurisdictions, all legislative
4 steps have been completed, and public notice has been given in preparation of
5 this hearing. Following the public hearing and deliberation staff recommended
6 the Planning Commission approve the draft Ordinance as written to City Council
7 for consideration.

8
9 Chair Wright opened the public testimony portion of the public hearing at 7:07
10 p.m. and solicited public comments.

11
12 Public Testimony

13
14 Stewart Mhyre, Executive Director, Business and Operations, Edmonds School
15 District, presented information regarding the realistic parking needs of the district.
16 He explained that there is a difference between parking spaces and flow of traffic
17 at schools.

18
19 Matt Finch, Project Manager, Edmonds School District, reviewed photos and
20 data of parking lots at some of the existing elementary and middle schools. He
21 summarized that the vast majority of the day most of the parking lots are vacant.

22
23 Seeing no additional comments, the public testimony portion of the hearing was
24 closed.

25
26 Planning Commission Discussion:

27
28 Commissioner Wojack asked Mr. Finch about options for Spruce Elementary
29 congestion. Mr. Finch explained that is a unique situation due to its small
30 frontage. He reiterated that parking flow and parking spaces are different issues.
31 Having more parking spots does not necessarily mean that flow will be improved.

32
33 Commissioner Larsen asked if it is the district's opinion that parking offsite is
34 okay. He referred to requirements for businesses and noted that it is generally
35 advisable to try to have parking onsite and not out in the neighborhoods. He
36 agreed that overlapped use makes sense in some situations. He wondered how
37 residents next to schools would feel about this issue. Mr. Finch commented that
38 in driving around these neighborhoods most of the on-street parking is open. He
39 noted that the district's offsite parking recommendation is for special events only
40 which would be six or seven times a year. Commissioner Larsen asked if this is a
41 sensitive issue for neighbors. Mr. Mhyre said he has asked both principals what
42 they have heard from their community. The principal from Lynnwood Elementary
43 has had no complaints. Spruce has had two or three complaints in a several year
44 period. Mr. Finch added that complaints regarding Spruce Elementary are related
45 less to the parking and more to traffic flow of that site.

1 Director Paul Krauss explained that schools and churches are unique uses in
2 that they are permitted inside residential neighborhoods because they are part of
3 the residential neighborhood unlike a shopping center. The need for overflow
4 parking for a school is very erratic while the need for parking in a commercial use
5 is constant. He explained that the intention of designing city streets with on-street
6 parking capacity is so that it can be occasionally used.

7
8 Commissioner Jones asked if the administrative reduction in parking was still an
9 option. Ms. Szafran replied that it is. Commissioner Jones then asked how the
10 recommendation changed from 3.5 spots per classroom to one spot per student
11 capacity which had the effect of reducing the required number of parking spaces.
12 Ms. Szafran explained they tried to keep it as close to what was proposed the
13 first time as possible. Staff also took into consideration what the school district
14 has stated its actual parking need is. This proposal is still above what the district
15 says their actual need is. The school district can still apply for 20% maximum
16 reduction, but they would need to demonstrate that they can still accommodate
17 their parking needs. Commissioner Finch emphasized that the school district is
18 still proposing a fairly significant increase to what is currently at both sites even
19 though it is a reduction to the current code.

20
21 Chair Wright asked if there are other uses where administrative authority is
22 given. Director Krauss replied it is fairly frequently used and is always contingent
23 on some kind of parking analysis being done.

24
25 Commissioner Ambalada thanked the school district for the presentation. She
26 urged the school district to be proactive in planning for emergency situations and
27 connecting with the community about those situations. Mr. Finch agreed and
28 explained if the school district doesn't have to spend the money on additional
29 parking they don't need they be more able to put it into school infrastructure that
30 can help support safety needs. He stressed that preparing for emergencies is a
31 priority for the school district as well.

32
33 Commissioner Hurst asked if the street parking option takes into consideration
34 whether or not the streets have sidewalks. Mr. Finch replied that they do. The
35 yellow highlighted areas are specific street locations that have sidewalks.

36
37 Commissioner Wojack thanked Mr. Finch for the presentation. He asked if
38 parents are informed what streets are good for them to park on when there are
39 special events. Mr. Finch was not sure, but indicated that he would ensure that
40 this is conveyed clearly to the parents and community at the new schools. He
41 noted that this could be easily communicated. Commissioner Wojack then
42 referred to page 10 of the staff report where it talks about dropping the reference
43 to .820 and noted that it doesn't appear that this would apply to schools anyway.
44 Ms. Szafran explained that it refers to the Community Development Director's
45 ability to administrative authority to use the parking capacity requirements of the
46 Lynnwood Municipal Code which applied to any uses.

1
2 Commissioner Braithwaite asked how the construction of temporary buildings are
3 factored into parking requirements. Director Krauss thought they would be
4 treated the same as any modification to any site plan in the city. Mr. Mhyre
5 explained the relocatable classrooms were added to address the state's move
6 from half-day kindergarten to full-day kindergarten as well as lowering class size.
7 There were no more students, just more teachers needed to occupy classrooms.
8 He explained that in a lot of schools right now teachers are teaching in hallways
9 or closets or other unusual situations.

10
11 Commissioner Ambalada noted that both Spruce and Lynnwood Elementary
12 have quite a large number of multicultural students. She commented that Maria
13 Garcia of Edmonds School District has a meeting of multicultural parents every
14 Monday at 6:00 on the first floor of the Edmonds School District Administration
15 Building. She would be a good one to talk to about parents' concerns.

16
17 Commissioner Larsen pointed out that the Planning Commission has looked at
18 this issue from every possible direction. He is proud of the work that they have
19 done and thanked staff for their patience and professionalism. He stated he is
20 comfortable with staff's recommendation.

21
22 *Motion made by Commissioner Jones, seconded by Commissioner Ambalada, to*
23 *approve staff's recommendation as written.*

24
25 Commissioner Braithwaite thanked the school district staff for coming to give the
26 information and presentation. He also thanked the staff for their work on this
27 issue. He stated he would be voting in favor of the proposal, but that he had a
28 few concerns. He noted some of the schools that did not have information
29 presented tonight have a little tighter parking than the ones that were presented.
30 In the long run he is concerned that the capacity for the future is built in. He
31 encouraged the city to have a flexible design review process.

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33 *Motion passed unanimously (7-0).*

34 35 **Work Session**

36 37 1. 2016 Work Plan

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39 Planning Manager Hall reviewed the Draft Planning Commission Work Plan for
40 2016 on page 41 of the Planning Commission packet.

41
42 Commissioner Wojack commented that Bellevue had run into problems with
43 boarding houses and asked if Lynnwood should be discussing this as well.
44 Director Krauss replied that this is a problem in Lynnwood also, and it's a difficult
45 issue to deal with. He explained that Lynnwood's approach is to ensure that
46 neighborhoods are maintained and code enforcement issues are dealt with and

1 that property values continue to reflect increasing value so that it's less desirable
2 to convert a single-family home into a rental.

3
4 Commissioner Jones commented that in the Magnolia area of Seattle they are
5 having an issue with mobile homes without engines being parked on streets.
6 Seattle has defined those as some sort of residence and will not remove them.
7 He asked if Lynnwood has the ability to deal with this issue. Director Krauss
8 replied that they do, and they enforce it with a fair amount of frequency. As a
9 homeowner in Lynnwood you are entitled to park an RV or camper on your
10 property, but you are not allowed to live in it.

11 12 **Other Business**

- 13
14 1. Appreciation of Commissioner George Hurst and Council Liaison Van
15 AuBuchon

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17 Director Krauss and other commissioners thanked Commissioner Hurst and
18 Council Liaison AuBuchon for their service and wished them the best.

