



MEMORANDUM

23 January 2026

To: Rebecca Samy
City of Lynnwood
Planning Department
19100 44th Ave. W
Lynnwood, WA 98046

From: Rebecca Hutchinson

RE: PDR-25-0007 – 1st Review Correction Response Letter

The project team has reviewed the corrections, comments, and conditions provided by City staff regarding permit application PDR-25-0007. The following responses address each item listed in the December 5 correction letter. The accompanying permit application materials indicate what changes have been made corresponding to the written response.

PLANNING DIVISION

PROJECT NARRATIVE

Correction: *Revise the project narrative to confirm the total square footage of the buildings and move lighting memo to a separate document.*

Response: Total square footage of building has been added. List of permits has been updated. Lighting memo has been moved to a separate document and updated per the correction response below.

DESIGN GUIDELINES CHECKLIST PDR

Correction: *Page 2 – The Development Engineering permit does not show the required landscaping. Revise this plan set to reflect the required landscaping as the DE permit has been issued.*

Response: Regarding street frontage planting at Alderwood Mall Parkway, Section 21.06.200 Special street frontage landscaping does not include Alderwood Mall Parkway, therefore this section does not apply to our site.
The project matches the adjacent conditions of lawn for the area between the property line and the sidewalk. No street trees were removed to install the intersection and no additional street trees are provided. At the 9/24/25 Pre-Application meeting, the City stated that lawn was desired for the purpose of maintaining clear sightlines.

Correction: *Page 3 – Provide calculations on plans.*

Response: Guideline 8 states river rock, gravel, driftwood and similar non-living materials should not be used as groundcover substitutes, but may be allowed as accent features within landscape planting areas so long as the area covered by such features does not exceed 5% of the total landscape planting area.
See updated full planting plan series L-600 for extents of plant materials. No non-living materials such as boulders or cobbles are being used in required landscape areas to replace plantings.
The only place where stone is used in planting beds is at the educational feature planters next to the building where they provide armoring for downspout water flows. This quantity is a negligible percentage of the total site planting area.

LIGHTING PLAN

Correction: *Provide a lighting plan sheet.*

Response: See E-101 for site lighting types and locations. See E-102 and E-103 for site lighting calculations.

Correction: *Revise the lighting memo from TFWB Engineers, dated September 17, 2025, to reflect the code citations of LMC 8.40, Article V. Outdoor Lighting. Title 8 was implemented in July 2025, prior to the submittal of this application.*

Response: Revised lighting memo includes LMC 8.40, Article V Outdoor Lighting.

PDR PLAN SET COMMENTS - GENERAL

Correction: *Please show all pedestrian paths on one site plan.*

Response: Drawing C-300 included in the PDR set depicts all proposed pedestrian paths including ADA accessible routes

Correction: *SHEET G-001: PDR decision cannot be issued until a SEPA determination is issued*

Response: Understood. SEPA determination will be submitted before issuance of PDR.

Correction: *SHEET G-002: Please include the critical areas permit CAP-25-0005.*

Response: Related permit list has been updated on sheet G-002.

Correction: *SHEET G-004: Signage is not reviewed or regulated as part of PDR. All signage must be submitted separately under a sign permit application. If signage dimensions and information are provided, staff can provide a preliminary review.*

Response: Understood, site signage will be submitted as a separate permit application.

Correction: *SHEET G-004: Revise to list current zoning/future land use to P-I.*

Response: Sheet G-004 is revised to list current zoning/future land use P-I.

Correction: *SHEET C-600: Typical for all landscape sheets: Landscape plans must bear the seal or signature of a qualified landscape professional. Please include the seal or signature of the qualified landscape professional on all landscape plans.*

Response: Please note that in feedback included with other PDR comments, it was requested to exclude the AWWD sheets; we've reordered the drawings accordingly to have the water/sewer sheets at the end of the civil drawings to more easily exclude them from City of Lynnwood permit submission. The previously submitted sheet C-600 is now sheet C-500. The C-500 sheets are paving plans under the jurisdiction of the civil engineer. It shall bear the seal and signature of the qualified civil engineering professional; we feel the label on the comment was wrong and this was meant for the landscape drawings. It has been addressed on the landscape sheets provided with the PDR resubmittal.

