

Public Participation in Docket

COMPREHENSIVE PLAN ANNUAL AMENDMENTS PUBLIC PARTICIPATION PROCESS

This document describes the program for engaging citizens in the City of Lynnwood’s annual process to consider amendments the City’s Comprehensive Plan. Under the state Growth Management Act, “amendment” generally refers to the annual changes to the comprehensive plan and development regulations. Lynnwood has been conducting such amendments on an annual basis since 1996. This process is referred to as the annual “Docket” of proposed amendments.

WHAT IS THE COMPREHENSIVE PLAN?

Lynnwood’s Comprehensive Plan is the official statement adopted by the City Council setting forth goals and policies to guide development and use of public and private property and, thereby, to protect the health, welfare, safety and quality of life of Lynnwood’s residents. The plan expresses a long-range vision of how citizens want their community to look and function in the future. The plan helps to focus, coordinate and direct the many diverse activities of City departments by providing a comprehensive and common vision.

WHAT IS THE TIMELINE?

The current Docket will be processed following the typical process for review of the annual Docket. The Annual Amendment Process Handout depicts the main tasks and the general timeline for the current Docket.

HOW CAN CITIZENS GET INVOLVED?

Opportunities for public involvement are provided throughout the Docket process and residents and property and business owners are encouraged to actively participate in the process by submitting a proposal, attending meetings of the Planning Commission and the City Council, visiting the City’s website, or contacting planning staff.

SUBMITTING A PROPOSED AMENDMENT

To be considered as part of the current Docket, all proposals must be submitted no later than March 1, current. Proposals must be submitted in writing with the application forms provided by the Community Development Department. The Lynnwood Municipal Code provides for two types of proposals: suggested amendment and applications for amendments. A suggestion for amendment is just that – a suggestion that the City might consider a change to a policy or a set of policies in the Plan or adoption of new policies. An application for amendment is a formal proposal to change policies in the Plan, adopt new policies or change the future land use designation for a property or group of properties. For more information about submitting application or suggestions, contact the Community Development Department (see below).

Public Participation in Docket**DOCKET PROCESS**

The process for considering the current Docket involves two major phases. First, all the suggested amendments submitted by March 1, current, are reviewed by the Planning Commission and City Council to determine which of the suggestions will be included on the Proposed Amendments List for current and therefore will be formally considered this year. Following confirmation of that List by the City Council, those suggestions that are put on the List, together with all applications for amendments, are formally processed for action. The attached table outlines the major steps in this two-phase process. Final action on the Proposed Amendments List by the City Council is generally scheduled for September.

PLANNING COMMISSION AND CITY COUNCIL MEETINGS

The Lynnwood Planning Commission is designated by the Municipal Code as the responsible citizen panel for advising the City Council on comprehensive plan and land use issues. Accordingly, the Commission will be the primary source of public involvement for the current Docket process. All Commission meetings are open to the public and interested community members are welcome to attend. The Commission will make recommendations on the current proposals to the City Council.

The Lynnwood City Council has final decision authority over the City's Comprehensive Plan. The City Council will hold a public hearing and take final action on the List of proposals after the Commission has completed its review and recommendations.

PUBLIC HEARINGS

Public hearings will be conducted (by the Planning Commission and City Council) during both phases of the Docket process. These hearings will include opportunities for comments from the public, both in writing and by oral testimony. In addition, written comments are welcome throughout the Docket process.

WEBPAGE

The Community Development Department maintains a web page on comprehensive planning where the public may follow the current Docket. The City's web site also provides information on the Planning Commission, including agendas and minutes of meetings.

FOR MORE INFORMATION

For more information, please contact:

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