19 20 **Council Liaison Report**

21
22 Councilmember AuBuchon had the following comments:

- 23
- 24 • He thanked Director Krauss and the other commissioners for their kind words.
 - 25 • He said he hopes the Council will give more consideration to listening
26 more and working more closely with the Planning Commission, if not all
27 the commissions. He expressed frustration that more progress had not
28 been made on this issue.
 - 29 • He thanked the Planning Commission for their hard work this year. He
30 looks forward to seeing George Hurst on the Council in January.

31 32 **Director's Report**

33
34 Director Krauss had the following comments:

- 35
- 36 • It has been a busy year and looks like it will continue to be busy. The rate
of development is the highest the City has ever seen.
 - 37 • The Council authorized staff to create a Human Services Commission that
38 will build upon the city's efforts to deal with homelessness and move into
39 other areas.
 - 40 • Staff is doing things to improve customer service such as getting the
41 Citizens Access Portal up and running. This is a way citizens will be able
42 to apply for, print out, and pay for building permits without having to come
43 to the city.
 - 44 • Annexations may be something the City is looking at again in the next
45 couple years.
 - 46 • Sound Transit 3 will be going before the voters next November.

- 1 • Staff is looking forward to working with the Planning Commission in the
2 upcoming year. He wished everyone a happy holiday season.
3

4 **Commissioners' Comments**
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6 Commissioner Hurst stated he will make sure the Council is aware of the hours
7 that the Planning Commission puts in. He thanked the other commissioners and
8 the staff for the great work they do and for letting him serve with them.
9

10 Chair Wright thanked staff for the holiday party. He hopes there will be some
11 vegetarian options next year.
12

13 Planning Manager Hall announced that Parks Deputy Director Olson informed
14 him they are planning a joint board and commission meeting on Wednesday,
15 January 13 from 6 to 9 p.m. to release the Draft Park Plan. An official invitation
16 will be coming soon.
17

18 **Adjournment**
19

20 The meeting was adjourned at 8:15 p.m.
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25 _____
Richard Wright, Chair

**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 present draft legislation for a public hearing regarding a new chapter to regulate outdoor lighting within the City of Lynnwood. This new chapter would be Chapter 21.17 – Outdoor Lighting Standards.

Action

The Community Development Department recommends APPROVAL of the attached ordinance as proposed by staff.

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 Action

Planning Commission briefing on March 27, 2014

Planning Commission discussion regarding lighting fixtures on April 23, 2014
(George Hurst)

Planning Commission briefing on November 12, 2015.

Analysis

The following sections provide a summary and analysis of the proposed amendments to the Lynnwood Municipal Code:

Definitions

The proposal adds twenty-nine new definitions that will only be applicable to Chapter 21.17. The definitions are meant to clarify and define key terms in the newly chapter. All definitions are found in Chapter 21.02 LMC.

Exemptions

A number of exemptions are listed which the provisions of the chapter do not apply.

Applicability and General Requirements

This section states where the new regulations apply and the general regulations that shall be followed in all situations.

Lighting Standard Requirements In or Within 50 feet of Residential Zones

Special regulations apply to lighting in or adjacent to residential zones.

Lighting Zones

New lighting zones, based on the Model Lighting Ordinance of the International Dark-Sky Association (IDA), are applied to specific uses are areas within the city, such as low-density residential areas and neighborhood parks; high-density residential areas, larger parks and schools; commercial areas, office parks, and ballfields, and; car dealerships and light industrial areas.

Non-Residential Lighting Prescriptive and Performance Methods

This section is applied to non-residential lighting by choosing one of two methods, either prescriptive or performance method.

Lighting by Special Permit Only

This section applies to instances where a special permit is required (i.e. temporary lighting, searchlights, etc.)

Tables

A number of tables are listed which apply to the various lighting cases and the maximum lumens/luminaires.

Other Amendments

Additional amendments to Chapters 17.05, 21.18, and 21.46 are included that pertain to the new Chapter 21.17.

Compliance with State Law and City of Lynnwood Comprehensive Plan

Growth Management Act (GMA) Planning Goals

The GMA planning goals adopted in RCW 36.70A.020 guides the development and adoption of comprehensive plans and development regulations. The goals are not priority listed. The GMA planning goals are addressed in the City of Lynnwood's Comprehensive Plan. The City Council adopted updates to the 2035 Comprehensive Plan on June 22, 2015. This document guides the development of regulations required under RCW 36.70A.040.

City of Lynnwood Comprehensive Plan Goals and Policies

The proposal complies with the City of Lynnwood's Comprehensive Plan which sets forth the following goals and policies related to the proposed regulations:

1. *Community Character Element – Goal 4 Light Pollution: “Reduce impacts from light polluting sources, while still providing for safety and protection of personal and private property.”*
 - *Policy CC-4.1 – “Reduce light pollution and promote dark skies by limiting brightness of exterior fixtures and shielding adjacent uses from light sources, while maintaining public safety.”*
 - *Policy CC-4.2 – “Light sources, including signs, shall be shielded or shaded to prevent light spillover on surrounding areas or cast excessive light on any residential use or street.”*
 - *Policy CC-4.3 – “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.”*
 - *Policy CC-4.4 – “Require the use of efficient, full cut-off lighting which emits no light above the horizontal plane.”*
 - *Policy CC-4.5 – “Prohibit unshielded exterior lamps and limit lighting of trees and vegetation through the use of shielded fixtures and foot-candle limits.”*
 - *Policy CC-4.6 – “Promote outdoor lighting which either dims significantly or completely turns off during day-time hours.”*
 - *Policy CC-4.7 – “Engage with Snohomish County PUD to replace existing street lighting with high efficient LED lights. City should also consider replacing city-owned lighting with LED lights.”*

2. *Community Character Element – Goal 15 Sustainable City: “Fully embrace sustainability as a key strategic principle providing direction and focus for current and future critical city decisions.”*
 - *Policy CC-15.7 – “Update lighting and HVAC systems in all City operated facilities.”*

3. *Community Character Element – Goal 18 Energy and Waste Reduction: “Reduce Lynnwood’s energy dependency and solid waste impact by exploring and investing in sustainable energy technology and effective waste reduction measures.”*

- *Policy CC-18.3 – “Energy saving measures for City streets should be implemented, such as the conversion of street lighting to LED or other efficient technologies.”*

Environmental Review

A State Environmental Policy Act (SEPA) Determination is required for the proposed amendments. A Determination of Non-Significance was issued on March 26, 2014. No comments were received on the DNS.

Notification of State Agencies

Pursuant to RCW 36.70A.106, a notice of intent to adopt the proposed regulations and standards was transmitted to the Washington State Department of Commerce for distribution to state agencies. No comments were received.

Adm. Recommendation

1. Receive public input on the draft ordinance.
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 ordinance as written; or
 - b. Recommend approval of the draft ordinance – as amended by the Commission; or
 - c. Direct staff to prepare revisions for the Commission’s review at a future meeting. If the changes desired as substantive, it would be appropriate to continue the public hearing to allow public comment on those forthcoming edits.

Attachments

1. Draft Ordinance
2. Meeting minutes excerpt

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CITY OF LYNNWOOD

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LYNNWOOD,
WASHINGTON, ESTABLISHING OUTDOOR LIGHTING
STANDARDS; ADDING A NEW CHAPTER 21.17 TO THE
LYNNWOOD MUNICIPAL CODE; AMENDING SECTIONS
17.05.110, 21.18.600, 21.46.111B.2.j, 21.46.150B AND
21.46.160B OF THE LYNNWOOD MUNICIPAL CODE; AND
PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE
AND SUMMARY PUBLICATION.