Correction: *SHEET C-600: Per LMC 8.40.0400.B.2.a, all refuse and recycling collection areas must be enclosed on 3 sides by a 6 foot high vision obscuring fence and gate. Please clarify how the proposed refuse and recycling area meets or exceeds this enclosure requirement.*

Response: Please note that in feedback included with other PDR comments, it was requested to exclude the AWWD sheets; we've reordered the drawings accordingly to have the water/sewer sheets at the end of the civil drawings to more easily exclude them from City of Lynnwood permit submission. The previously submitted sheet C-600 is now sheet C-500. The proposed refuse and recycling enclosure is screened by an existing fence along the west property line in combination with two (2) 11-foot-high retaining walls. Together, these elements provide enclosure on three sides and appear to meet the intent of LMC 8.40.040.B.2.a for a minimum 6-foot-high, vision-obscuring enclosure.

PDR PLAN SET COMMENTS - LANDSCAPE PLANS

Correction: SHEET L-001: Landscape plans must bear the seal or signature of a qualified landscape professional.

Response: Landscape plans are printed with the seal and signature of a WA State Registered Landscape Architect on all sheets.

Correction: SHEET L-100A: Code Table: Revise to include compliance with LMC 8.40.0770(A)(3).

Response: Code table has been revised to include compliance with LMC 8.40.0770(A)(3): one tree is required for every eight stalls. Trees required = $104 / 8 = 13$. Trees provided = 43.

Correction: SHEET L-100A: Please show Parking stall dimensions. Refer to Table 8.40.72.

Response: Parking stall dimensions are shown on sheet L-101.

Correction: SHEET L-100A: Please provide the total number of trees to be planted and the percentage in compliance with LMC 8.40.0220(F)(e): If more than 10 trees are required to be installed, no more than 40% of the new trees may be of a single species. This applies to the new trees to be planted, not to the existing trees on the site.

Response: 174 trees are required. The highest percentage of a single species is 12% (Acer griseum). See L-605 Planting Schedule for tree species quantities.

Correction: SHEET L-100A: LMC 8.40.0770 details landscape requirements for parking lot areas. Show the following:

- > Calculation and outline for parking areas visible from the street have 10% of total of the parking lot area landscaped. (LMC 8.40.0770.A.1).
- > Calculation and outline for parking areas NOT visible from the street have 5% of total of the parking lot area landscaped. (LMC 8.40.0770.A.1).
- > Show parking bumpers or similar for parking stalls that front a landscape area (LMC 8.40.0770.A.5)

Response: Area of parking area visible from the street has been identified as 101' x 335' = 33,835 sf. Required landscaped area = 33,835 x 10% = 3,385 sf. Landscaped area Provided = 7,385 sf.

Area of parking area visible from the street has been identified as 154' x 335' = 51,590 sf. Required landscaped area = 51,590 x 5% = 2,579 sf. Landscaped area Provided = 12,300 sf.

L-100A: Wheel stops provided in parking stalls that front a landscape area.

Correction: SHEET L-100A: Please provide square footage for parking lot landscaping to show compliance with Table 8.40.23. If providing more than required parking, the square footage increases to 44. Revise calculations as it is based on 38 square feet not 44. Include and label the total number of parking spaces.

Response:	L-100A: Required landscaping revised. The total number of parking spaces has been included.		
	North Lot Standard Parking	104 x 44 sf = 4,576 sf required	12,300 sf provided
	North Lot Event Parking	164 x 44 sf = 7,216 sf required	12,300 sf provided
	Bus Lot Standard Parking	24 x 44 sf = 1,056 sf required	6,220 sf provided
	Bus Lot Event Parking	45 x 44 sf = 1,980 sf required	6,220 sf provided

Correction: SHEET L-302: Please include material sample pictures for proposed fencing.

Response: Photograph added to Sheet L-302.

Correction: SHEET L-600: Please provide the total number of trees to be planted and the percentage in compliance with LMC 8.40.0220(F)(e): If more than 10 trees are required to be installed, no more than 40% of the new trees may be of a single species. This applies to the new trees to be planted, not to the existing trees on the site.

Response: 174 trees are required. The highest percentage of a single species is 12% (Acer griseum).

Correction: SHEET L-600: Trees must be selected from the city's tree preservation and protection guidelines (LMC 8.40.0220)(F)(1).

