

2012 Annual Report

of the

Lynnwood Planning Commission

Introduction

This Annual Report provides a summary of the Planning Commission's work during 2012, including significant discussion issues, actions and recommendations. This is a report to the Mayor and City Council, but may also be of interest to other commissions, organizations and individuals and will be made available to them as well. Section 2.24.020 of the Municipal Code provides that City boards and commissions shall prepare an annual report.

The Lynnwood Planning Commission operates under the authority of RCW 35A.63. Lynnwood Municipal Code Chapter 2.29 provides 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 long-range 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 official 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."

In performing this work, the Commission works most closely with the Department of Community Development; other City departments provide support to the Commission on an as-needed basis. In most cases, the Commission's work culminates in findings, conclusions and recommendations for final action by the City Council.

Regular Commission Meetings:

- 2nd and 4th Thursdays of each month – January through October.
- Single meetings in November and December (due to holidays).

Major Projects of 2012

The following business items accounted for a significant portion of the Planning Commission's attention during this year. It was determined that there would be no 2012 Docket of Comprehensive Plan amendments. The City received no requests to consider amendments from the public and had no time-critical needs from City departments. Due to short staffing and the upcoming major update cycle due in 2015, it was determined that no docket would be processed:

| Name | Location | Summary Description |
|--|---|--|
| Lynnwood Link LRT proposals | City Center to southern City boundary along I-5 | Route alternatives and ponytail implications on City neighborhoods and plans was reviewed |
| City Center Planned Action Ordinance Briefing | City Center | No action by the Commission required but they previously held hearings on City Center Plan amendments |
| Permit Processing Streamlining Code Amendments | Citywide | Hearing and recommendation on a package of amendments the most significant of which pertain to a transfer in approval authority from |

| Name | Location | Summary Description |
|------------------------------------|---|---|
| | | the City Council to the City Hearing Examiner |
| Transition Area Plan and Ordinance | Area between City Center and Alderwood Mall | Council directed action to prepare plans and code revisions to support appropriate medium to high density development |
| Self-Storage Code Amendment | Citywide | Hearings and recommendations on enhanced flexibility, restrictions on location and new design standards |
| B-3/B-4 Code Amendment | Citywide | Worked on proposed code amendment to consolidate and enhance low intensity commercial zones |
| Self-Storage Code | Citywide | Ordinance regulating development of self-storage uses |
| Transportation Plan | Citywide | Annual briefing |
| Banner Signs | Citywide | Work through proposed code amendments with hearing expected in 2013 |
| SEPA Rules Update | Citywide | Presentation on enhanced flexibility allowed by State and Lynnwood's decision to incorporate |
| Lynnwood Place | Former Lynnwood High site | Discussion of schedule, process and available information for public hearing planned for January 2013. |

Officers for 2012

The following officers were elected for 2011:

Chair – Richard Wright
 1st Vice Chair – Bob Larson
 2nd Vice Chair – Chad Braithwaite

Membership Changes in 2012

-Van AuBuchon elected to City Council creating vacancy. Staff held candidate interviews with recommendations to Mayor. Initial action undertaken by Council but position remains vacant.

2012 Attendance Record

| Date | Ambalada | Position 2 | Braithwaite | Jones | Larsen | Wojack | Wright |
|---------|----------|------------|-------------|-------|--------|--------|--------|
| Jan 10 | Absent | vacant | ✓ | ✓ | ✓ | ✓ | ✓ |
| Feb 9 | ✓ | vacant | ✓ | ✓ | ✓ | ✓ | ✓ |
| Feb 23 | ✓ | vacant | ✓ | ✓ | ✓ | ✓ | ✓ |
| Apr 26 | ✓ | vacant | ✓ | ✓ | ✓ | ✓ | ✓ |
| May 10 | ✓ | vacant | ✓ | ✓ | ✓ | ✓ | ✓ |
| May 24 | ✓ | vacant | ✓ | ✓ | ✓ | Absent | ✓ |
| June 28 | ✓ | vacant | ✓ | ✓ | ✓ | ✓ | ✓ |
| Sept 27 | ✓ | vacant | ✓ | ✓ | ✓ | ✓ | ✓ |
| Dec 5 | ✓ | vacant | ✓ | ✓ | ✓ | ✓ | ✓ |

Respectfully submitted,



Richard Wright, 2012 Chair