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

WHEREAS, the proposed regulations for outdoor lighting will regulate unpleasant
conditions resulting from poorly designed or installed outdoor lighting; and

WHEREAS, the proposed regulations will minimize the impact of outdoor lighting on
views of the night sky by minimizing glare, obtrusive light and artificial sky glow, and by
limiting outdoor lighting that is misdirected, excessive or unnecessary; and

WHEREAS, the proposed regulations regulate the type of light fixtures, lamps and
standards; and

WHEREAS, the proposed regulations will protect low- and medium-density residential
zones from adverse impacts associated with nonresidential and multi-family outdoor lighting;
and

WHEREAS, the proposed regulations will ensure that outdoor lighting is in compliance
with the State of Washington Energy Code; and

WHEREAS, the Washington State Growth Management Act [specifically RCW
36.70A.040(4)] requires that Lynnwood's development regulations be consistent with and
implement the Lynnwood Comprehensive Plan; and

WHEREAS, the proposed regulations will implement the energy conservation and light
pollution goals and policies of the Comprehensive Plan; and

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

47 WHEREAS, on the 7th day of December, 2015, notice of the proposed code amendment
48 was sent to the Washington State Department of Commerce in accordance with RCW
49 36.70A.106; and

50
51 WHEREAS, on the 26th day of March, 2014, the City of Lynnwood SEPA Responsible
52 Official issued a Determination of Non-Significance (DNS) on the proposal; and

53
54 WHEREAS, on the 14th day of January, 2016, the Lynnwood Planning Commission held
55 a public hearing on proposed amendments to the Lynnwood Municipal Code provided by this
56 Ordinance, and all persons wishing to be heard were heard; and

57
58 WHEREAS, on the ___ day of _____, 2016, the City Council held a public hearing
59 on the proposed amendments to the Lynnwood Municipal Code in this Ordinance, and all
60 persons wishing to be heard were heard; now, therefore

61
62 THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, DO
63 ORDAIN AS FOLLOWS:

64
65 **Section 1. Findings.** Upon consideration of the provisions of this Ordinance in light of the
66 decision criteria specified by LMC 21.20.500, the City Council finds that the amendments
67 contained herein are: a) consistent with the City’s Comprehensive Plan; and b) substantially
68 related to the public health, safety, or welfare; and c) not contrary to the best interest of the
69 citizens and property owners of the city of Lynnwood.

70
71 **Section 2. New Chapter.** A new Chapter 21.17 is hereby added to the Lynnwood Municipal
72 Code to read as follows:

73
74 **21.17.010 Purpose.**

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

87
88 **21.17.020 Definitions.**

- 89 A. The following definitions shall only apply to this chapter:
- 90 1. “Accent lighting” means any luminaire that emphasizes a particular object or draws
91 attention to a particular area for aesthetic purposes.
 - 92 2. “Ambient light” means general illumination of an area.

93 3. “Backlight” means for an outdoor luminaire, lumens emitted in the quarter sphere
94 below horizontal and in the opposite direction of the intended orientation of the luminaire. For
95 luminaires with symmetric distribution, backlight will be the same as the front light.

96 4. “BUG” means a luminaire classification system that classifies backlight (B), uplight
97 (U) and glare (G).

98 5. “Canopy” means a covered, unconditioned structure with a least one side open for
99 pedestrian and/or vehicular access. (An unconditioned structure is one that may be open to the
100 elements and has no heat or air conditioning).

101 6. “Curfew” means a time defined by the City when outdoor lighting must be reduced or
102 extinguished.

103 7. “Cut-off angle” (of a luminaire) means the angle, measured from the lowest point
104 between a vertical line from the center of the lamp extended to the ground and the first line of
105 sight at which the bare source is not visible.

106 8. “Footcandle (FC)” means a measure of illuminance or a measure of how bright a light
107 appears to the human eye. One footcandle is equal to one lumen/sq. ft. As an example, a typical
108 60-watt incandescent lamp (840 lumens) produces an illuminance of 0.1 footcandles at a distance
109 of about 25 feet.

110 9. “Glare” means lighting entering the eye directly from luminaires or indirectly from
111 reflective surfaces that causes visual discomfort or reduced visibility.

112 10. “Hardscape” means permanent hardscape improvements to the site including parking
113 lots, drives, entrances, curbs, ramps, stairs, steps, medians, walkways and non-vegetated
114 landscaping that is 10 feet or less in width. Materials may include concrete, asphalt, stone,
115 gravel, or similar substances.

116 11. “Hardscape area” means the area measured in square feet of all hardscape. It is used
117 to calculate the Total Site Lumen Limit in both the Prescriptive Method and Performance
118 Methods.

119 12. “Hardscape perimeter” means the perimeter measure in linear feet of the hardscape.
120 It is used to calculate the Total Site Lumen Limit in the Performance Method. Refer to
121 Hardscape definition.

122 13. “IESNA” means Illuminating Engineering Society of North America

123 14. “Lamp” means the light-producing mechanism of a luminaire.

124 15. “Light pollution” means any adverse effect of artificial light.

125 16. “Light trespass” means light falling where it is not wanted or needed (also referred to
126 as spill light or obtrusive light).

127 17. “Lighting zone” means an overlay zoning system establishing legal limits or
128 regulations for lighting for particular parcels, areas or districts in a community.

129 18. “Lumen” means a unit of measure used to quantify the amount of light produced by a
130 lamp or emitted from a luminaire (as distinct from “watt,” a measure of power consumption).

131 19. “Luminaire” means the complete lighting unit, consisting of a lamp, or lamps and
132 ballast(s) (when applicable), together with the parts designed to distribute the light (reflector,
133 lens, diffuser), to position and protect the lamps, and to connect the lamps to the power supply
134 (also referred to as fixture).

135 20. “Lux” means the International Systems of Units (SI) unit of illuminance. One lux is
136 one lumen per square meter. A lux is a unit of incident illuminance approximately equal to 1/10
137 footcandle.

138 21. "Mounting height" means the height of the photometric center of a luminaire above
139 grade level.

140 22. "Outdoor lighting fixture" means a luminaire outside of an enclosed building or
141 structure or any luminaire directed such that it primarily illuminates outdoor areas.

142 23. "Shielding" means an opaque or solid material that blocks the transmission of light.

143 24. "Sky glow" means the brightening of the nighttime sky that results from scattering
144 and reflection of artificial light by moisture and dust particles in the atmosphere. Sky glow is
145 caused by light directed or reflected upwards or sideways and reduces one's ability to view the
146 night sky.

147 25. "Spotlight" means a fixture designed to light only a small, well-defined area.

148 26. "Time switch" means an automatic lighting control device that controls lights
149 according to time of day.

150 27. "Uplight" means for an outdoor luminaire, lux radiated in the hemisphere at or above
151 the horizontal plane.

152 28. "Vertical illuminance" means illuminance measured or calculated in a plane
153 perpendicular to the site boundary or property line.

154

155 **21.17.030 Exemptions.**

156 A. The following are exempt from the provisions of this chapter:

157 1. Outdoor lighting for single-family residences;

158 2. Traffic control signals and devices;

159 3. Street lights on public streets which are covered by other design standards adopted
160 by the City;

161 4. Temporary emergency lighting (i.e., fire, police, repair workers) or warning lights;

162 5. Moving vehicle lights;

163 6. Navigation lights (i.e., radio/television towers, docks, piers, buoys) or any other lights
164 where state or federal statute requires lighting that cannot comply with this chapter;

165 7. Seasonal decorations;

166 8. Outdoor lighting approved by the Director for temporary or periodic events (e.g.,
167 fairs, nighttime construction);

168 9. Internally and externally illuminated signs regulated by Chapter 21.16 LMC; and

169 10. Outdoor egress lighting as required by National Fire Protection Association (NFPA).

170

171 **21.17.040 Applicability.**

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

173 1. Outdoor lighting undertaken in conjunction with development requiring Project
174 Design Review (PDR); and

175 2. Redevelopment or expansion when the redevelopment increases the gross floor area
176 or valuation by the criteria established in LMC 21.12.400.C.

177 3. Minor Modifications, Additions, or New Lighting Fixtures for Non-residential
178 and Multi-family Dwellings. For non-residential and multi-family dwellings, all additions,
179 modifications, or replacement of more than 50 percent of outdoor lighting fixtures existing as of
180 the effective date of this chapter shall require the submission of a complete inventory and site
181 plan detailing all existing and any proposed new outdoor lighting. Any new lighting shall meet
182 the requirements of this chapter.