Response: 143 of the required 174 trees onsite are on the tree preservation and protection guidelines list. The remaining 31 are chosen as part of the wetland mitigation area and to increase diversity of resilient evergreen species along the lengthy buffer areas. These include the following:

- > Abies grandis: 11 trees
- > Calocedrus decurrens: 10 trees
- > Pinus contorta var. contorta: 10 trees

We request that these trees be allowed due to their locations and intended purpose, as noted. The tree selection and diversity of species were chosen to meet the intent of this code section.

Correction: SHEET L-600: Those highlighted in yellow on the plan set are on the tree preservation list please consider substituting those trees not highlighted with the trees on the list.

Response: Please see comment above. We request that the three trees that are not on the tree preservation and protection guidelines list be allowed due to their suitability for their locations and for greater species diversity. The tree selection and diversity of species were chosen to meet the intent of this code section.

Correction: SHEET L-600: Please provide specific information on the number of shrub ground cover species and locations currently the plan only shows general areas of planting rather than species and specific locations per LMC 8.40.0310(C)(6), provide plantings as described in the that section to achieve 50% ground cover within two years.

Response: Plantings are sized and placed for 50% coverage within two years. Plans have been submitted that include location, spacing, quantity and size.

Correction: SHEET L-600: Please clarify which species are deep rooted species per LMC 8.40.0220(D)(2)(a) Trees planted within 10 feet of a public street, sidewalk, paved trail, or walkway must be a deep-rooted species and must be separated from hardscapes by a root barrier to prevent physical damage to public improvements.

Response: No trees are planted within 10 feet of a public street, sidewalk, paved trail or walkway.

Comment: SHEET L-600: A final landscape plan will be required with submittal of construction permits that identifies planting, species, locations etc.

Response: Plans have been submitted that include location, spacing, quantity and size.

DEVELOPMENT ENGINEERING DIVISION

PDR PLAN SET

Note: SHEET C-210: This project will require a Class II Tree permit. This permit can be applied for on Lynnwood's permit portal under "Development Engineering." Provide the following information on the plan, which will assist with the application:

- > Total number of significant trees (any tree >6" DBH) removed
- > Sum DBH of trees removed
- > Average DBH
- > Tree units based on LMC 17.15.090
- > Total number of tree units (Trees removed x Tree Unit from table in LMC)
- > Total number of non-significant trees removed
- > Total number of replacement trees required
- > Total number of trees replanted

Application can be made during DE Permit Review.

Response: A note has been added to the plans (Sheet C-100) indicating the tree removal information requested. Information on Tree Removals and Replacement are located on TP-100 Tree Protection and Removal Plan and TP-101 Tree Protection Details and Inventory.

Correction: *SHEET C-410: Report shows outlet (control) elevation at 334.50. Please clarify or correct the calcs.*

Response: The elevations have been adjusted so that the invert elevation at the flow control structure matches the bottom elevation of the chamber. This revision does not affect the report or calculations, as the elevation relationship was already accounted for in the modeling

Note: *SHEET C-500: Plans for AWWD should not be included in the Development Engineering Permit submittal. Lynnwood will not approve AWWD Developer Extension Plans.*

Response: Plans for AWWD have been removed from the resubmitted PDR plan set and will not be included in the Development Engineering Permit submittal.

Note: *SHEET C-600: Lynnwood will not approve turning diagrams for refuse service. Provide these in a separate exhibit and not in the plans at DE Permit submittal.*

Response: Refuse vehicle turning movements have been removed from the plan set and are provided in a separate exhibit package consistent with permit submittal requirements.

Condition: *Project will need to apply for a Development Engineering permit. Please only include drawings and documents related to the civil work. Break out the civil plan for review of only those plans. More information can be found at the following website under "Development Engineering": <https://www.lynnwoodwa.gov/Services/Apply-for-a-Permit/Applications-Checklists> Final Approval of PDR will be condition on completion of the DE Permit.)*

Response: Development Engineering permit has been submitted as is currently under review.

PRELIMINARY STORM DRAINAGE REPORT

Correction: *PAGE 9: Provide more detail on the justification for using lawn as a land use type in the predeveloped condition. The performance standard requires forested condition for the predeveloped land use type. Cite references in the 2019 SWMMWW. If justification is allowed per the 2019 SWMMWW, show how predeveloped lawn correlates to the developed condition.*

Response: Based on our interpretation of the 2019 SWMMWW, all Minimum Requirements, including MR #7 (Flow Control), apply only to new and replaced hard surfaces and converted vegetation areas, as shown in Figure I-3.2. Converted vegetation areas are defined as areas where native vegetation,

pasture, scrub/shrub, or unmaintained non-native vegetation are converted to lawn or landscaped areas.

