



## COMMUNITY DEVELOPMENT COMMITTEE

### MINUTES

4:00 PM May 21, 2025

2<sup>nd</sup> Floor Conference Room, City Hall

#### 1. ROLL CALL

Council Members: Scott Korthuis, Kyle Strengtholt, Brent Lenssen, Gary Bode

Staff Members: John Williams, Jon Hutchings, Mark Sandal, Heidi Gudde

Consultants: Patrick Lynch (Transpo Group)

#### 2. APPROVAL OF MINUTES

- a. Community Development Committee April Meeting Minutes approved as presented.

#### 3. DISCUSSION ITEMS

##### a. **Comprehensive Plan Early Draft Review Part 3 of 3**

- 1) Transportation Element. A draft of the Transportation Element is not yet ready for distribution but Patrick Lynch, consultant for the City from Transpo Group joined the committee virtually to give an overview of Transportation Impact Fees as the Comp Plan update is a good time to review the fees and make revisions.

Fees are based on the projected costs of the city's project list with costs divided by the number of units expected to be added. The cost per unit is typically much higher than the actual transportation impact fee as there is an assumption that funding will also come from other sources. Patrick discussed eligibility for the projects on the list. He also discussed changes to the State code require cities to consider not just a vehicular network but a multi-modal network. Cities may incorporate bike and pedestrian projects on their identified network within the project list that sets impact fees.

Many cities that are in the process of updating fees are landing on a TIF that is 50-150% higher. Patrick showed the committee some comparison cities and their current TIF rates. The State average is a per trip TIF rate of \$5,717 while Lynden's current per trip TIF rate is \$2,168.

Committee discussed the possibility of removing some of the Pepin Lite projects from the project list and instead shifting them to 100% developer responsibility.

- 2) Cap Facilities and Utilities. The Committee discussed the draft of the Capital Facilities and Utilities elements. Discussed the increase of the Ambulance Utility fee. Goals were thought to be a good start with no immediate edits requested. The group discussed the need for the fire impact fee to be reviewed with consultant help and that it could be beneficial for the same consultant to review the Ambulance Utility fee rates at the same time. Jon Hutchings to review our current contract for a utility rate study to determine if this could be expanded or if we would need to publish a request for proposals.

**Conclusions:** Committee indicated an interest in contributing to the transportation project list, discussions on impact fees, and additional review on the Capital Facilities and Utilities Elements as the draft continue to see edits.

**b. PRD and Private Street Standards:**

Staff distributed within the CDC package the code which details the PRD Minimum Standard and a 'worksheet' that was created by the Planning Division for developers to identify how proposals are meeting PRD code and where they are requesting deviations from code. The worksheet includes a PRD matrix which is meant to clearly outline requirements, identify deviations, and articulate justification for these deviations.

Gudde encouraged the committee to consider removing or revising the minimum roadway standards within the PRD code if these are not standards they want to see repeated. There is an expectation from developers that if a minimum code standard is met then it would be eligible to be approved.

**Conclusions:** Committee asked to continue review and consider if revisions to the PRD code are warranted.

**c. Prescription Design Standards;**

The CDC was given a draft of a code amendment which makes changes primarily to chapters 17 and 19 of the Lynden Municipal Code. This amendment codifies prescriptive commercial design standards and dissolves the role of the Design Review Board per State requirements adopted with HB 1293.

Gudde explained that the city's code already contained design standards which applied to big box stores. These were updated to apply to all commercial development.

A few housekeeping items and updates to permitted uses are also included with this change. The group specifically discussed changes to a special requirement for gas stations in that the code requires that they be spaced a minimum distance apart to avoid concentrations of gas stations. The committee recounted that this requirement was put in place at a time when some border cities like Sumas were seeing the development of many, many gas stations to capture the Canadian traffic coming across the border to purchase fuel. Staff suggested the removal simply because spacing requirements on uses in Lynden are rare and difficult to track – especially when applied so specifically to just one use. The committee concluded that this scenario is unlikely to occur again and that the spacing requirement could be removed.

Staff asked the committee about the hearing timeline and if they anticipated concerns coming from full council at the June 2nd meeting. The council has had the draft amendment in hand since the May 5<sup>th</sup> agenda.

**Conclusions:** Staff will move ahead with the public hearing on June 2<sup>nd</sup> and take Council comments. The hearing can be continued to the June 16th meeting if needed but if Council is able to reach a conclusion then staff will be ready with the ordinance. Once complete the Planning Division will move to the next slated code amendment – and update to civil penalties code.

**Next Meeting Date: June 18, 2025**