183 4. Resumption of Use after Abandonment. If a property with non-conforming

184 lighting is abandoned for a period of six months or more, then all outdoor lighting shall be
185 brought into compliance with this chapter before any further use of the property occurs.
186

187 **21.17.050 General Requirements.**

- 188 A. The following general requirements shall apply to all proposed outdoor lighting:
- 189 1. Site lighting trespass onto adjacent residential properties shall be minimized;
 - 190 2. Site lighting shall minimize light spillage into the night sky;
 - 191 3. Outdoor lighting shall be controlled by either a combination of a photo sensor and a
192 time switch or an astronomical time switch. All time switches shall be capable of retaining
193 programming and the time setting during loss of power for a period of at least 10 hours;
 - 194 4. Fixtures and lighting systems used for safety and security shall be maintained in good
195 working order and in a manner that serves the original design intent of the system; and
 - 196 5. The applicant shall submit to the City a site lighting plan to enable a determination
197 that the applicable provisions of this chapter will be satisfied.
 - 198 a. The outdoor lighting plan shall include the following:
 - 199 i. Manufacturer specification sheets, cut-sheets or other manufacturer
200 provided information for all proposed lighting fixtures;
 - 201 ii. The proposed location, mounting height, and aiming point of all outdoor
202 lighting fixtures; and
 - 203 iii. If building elevations are proposed for illumination, drawings shall be
204 provided for all building elevations showing fixtures, portions of the elevations to be illuminated,
205 illumination levels of the elevations, and the aiming point for any remote light fixture.
 - 206 b. If needed to review proposed outdoor lighting installations, the City may
207 require additional information following the initial lighting plan submittal, including but not
208 limited to:
 - 209 i. A brief written narrative, with accompanying plan or sketch, which
210 demonstrates the objectives of the lighting;
 - 211 ii. Photometric data, BUG ratings as defined by the Illuminating
212 Engineering Society of North America (IESNA), Color Rendering Index (CRI) of all lamps, or
213 LED's, and other descriptive information on the fixtures, or designation as IESNA "cutoff
214 fixtures;"
 - 215 iii. A computer generated photometric grid showing footcandle readings
216 every 10 feet within the property or site, and 10 feet beyond the property lines; iso-footcandle
217 contour line style plans are also acceptable; and
 - 218 iv. Landscaping information that indicates mature vegetation in order to
219 evaluate the long-term and seasonal effectiveness of lighting or screening of lighting.

220
221 **21.17.060 Lighting Standard Requirements in or within 50 feet of Residential Zones.**

- 222 A. Outdoor lighting installations and fixtures located in or within 50 feet of a residential
223 zone shall comply with the following requirements:
- 224 1. Lighting fixtures shall be no higher than 15 feet above grade;
 - 225 2. Lighting fixtures shall be designed and shielded in a manner so that the fixture does
226 not directly illuminate on adjacent residentially zoned property. Fixtures should be of a type or
227 adequately shielded so as to prevent glare from normal viewing angles; and
 - 228 3. Where feasible, additional landscaping may be required by the City to provide light
229 screening between commercial zones and residential zones to help prevent light trespass on to

230 the residentially zoned properties. Where landscaping is used for light screening, the City shall
 231 take into consideration the applicable landscaping standards and Citywide Design Guidelines.

232 B. The height restrictions of this section shall not apply to lighting used to illuminate
 233 outdoor performance areas, sport and recreation facilities, and playfields, except where such
 234 lighting fixtures are located within 50 feet of the property line of a residentially zoned property.
 235 Lighting of outdoor performance areas, sport and recreation facilities, and playfields shall also
 236 meet the standards in LMC 21.17.090.

237
 238 **21.17.070 Lighting Zones.**

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

241
 242 **Table 21.17.01**

LIGHTING ZONE	Recommended Uses or Areas	Zoning Considerations
LZ-1	Lighting Zone 1 pertains to areas where low ambient lighting levels are desirable. These typically include single and two-family residential communities, and other areas with limited nighttime activity. May also include the developed areas in parks and other natural settings.	Recommended default zone for low density residential areas. Includes single or two family residential districts, , and 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, recreational and playing fields serving neighborhoods, 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, business parks 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 rail yards with high night time activity, high use recreation and playing fields, regional shopping malls, car	Recommended default zone for general business districts. Includes business zone districts and industrial and/or manufacturing zone districts.

	dealerships, gas stations, and other retail areas with outdoor nighttime activity.	
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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.

C. The following chart determines which Lighting Zone generally applies to each zoning district on the City’s Official Zoning Map. However, the specific use of a property, as described in Table 21.17.02, shall supersede the property’s zoning district when determining which Lighting Zone applies to the specific property or development.

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, CDM, HMU, BTP, P1	High-density multi-family, mobile home parks, neighborhood-oriented business, business parks, churches, schools, larger city parks, office buildings
LZ-3	CG, PRC, PCD, CC-C, CC-W, CC-N, ACC, CR, LI, P1	High-intensity commercial areas along arterials, Alderwood Mall, Transition Area, EDCC, Meadowdale Playfields, medium-intensity light industrial, car dealerships, office buildings

266

267 **21.17.080 Non-Residential Lighting.**

268 For all non-residential properties, and for multi-family residential properties of 12 or more
269 dwellings and having common outdoor areas, all outdoor lighting shall comply either with Part A
270 or Part B of this section.

271 A. Prescriptive Method. An outdoor lighting installation complies with this section if it
272 meets the requirements of subsections 1 and 2 below, except that parking lot lighting shall also
273 meet the requirements of subsection 3:

274 1. Total Site Lumen Limit. The total installed initial luminaire lumens of all outdoor
275 lighting shall not exceed the total site lumen limit. The total site lumen limit shall be determined
276 using either the Parking Space Method (Table 21.17.03) or the Hardscape Area Method (Table
277 21.17.04). Only one method shall be used per permit application. For sites with existing lighting,
278 existing lighting shall be included in the calculation of total installed lumens.

279 2. Limits to Off Site Impacts. All luminaires shall be rated and installed according to
280 Tables 21.17.05-.07.

281 3. Light Shielding for Parking Lot Illumination. All parking lot lighting shall have
282 no light emitted above 90 degrees.

283 a. Exception. Ornamental parking lot lighting shall be permitted by special permit
284 only pursuant to LMC 21.17.090C, and shall meet the requirements of Table 21.17.05 for
285 Backlight, Table 21.17.06 for Uplight, and Table 21.17.07 for Glare, without the need for
286 external field-added modifications.

287 B. Performance Method.

288 1. Total Site Lumen Limit. The total installed initial luminaire lumens of all lighting
289 systems on the site shall not exceed the allowed total initial site lumens. The allowed total initial
290 site lumens shall be determined using Tables 21.17.08 and 21.17.09. For sites with existing
291 lighting, existing lighting shall be included in the calculation of total installed lumens.
292 The total installed initial luminaire lumens of all lighting systems on the site is calculated as the
293 sum of the initial luminaire lumens for all luminaires.

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

296 Option A: All luminaires shall be rated and installed according to Tables
297 21.07.05-.07.

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

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

304 b. Analysis shall utilize an enclosure comprised of calculation planes with zero
305 reflectance values around the perimeter of the site. The top of the enclosure shall be no less than
306 33 feet above the tallest luminaire. Calculations shall include total lumens upon the inside
307 surfaces of the box top and vertical sides and maximum vertical illuminance (footcandles and/or
308 lux) on the sides of the enclosure.

309 c. The design complies if:

310 i. The total lumens on the inside surfaces of the virtual enclosure are
311 less than 15% of the total site lumen limit; and

312 ii. The maximum vertical illuminance on any vertical surface is less than

313 the allowed maximum illuminance per Table 21.17.09.