This project is located on a previously developed site and does not include any such converted vegetation areas. Therefore, proposed lawn and landscaped areas are categorized as lawn in the predeveloped condition and are not subject to mitigation to forested conditions. These areas are, however, included in the post-developed condition as contributing runoff to the detention system. This approach will be outlined in the revised drainage report

Correction: PAGE 28: Plan shows outlet (control) elevation at 334.66. Please clarify or correct the calcs.

Response: The elevations have been adjusted so that the invert elevation at the flow control structure matches the bottom elevation of the chamber. This revision does not affect the report or calculations, as the elevation difference was already accounted for.

TRAFFIC DIVISION

TRANSPORTATION TECHNICAL REPORT

Comment: PAGE 7: Why PM peak and afternoon peak hour is not included/ evaluated for last 3 intersections?

Response: See enclosed Response Memo by Heffron Transportation.

Correction: PAGE 21: Include PM peak and afternoon Peak hr LOS & Delay.

Response: See enclosed Response Memo by Heffron Transportation.

Correction: PAGE 23: Include and evaluate safe walk routes for new school.

Response: See enclosed Response Memo by Heffron Transportation.

Correction: PAGE 23: CORRECTION: School parents will not follow rule/guidelines ad ferry user. Using Alderwood Mall Pkwy as drop off/ pick up queue area is safety concern and not acceptable with City. Please provide adequate parking and queuing option inside the school premises.

Response: See enclosed Response Memo by Heffron Transportation.

FIRE DIVISION

PDR PLAN SET

Comment: SHEET C-010: Omit PIV. Main shutoff for sprinkler system accessed via riser room with exterior access.

Response: The proposed post indicator valve (PIV) has been removed. The fire sprinkler system will instead be controlled via a control valve located within a riser room with exterior access.

Correction: SHEET C-010: Please confirm this width. Section A show 26.5'. Measured ~20, expecting 26'. Distance from fire apparatus access to building too great. With sprinkler system the distance can be up to 300 feet.

Response:	The previously noted 26.5-foot width reflected a combination of asphalt paving and adjacent flush concrete. Section A has been revised to clearly identify only the 20-foot-wide asphalt fire lane. Because the building roof eave is less than 30 feet above adjacent grade, a 26-foot-wide fire lane is not required for this project.
Correction:	<i>SHEET C-510: Omit PIV. Main Control valve for fire sprinkler via exterior access or riser room.</i>
Response:	The proposed post indicator valve (PIV) has been removed. Fire sprinkler system control will be provided via a control valve located within a riser room with exterior access.
Comment:	<i>SHEET C-600: On civil submittal please show fire lane markings.</i>
Response:	Fire lane markings have been added to the plan set.
Comment:	<i>SHEET L-302: Gate across fire access must be powered, operate with Opticom, listed per IFC.</i>
Response:	Automatic operator with Opticom is provided for the West fire access gate per L-400 Fencing Plan.
Comment:	<i>SHEET L-305: COMMENT: Gate across fire access must be powered, operate with Opticom, listed per IFC.</i>
Response:	
Comment:	<i>SHEET E-101: COMMENT: Isolation valves on backflow for fire service must be electronically supervised by fire alarm panel (IFC 903.4).</i>
Response:	Fire alarm connection for valves on backflow are now indicated.
Comment:	<i>SHEET E-101: COMMENT: For EV charging stations provide Knox model 4505 Remote Power Box.</i>
Response:	Remote shutdown switch, Knox #4505, is now indicated on plan. Remote switch will shut-off power to all EV chargers.

PARKS, RECREATION & CULTURAL ARTS DEPARTMENT

PDR PLAN SET

Comment:	<i>SHEET G-004: As discussed in our meeting a few months ago, staff (Joel, Eric, Monica) went onsite to determine which location would best be suited for a trail connection to Heritage Park. PRCA requests that the trail be moved north, see sheet C-010.</i>
Response:	The location of a Future Trail to Heritage Park has been updated on sheet G-004 per coordination with the Parks Department.
Correction:	<i>SHEET G-004: Show trail connection to Heritage Park on all sheets..</i>
Response:	The location of a Future Trail to Heritage Park is shown on Site plan and Landscape Sheets. The final location will be determined in the future in coordination with the Parks Department.