314

315 **21.17.090 Lighting By Special Permit Only.**

316 A. High Intensity and Special Purpose Lighting. The following lighting systems are
317 prohibited from being installed or used except by special permit:

318 1. Temporary lighting in which any single luminaire exceeds 20,000 initial luminaire
319 lumens or the total lighting load exceeds 160,000 lumens.

320 2. Areal lasers.

321 3. Searchlights (unless permitted by LMC 21.16.310.H).

322 4. Other very intense lighting defined as having a light source exceeding 200,000
323 initial luminaire lumens or an intensity in any direction of more than 2,000,000 candelas.

324 B. Upon special permit issued by the City, lighting not complying with the technical
325 requirements of this chapter but consistent with its intent may be installed for complex sites or
326 uses or special uses including, but not limited to, the following applications:

327 1. Sports facilities, including but not limited to unconditioned sports facilities (fields,
328 stadiums, courts, etc.)

329 2. Construction lighting.

330 3. Lighting for industrial sites having special requirements, such as petrochemical
331 manufacturing or storage, shipping piers, etc.

332 4. Parking structures.

333 5. Urban parks.

334 6. Ornamental and architectural lighting of bridges, public monuments, statuary and
335 public buildings.

336 7. Correctional facilities.

337 C. To obtain such a permit, applicants shall demonstrate that the proposed lighting
338 installation:

339 1. Makes every reasonable effort to mitigate the effects of light on
340 the environment and surrounding properties, supported by a signed statement describing the
341 mitigation measures. Such statement shall be accompanied by the calculations required for the
342 Performance Method under LMC 21.17.080B.

343 2. Employs lighting controls to reduce lighting at a Project Specific Curfew
344 (“Curfew”) time to be established in the Permit.

345 3. Complies with the Performance Method under LMC 21.17.080B after Curfew.

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

349

350 **21.17.100 Tables.**

351

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

354 May only be applied to developments with no more than 10 parking spaces (including
355 handicapped accessible spaces).

356

357

358

359

Table 21.17.03

LZ-1	LZ-2	LZ-3
490 lms/space	630 lms/space	840 lms/space

360

361 **Table 21.17.04 – Allowed Total Initial Lumens per Site for Non-residential Outdoor**

362 **Lighting, Hardscape Area Method**

363 May be used for any development. When lighting intersections of site drives and public streets
364 or road, a total of 600 square feet for each intersection may be added to the actual site hardscape
365 area to provide for intersection lighting.
366

LZ-1	LZ-2	LZ-3
Base Allowance		
1.25 lumens per SF of hardscape	2.5 lumens per SF of hardscape	5.0 lumens per SF of hardscape

367

Lumen Allowances in Addition to Base Allowance	LZ-1	LZ-2	LZ-3
Additional allowances for sales and service facilities. No more than two additional allowances per site.			
Outdoor Sales Lots. This allowance is lumens per square foot of uncovered sales lots used exclusively for the display of vehicles or other merchandise for sale, and shall 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	12 lumens per square foot

<p>Outdoor Sales Frontage. 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>	0	1,000 per LF	1,500 per LF
<p>Drive Up Windows. In order to use this allowance, luminaires must be within 20 feet horizontal distance of the center of the window.</p>	2,000 lumens per drive-up window	4,000 lumens per drive-up window	8,000 lumens per drive-up window
<p>Vehicle Service Station. This allowance is lumens per installed fuel pump.</p>	4,000 lumens per pump (based on 5 FC horizontal)	8,000 lumens per pump (based on 10 FC horizontal)	16,000 lumens per pump (based on 20 FC horizontal)

368 **Table 21.17.05 – Maximum Allowable Backlight, Uplight and Glare (BUG) Ratings**
 369 May be used for any development. A luminaire may be used if it is rated for the lighting zone of
 370 the site or lower in number for all ratings B, U and G. Luminaires equipped with adjustable
 371 mounting devices permitting alteration of luminaire aiming in the field shall not be permitted.
 372

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

373 * For property lines that abut public walkways, bikeways, bikeways, plazas, and parking lots,
 374 the property line may be considered to be 5 feet beyond the actual property line for purposes
 375 of determining compliance with this section. For property lines that abut public roadways
 376 and public transit corridors, the property line may be considered to be the centerline of the
 377 public roadway or public transit corridor for the purpose of determining compliance with this
 378 section. NOTE: This adjustment is relative to Table 21.17.05 and Table 21.17.07 only and
 379 shall not be used to increase the lighting area of the site.
 380 **To be considered ‘ideally oriented’, the luminaire must be mounted with the backlight
 381 portion of the light output oriented perpendicular and toward the property line of concern.
 382
 383

Table 21.17.06 – Maximum Allowable Uplight (BUG) Ratings – Continued

	LZ-1	LZ-2	LZ-3
Allowed Uplight Rating	U1	U2	U3
Allowed % light emission above 90 degrees for street or Area lighting	0%	0%	0%

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

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

385 *** Any luminaire that cannot be mounted with its backlight perpendicular to any property line
 386 within 2 times the mounting heights of the luminaire location shall meet the reduced Allowed
 387 Glare Rating in Table 21.17.07.
 388

389 **Table 21.17.08 – Performance Method Additional Initial Luminaire Lumen Allowances.**

390 All area and distance measurements shall be in plan view unless otherwise noted.
 391

Lighting Application	LZ-1	LZ-2	LZ-3
Additional Lumens Allowances for All Buildings Except Service Stations and Outdoor Sales Facilities. A maximum of three (3) allowances are permitted.			
Building Entrances or Exits. This allowance is per door. In order to use this allowance, luminaires must be within 20 feet of the door.	1,000	2,000	4,000
Building Facades. 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.	0	8/SF	16/SF
Sales or Non-sales Canopies. 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.	3/SF	6/SF	12/SF
Guard Stations. 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.	6/SF	12/SF	24/SF
Outdoor Dining. 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 outdoor dining.	1/SF	5/SF	10/SF
Drive Up Windows. 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

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<p>Additional Lumens Allowances for Service Stations Only. Service stations may not use any other additional allowances.</p>			
<p>Vehicle Service Station Hardscape. This allowance is lumens per unit area for the total illuminated hardscape area less area of buildings, area under canopies, or areas obstructed by signs or structures. In order to use this allowance, luminaires must be illuminating.</p>	4/SF	8/SF	16/SF
<p>Vehicle Service Station Canopies. 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
<p>Additional Lumens Allowances for Outdoor Sales facilities Only. Outdoor sales facilities may not use any other additional allowances. NOTICE: Lighting permitted by these allowances shall employ controls extinguishing this lighting after a curfew time to be determined by the City.</p>			
<p>Outdoor Sales Lots. 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
<p>Outdoor Sales Frontage. 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>	0	1,000/LF	1,500/ LF

402 **Table 21.17.09 – Maximum Vertical Illuminance at Any Point in the Plane of the Property**
 403 **Line**

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

404
 405 **Section 3. Amendment.** LMC 17.05.110 is hereby amended as follows:
 406

407 **17.05.110 Light and Glare.**

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

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

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

419 C. Landscaping shall be the preferred means of screening emission of light and glare to nearby
 420 properties, but should be supplemented where necessary by solid or other sight and glare
 421 barriers.

422 D. All new or modified outdoor lighting shall conform to Chapter 21.17 Outdoor Lighting
 423 Standards.

424
 425 **Section 4. Amendment.** LMC 21.18.600 is hereby amended as follows:
 426

427 **21.18.600 Parking lot illumination.**

428 Lighting off-street parking areas shall be arranged so as to not constitute a nuisance or hazard to
 429 passing traffic. Where lots share a common boundary with any “R” classified property, and
 430 where any RM zone lot shares a boundary with an RS zone, the illumination shall be directed
 431 away from the more restrictively classified property. See Chapter 21.17 Outdoor Lighting
 432 Standards for specific regulations pertaining to parking lot illumination.

434 **Section 5. Amendment.** LMC 21.46.111B.2.j is hereby amended as follows:
 435

436 **21.46.111 Limitations on uses – Auto-oriented zones.**

437 B.2.j. Lighting Standards. All lighting shall be so arranged and shielded as to confine all direct
 438 light rays entirely within the boundary lines of the site, and as to prevent, to the extent
 439 practicable, reflected light rays from shining upon other properties, and as to avoid glare onto
 440 any portion of any adjacent right-of-way or into the path of oncoming vehicles. See Chapter
 441 21.17 Outdoor Lighting Standards for specific regulations pertaining to Auto-Oriented uses.

442 **Section 6. Amendment.** LMC 21.46.150B is hereby amended as follows:
443

444 **21.46.150 Performance standards – Light Industrial zone.**

445 B. Lighting. Industrial lighting and outdoor lighting shall not be used in such a manner that
446 produces glare on public highways and neighboring highways and neighboring property. See
447 Chapter 21.17 Outdoor Lighting Standards for specific regulations pertaining to Light Industrial
448 uses. Arc welding, acetylene torch cutting or similar processes shall be performed so as not to be
449 seen from any point beyond the outside of the property.
450

451 **Section 7. Amendment.** LMC 21.46.160B is hereby amended as follows:
452

453 **21.46.160 Performance standards – Business and Technical Park zone (underlined)**

454 B. Lighting. Industrial and outdoor lighting shall not be used in a manner that produces glare on
455 public highways and neighboring property. See Chapter 21.17 Outdoor Lighting Standards for
456 specific regulations pertaining to Business and Technical Park uses. Arc welding, acetylene
457 torch cutting or similar processes shall be performed so as not to be seen from any point beyond
458 the outside of the property, and to not interfere with the use of nearby properties.
459

460 **Section 8. Severability.** If any section, sentence, clause or phrase of this Ordinance should be
461 held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or
462 unconstitutionality shall not affect the validity or constitutionality of any other section, sentence,
463 clause or phrase of this Ordinance.
464

465 **Section 9. Effective Date.** This Ordinance or a summary thereof consisting of the title shall be
466 published in the official newspaper of the City, and shall take effect and be in full force five (5)
467 days after publication.
468

469 PASSED BY THE CITY COUNCIL, the _____ day of _____, 2016.
470

471 APPROVED:
472

473 _____
474
475 Nicola Smith, Mayor
476

477 ATTEST/AUTHENTICATED:
478

479 _____
480 Sonja Springer
481 Finance Director
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483
484
485
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488 APPROVED AS TO FORM:

489

490

491 _____

492 Rosemary Larson

493 City Attorney

494

495 FILED WITH ADMINISTRATIVE SERVICES: _____

496 PASSED BY THE CITY COUNCIL: _____

497 PUBLISHED: _____

498 EFFECTIVE DATE: _____

499 ORDINANCE NUMBER: _____

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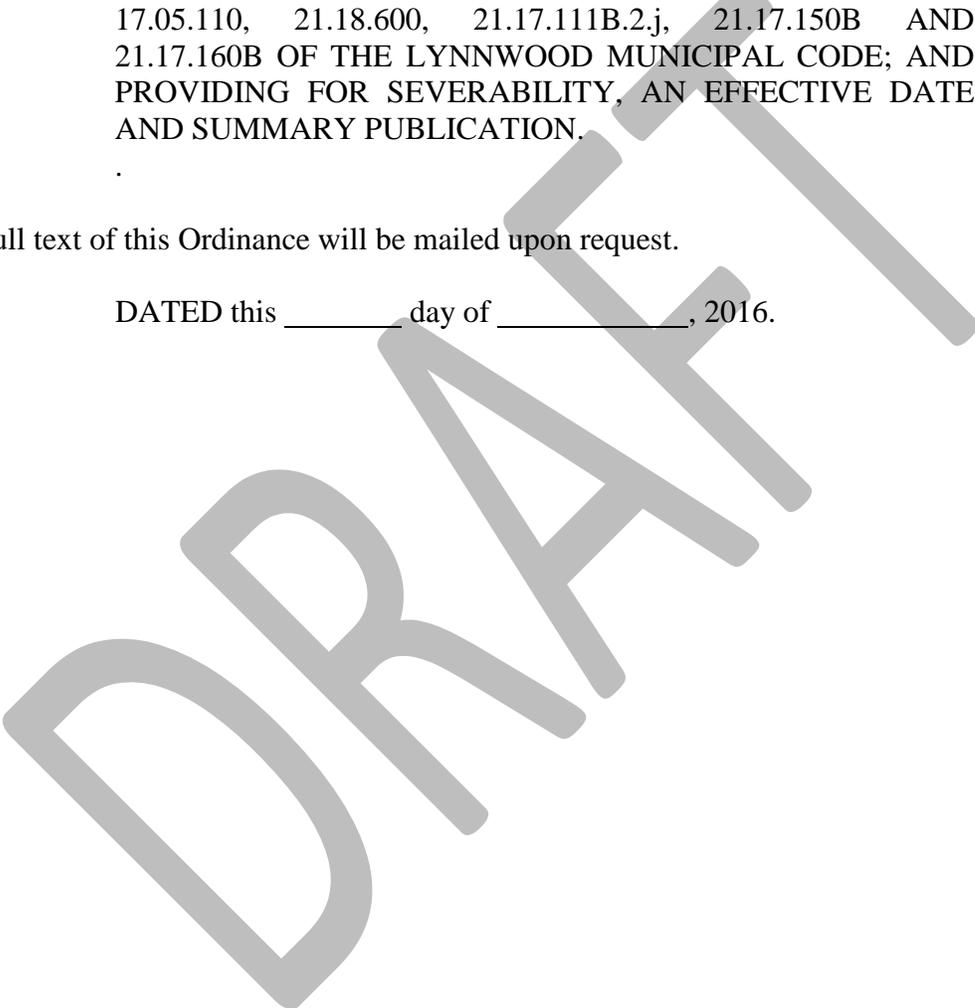
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On the _____ day of _____, 2016, the City Council of the City of Lynnwood, Washington, passed Ordinance No. _____. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, ESTABLISHING OUTDOOR LIGHTING STANDARDS; ADDING A NEW CHAPTER 21.17 TO THE LYNNWOOD MUNICIPAL CODE; AMENDING SECTIONS 17.05.110, 21.18.600, 21.17.111B.2.j, 21.17.150B AND 21.17.160B OF THE LYNNWOOD MUNICIPAL CODE; AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SUMMARY PUBLICATION.

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

DATED this _____ day of _____, 2016.



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1 **Amendments to LMC, Chapter 21.17 – Exterior Lighting Standards (new chapter)**
2
3

4 **Excerpt – Planning Commission Meeting Minutes, November 12, 2015**
5

6 Planning Manager Todd Hall reviewed changes to the proposed chapter regarding
7 outdoor lighting standards which was last discussed in April of 2014. He explained that
8 staff has changed direction with this and is now going off the Model Lighting Ordinance
9 which is what the International Dark Skies Association uses. He explained the purpose
10 of the code is to address off-site light intrusion and impacts to adjacent uses, specifically
11 impacts to residential neighborhoods; to consolidate all existing references to lighting in
12 one code section; to address energy conservation measures; to address public safety;
13 and to address Dark Skies issues. Impacts from light pollution include wasted light, sky
14 glow/glare, light spread onto adjacent properties, and limits nighttime viewing of stars.
15 Too much artificial lighting at night harms the environment in that it disrupts the rhythms
16 of humans and animals, disorients wildlife and fish, interferes with migration, reduces
17 night vision while driving and potentially causes adverse long-term health effects. The
18 purpose of lighting is for safety, visibility, recreational uses, and landscaping. Ways to
19 reduce lighting impacts include: installation of full cutoff or fully shielded lights; no light
20 above 90 degrees; retrofit of existing lighting; and installation of timers, dimmers, and
21 motion sensors. Examples of low impact lighting are lights that are mounted on columns
22 and walls, bollards, and recessed lighting. The City Center code calls out some of
23 these. The proposed new code would contain five lighting zones: LZ-1 (low ambient
24 lighting); LZ-2 (moderate ambient lighting); LZ-3 (moderately high ambient); and LZ-4
25 (high ambient lighting). Planning Manager Hall reviewed the areas to which each of the
26 lighting levels would apply as outlined in the table in section 21.17.080.
27