Comment: SHEET C-010: PRCA requests that the trail to Heritage Park be relocated to approximately the location shown. As requested, our preferences are noted below:

- > Trail should be designed to meet ADA standards
- > Trail be constructed of asphalt.
- > Explore an ILA or MOU for Edmonds School District to include trail design extending to the Heritage Park buildings with this project; ESD to be reimbursed for design effort/cost.
- > Consider including trail construction in the project bid package as an Additive or Alternate with costs borne by PRCA.

Response: The trail alignment has been revised since the initial PDR submittal. The trail alignment, grading, and asphalt material are reflected in the revised plans.

LYNNWOOD POLICE DEPARTMENT

PDR PLAN SET

Comment: Please provide information, related to site safety and protection related to vehicle threats at ingress and egress points.

Response: Parking lot and Main Entry Plaza is surrounded by a 6 inch curb with the exception of the accessible ramps. The plaza includes a series of planters with 18" high concrete seatwalls located at the back of sidewalk which would limit vehicles from accessing the plaza in front of the School entrance and north façade. A series of bollards limit vehicular access where the curb condition is flush to provide the accessible route.

West fire lane: The loading dock has a sturdy concrete wall 4' tall at the NW corner and the raised concrete loading dock area provides a barrier between the roadway and vehicles approaching along the fire lane. A 6' chainlink fence and gates control access along the west side of the building and include access-controlled locks. The East side of the Building along the Bus Loop has a 6 inch raised curb and 6' ht chainlink fence and steel framed gates with access control.

EXTERNAL REVIEW AGENCY COMMENTS

SNOHOMISH COUNTY HEALTH DEPARTMENT ENVIRONMENTAL HEALTH SCHOOL TEAM

Comment: This project will need plan approval from the Snohomish County Health Department's Environmental Health School team as per WAC 246-366-040. See attached plan review application. Complete application and specs of the proposed building can be sent to shd-ehq@snoco.org

Response: Plan review application will be submitted to the Snohomish County Health Department's Environmental Health School team.

ALDERWOOD WATER & WASTEWATER DISTRICT

Correction: *Thanks for the opportunity to provide input on this project. This project is in the Alderwood District service area boundaries. The project will require an Extension of the public water and sewer system under the terms of a Developer Extension (DE) Agreement through Alderwood Water & Wastewater Dist. and must comply with current AWWD Standards and Specifications.*

Per proposed plan dated 9/16/2025, there will be a 8-inch Private Fire System loop. There is an existing 6-inch Double Check Valve Detector Assembly (DCDA) and an existing 8-inch Double Check Valve Detector Assembly (DCDA) that will be required to upgraded to current AWWD standards through Developer Extension Agreement. Per proposed plan dated 9/16/2025 there will be a new 8-inch Double Check Valve Detector Assembly (DCDA) installed at 200TH PL SW.

There will also be one 6-inch Domestic Water Meter and one 2-inch Irrigation Meter. There is an existing 6-inch Domestic meter that will be required to be upgraded to current AWWD standards through DE. Water connection points are at 3 locations. One at 28th Ave W, one at 200th PL SW, and one at 201ST PL SW.

Per proposed plan dated 9/16/2025, the proposed sewer system will be a Private Sewer System onsite until it reaches the edge of property. Sewer connection point are at 2 locations. Exist 8-inch sewer main on 28th Ave W, and exist, 8-inch sewer main east side of school property

Response: *There does not appear to be correction item needed for this comment. The project team has reviewed this summary of the proposed water and sewer systems and find it to be in accordance with the plans. Separate Developer Extension Permits have been submitted to AWWD and are in review.*

TULALIP TRIBES

Comment: *Please see the attached comments from the Tulalip Tribes regarding Golde Creek riparian corridor.*

Response: *See enclosed response letter from Edmonds School District.*

SNOHOMISH PUD

Comment: *Please see the attached comments from Snohomish PUD regarding system capacity.*

Response: *Confirmed receipt of system capacity memo. Design Team, Contractor and Owner to coordinate with Snohomish PUD for new electric service and removal of existing.*