28 Commissioner Questions and Discussion:
29

30 Commissioner Ambalada asked if there are any standard regulations for lighting
31 throughout the United States for the purpose of Homeland Security. Planning Manager
32 Hall replied that the Model Lighting Ordinance is the most commonly used ordinance
33 around the country, especially for cities that desire to create a code that is dark sky
34 friendly.
35

36 Commissioner Wojack referred to the stated purposes of the code under the
37 Background section in the Staff Report and suggested that it should read, "**To reduce**
38 **and minimize the impact of exterior lighting . . .**" He then asked if the changes to the
39 outdoor lighting standards would apply to City Center or if the City Center Design
40 Standards would apply. Director Krauss stated that staff would have to work to bring
41 them into compliance, but noted that the City Center code doesn't contain many specific
42 regulations. Planning Manager Hall concurred.
43

44 Commissioner Larsen asked if other jurisdictions are using codes similar to the one
45 being proposed. Planning Manager Hall replied that they are in other parts of the
46 country, but wasn't sure if anyone locally was using it. Commissioner Larsen spoke in
47 support of the code, but commented that it seems complicated for the general public to
48 understand. He said he would love to hear a report from staff on how it is going after it is

1 adopted. Planning Manager Hall indicated that staff would follow up at a later date.
2 Director Krauss indicated staff could try to get some feedback from developers and the
3 industry. He commented on the value of having Commissioner Hurst on the Planning
4 Commission.

5
6 Commissioner Hurst agreed that on first reading it does seem complicated, but with the
7 advent of LED fixtures, application of a dark sky ordinance becomes simpler than it has
8 been in the past.

9
10 Commissioner Ambalada spoke in support of having uniform national standards for
11 lighting as it will help Homeland Security.

12
13 Commissioner Braithwaite referred to page 95, line 272, *Amortization*, and asked how
14 long of a phase in period they are considering. Planning Manager Hall solicited the
15 opinion of the Planning Commission. He noted that the language was part of the original
16 Model Lighting Ordinance, but did not necessarily have to be included. Commissioner
17 Braithwaite noted that the City of Los Angeles started a program to replace all the city
18 lights with LEDs. They are about halfway through the process, and have already
19 recognized huge electricity cost-savings. Director Krauss commented that in his
20 experience amortization schedules are not very effective; however, other options such
21 as economics can be. Additionally, Lynnwood has a lot of redevelopment going on. With
22 significant redevelopment you are required to bring the property up to code.

23 Commissioner Braithwaite commented that in his experience larger tenants and
24 developers already require a lighting analysis or lighting plan as part of the process so
25 they won't be intimidated by the complexity of this code. He noted that the major source
26 of light pollution is from street lighting which isn't really affected by this ordinance. He
27 asked about encouraging the conversion of those lights to more modern fixtures. He
28 also recommended encouraging other nearby communities to adopt similar ordinances.

29
30 Commissioner Braithwaite then asked if electronic signs would be impacted by this
31 code. Planning Manager Hall didn't think this code addresses that, but if the community
32 doesn't want to have those signs any more, then perhaps the sign code should be
33 changed. Director Krauss commented that the lighting from electronic signs is
34 measured in a completely different way than these kinds of lights.

35
36 Commissioner Ambalada said she would like to see more comprehensive and
37 sustainable projects on these lights. She recommended forming a task force including
38 developers, Snohomish County PUD, etc.

39
40 Commissioner Hurst referred to the amortization issue and said he thinks the market
41 factors are going to be the driving force for change. In addition to cost savings from
42 reduced electricity use, he noted that some factories are already eliminating HID fixtures
43 and are only making LED. He suggested that an amortization clause might not even be
44 necessary.

45
46 Commissioner Wojack concurred with Commissioner Hurst. He commented on the
47 dramatic changes in lighting in just the last five years. He referred to Commissioner
48 Ambalada's comment and suggested instead of a task force they could have articles in

1 the Lynnwood Times to educate homeowners about low cutoff light fixtures and other
2 items. He then referred to the difference between LZ-3 and LZ-4 and noted that he
3 doesn't see much of a difference between the two levels of brightness. He thinks the
4 shielding is more important than the concern about the extra brightness. Commissioner
5 Hurst commented that LZ-4 is the highest ambient they want to give them a chance, but
6 a lot of auto dealers are converting to LED and starting to accept lower foot candles as
7 far as their front lots. He explained that the human eye actually sees LED lighting to be
8 brighter than other HID sources.

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

16
17 Commissioner Larsen noted that *ambient* is used a lot in the code, but is not defined.
18 He spoke in support of the proposed code and of being a regional model. He thanked
19 staff for their work on this.

20
21 Commissioner Braithwaite said it would be nice to have different options regarding
22 amortization at the public hearing.

23
24 Commissioner Larsen referred to the amortization question and suggested that they
25 have a trigger based on some percentage of improvement (such as when an
26 improvement to a building comes up to 25% of its value, the lighting would need to be
27 brought up to code).

28
29 Commissioner Hurst noted that the paragraph B under Amortization is pretty vague.
30 Director Krauss explained there is a standard proviso in the code of the 50% threshold.
31 He expressed concern about changing this and spoke in support of being clear and
32 transparent.

33
34 Commissioner Braithwaite commented that the City of Anchorage requires
35 redevelopment to use a certain percentage of development costs to bring the property
36 closer to code. This gives the developer/owner the flexibility to address the most
37 pressing need.

38
39 Motion made by Commissioner Braithwaite, seconded by (inaudible) to direct staff to
40 schedule a public hearing on this matter with the modifications and suggestions
41 incorporated into a different draft. Motion passed unanimously (6-0).

42 **F**

43
44 **Excerpt – Planning Commission Meeting Minutes, March 27, 2014**

45
46 Associate Planner Todd Hall gave a PowerPoint presentation regarding the
47 proposed new exterior lighting code which included: fundamentals of lighting

1 design, shielded versus unshielded lights, the harmful effects of poor or too much
2 night lighting, highlights of the proposed code amendments.

3
4 *Commissioner Larsen joined the meeting at 7:45 p.m.*

5
6 Commissioner Jones thanked Associate Planner Hall for the presentation.

7
8 Commissioner Hurst suggested that they address how they want to regulate
9 retail sales with lighting such as auto dealerships. He also recommended that
10 they refer to the Washington State Energy Code because that contains a lot of
11 lighting controls and regulations. Director Krauss commented that the Energy
12 Code is adopted with the other codes so it is already a city requirement. It might
13 be useful to reference it here, but it would not be necessary to cite it.
14 Commissioner Hurst agreed.

15
16 Commissioner Larsen commented that the lighting information was very
17 thorough. He referred to *General Requirements*, 5(d)(ii) which states that the City
18 may require a computer-generated photometric grid showing footcandle
19 readings. He asked if that is a reasonable request. Director Krauss said he was
20 able to get these 20 years ago, and it is likely much easier now. Commissioner
21 Hurst commented that this is a fairly typical requirement; most factories or
22 industry representatives will do it at no charge.

23
24 Commissioner Ambalada suggested focusing on the environmental aspect of this
25 like being able to see the stars at night.

26
27 Commissioner Wojack asked for clarification about the maximum permissible
28 mounting height of open air parking lot lighting fixtures because he thought they
29 had referenced a different number than listed here for Costco. Associate Planner
30 Hall said he would confirm that. Commissioner Wojack asked if the city's nit
31 meter would be used for the code enforcement for electronic signage. Director
32 Krauss commented that the electronic signage code never progressed, and the
33 City didn't end up getting a nit meter. He thinks that code amendment will start to
34 move again soon.

35
36 Commissioner Hurst pointed out the need to address LED lighting, and
37 specifically including BUG (Backlight, Uplight, and Glare) ratings as this is
38 becoming the way to define fixtures. He asked if city streetlight standards would
39 be addressed through the Comprehensive Plan too. Director Krauss noted that
40 they are technically the PUD's streetlights.

41
42 Chair Wright spoke in support of new LED streetlights like the one that was just
43 installed in front of his house.

44
45 Commissioner Ambalada suggested getting a lighting expert to help with the
46 code.

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

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

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

21 Director Krauss commented that staff would refine the code further and bring it
22 back for another work session.
23

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Proclamation

City of Lynnwood Planning Commission

In Appreciation of the Services of George Hurst to the City of Lynnwood Planning Commission

WHEREAS, George Hurst was appointed to the City of Lynnwood Planning Commission on February 10, 2014 and served until December 31, 2015; and

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

- Adoption of the 2015 City of Lynnwood Comprehensive Plan
- 2014 amendments to the Comprehensive Plan and Zoning Map
- Amendments to PCD and PRC zoning districts
- Amendments to Outdoor Lighting Standards code
- Self-storage code regulations for Industrial zones
- Shipping container code regulations in Residential zones
- Code amendments for siting of Essential Public Facilities
- Planning Commission workplans and goals; and

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

WHEREAS, George decided to continue his service to the City by successfully running for a seat on the City Council; and

NOW, THEREFORE THE CITY OF LYNNWOOD PLANNING COMMISSION DOES RESOLVE THAT, George Hurst is hereby acknowledged and sincerely thanked for his voluntary service as a member of the Lynnwood Planning Commission and serving the City in that capacity. His positive attitude and constructive leadership, his patience and dedication to "getting the job done," his in-depth interest in issues, his ability to absorb the pressures of work sessions and late-night meetings, his understanding of conflicting issues, his ability to work cooperatively, and his willingness to listen patiently to those who attended the many meetings and public hearings have contributed significantly to the quality of the Planning Commission's actions in its efforts to create a better Lynnwood.

ADOPTED by the City of Lynnwood Planning Commission this 14th day of January, 2016.

Chair

Executive Secretary

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2015 Annual Report of the Lynnwood Planning Commission

Introduction

This Annual Report provides a summary of the Planning Commission's work during 2015, including significant discussion issues, actions and recommendations. This is a report to the Mayor and City Council, but may also be of interest to others. LMC 2.24.020 provides that each of Lynnwood's boards and commissions prepare an annual report.

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

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

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

The Planning Commission shall undertake the following:

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

- J. Examine and respond to referrals from the City Council, Mayor or staff, including public meetings or formal hearings.
- K. Perform other advisory duties as may be provided by ordinance or as may be assigned to it by the City Council or Mayor.

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

Regular Commission Meetings:

- 2nd and 4th Thursdays of each month - January through October¹.
- 2nd Thursday of each month - November and December (due to holidays).

Major Projects of 2015

During 2015, the Planning Commission focused its attention on finalizing the 2015 update of the Comprehensive Plan. This update of the Comprehensive Plan is required by the Growth Management Act by June 2015 (and every eight years thereafter). The staff time needed for the rewrite of the Comprehensive Plan (which dated back to 1994) was substantial. The 2015 Comprehensive Plan was adopted by City Council on June 30, 2015.

The Commission’s work during 2015 can be summarized as follows:

Name	Location	Summary Description	Outcome
2015 Comprehensive Plan Update	Citywide	A major update of the Comprehensive Plan. During 2015, the Commission finalized and a held public hearing and made a recommendation for approval to the City Council.	Approved by the City Council.
Zoning and Future Land Use Map Amendments: Mixed-Use to PCD	Mixed-Use and PCD zones	As part of the Comprehensive Plan Amendment process, changed zoning and future land use designations Mixed Use (MU) zone to Planned Commercial Development to make zoning consistent with similar development within the area.	Approved by City Council.
Code amendment: Essential Public Facilities (EPFs)	Citywide	Regulation for siting of EPFs within City limits. EPFs include, but not limited to, transit facilities, rehabilitation facilities, jails, etc.	Approved by the City Council.
Code amendment: mixed use near Mall	PRC and PCD zones	Refinement of development regulations for mixed use for properties near Alderwood Mall.	Approved by the City Council.
Code amendment: essential public facilities	Citywide	Initial discussion of siting regulations for essential public facilities.	Approved by the City Council.
Code amendment: storage containers	Citywide	Initial discussion of regulations for use of shipping containers in residential areas.	Approved by the City Council.
Code amendment: goats	Citywide	Regulation of miniature goats in residential areas.	Approved by the City Council.
Code amendment: Panhandles/easements for lots	Residential zones	Allowing square footage computation of a panhandle and access easements within the total lot area when serving no more than one additional lot.	Approved by the City Council.
Code amendment: Short plats	Citywide	Change short plats from 4 lots or less to 9 lots or less.	Approved by the City Council.

¹ As a result of: a) high permit volumes for new construction; b) the finalization of the 2015 Comprehensive Plan by staff, and; c) staffing levels within Community Development through the majority of 2015, staff typically convened one Planning Commission meeting per month. Meetings will typically be held twice per month through 2016.

Name	Location	Summary Description	Outcome
Code amendment: Marijuana	Citywide	Regulations prohibiting land uses associated with recreational marijuana and medical marijuana.	Approved by the City Council.
Code amendment: school parking ratios	P-1 zones	Reduction of the required amount of parking for elementary and middle schools.	In progress.
Code amendment: Outdoor lighting	Citywide	Regulation of outdoor lighting.	In progress.
Code amendment: Fee simple lots	Residential zones	Allow subdivision of townhouse developments into fee simple unit lots.	In progress.
Code amendment: Chapter 21.46 LMC	CG, PCD, B zones	Amendments to Chapter 21.46 LMC to amend the permitted use chart and to consolidate the "B" (Business) zones.	In progress.
Transportation Improvement Plan	Citywide	Review of annual 6-year Transportation Improvement Plan.	Approved by the City Council.
City Center Streetscape Plan	City Center	Design standards for new construction in and adjacent to public right-of-way.	Approved by the City Council.
Open Public Meetings Act	NA	Training on the OPMA as required by the Open Government Training Act of 2014.	

Officers for 2015

The following officers were elected to terms for 2015:

Chair – Richard Wright
 1st Vice Chair – Chad Braithwaite
 2nd Vice Chair – George Hurst

Membership Changes in 2015

No membership changes occurred during the 2015 calendar year. George Hurst was elected for City Council and, therefore, a vacant, unexpired term for Position 2 opened in January 2016.

2015 Attendance

Date	Ambalada	Braithwaite	Hurst	Jones	Larsen	Wojack	Wright
Jan 8	✓	✓	✓				✓
Jan 22	✓	✓	✓	✓	✓	✓	
Feb 12	✓	✓	✓		✓	✓	✓
Feb 26		✓	✓		✓		✓
Mar 12	✓	✓	✓	✓	✓	✓	
Mar 26		✓	✓		✓	✓	
Apr 23	✓		✓	✓	✓	✓	✓
May 28	✓	✓	✓	✓	✓	✓	✓
June 25	✓	✓	✓	✓	✓	✓	✓
Aug 13	✓	✓	✓	✓	✓	✓	✓
Sept 10	✓	✓	✓		✓	✓	✓
Oct 8	✓	✓	✓	✓		✓	
Oct 22	✓		✓	✓	✓	✓	✓
Nov 12	✓	✓	✓		✓	✓	✓
Dec 10	✓	✓	✓	✓	✓	✓	✓
Percent	87%	87%	100%	60%	87%	87%	73%

Respectfully submitted,

Richard Wright, 2015 Chair