



## COMMUNITY DEVELOPMENT COMMITTEE

### MINUTES

4:00 PM April 20, 2022

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

#### 1. ROLL CALL

**Council:** Gary Bode, Brent Lenssen, Kyle Strengholt

**Staff:** John Williams, Heidi Gudde, Korene Samec, Dave Timmer

**Guests:** Gary Vis- Chamber of Commerce

#### 2. APPROVAL OF MINUTES

- a. Community Development Committee Meeting Minutes of 2/23/22 approved as presented.

#### 3. DISCUSSION ITEMS

##### a. Establishing City Policy on Third-Party Review of Building Permits

Gudde introduced a draft ordinance amending LMC 15 that is intended to create a base policy for the Building Division to outsource building permit review. Outsourcing could occur due to the complexity of the permit or to assist in handling workload. The instances when this would be used would be limited. One example of it being used in the past was the addition of the Darigold drying tower – which was a complex industrial permit. The policy allows for the collection of a deposit from the applicant to cover the costs of the 3<sup>rd</sup> party review.

A follow up resolution will lay out the fee schedule for 3<sup>rd</sup> party review.

The Committee had questions related to the current workload of the Building Division and also how the policy and fees would be communicated to applicants ahead of permit submittal.

Complex permits typically go through a pre-application review which gives the Building Official the opportunity to let them know that a 3<sup>rd</sup> party review would be required.

If the policy was used due to a heavy workload the City would take steps to let applicants know that an alternate fee structure may be used – or could give applicants an option to expedite permit using the 3<sup>rd</sup> party reviewer and paying the associated fees. Gudde did not foresee the policy being used solely due to workload but, as written, the option would

exist which give the Building Division flexibility to outsource the work if needed.

Workload for the Building Division is very high right now. This is partly due to an increased number of building permits but a significant factor is the complexity of the permits coming in and the number of errors that staff is finding on the permits submitted. Building Division, with assistance from Planning staff, will be creating a checklist and more instructional documents for applicant so that permits can be screened more closely before being officially submitted. This is meant to cut down on review of incomplete permits – which slows down the review process for all applicants.

**Conclusions:** Staff will be working with legal counsel to create a final ordinance establishing the policy and amending code. A resolution will also be done related to fees (this could be included in the City budget process).

#### **b. Mixed-Use Zoning Code Amendment – Draft Code Language**

Staff introduced a draft of proposed code changes. The code amendment represents a combination of changes that staff was working on simultaneously. One primarily relates to housekeeping, corrections, and minor adjustment. The other amendment is a significant change to the City's mixed-use code. All changes were summarized in a bulleted list that was included in the meeting packet. The group reviewed this list and briefly discussed. Some points of interest included:

- Addition of development standard which would require multi-family developments of 8 or more units to provide common open space that included some type of residential amenity such as a playground or picnic area. The draft proposed 60 square feet common open space per residential unit.
- Revision to Manufactured Home Community Standards to allow for greater densities - as an avenue for affordable housing within the City.
- Revision to residential design standards to remove a minimum roof pitch. Rather than removing the requirement a minimum roof pitch of 2:12 was suggested.
- Mixed-Use Code revisions. Discussion as to if mixed-use centers and associated residential development is appropriate west of the Guide Meridian corridor. Discussed potential buffer options between

residential and industrial properties as the call for commercial use, what has traditionally been the transitional zoning category, declines.

- Design standards for the City of Lynden and the HBD discussed. This has traditionally been geared toward a European / Dutch aesthetic that is somewhat ambiguous. The committee discussed the aesthetic in light of existing architecture – including multiple windmills within the City. Also discussed updates to other buildings throughout the City that had been done well but not obviously a Dutch (or a caricature) of old world Dutch architecture. An update to the design guidelines may be warranted but appear to be part of a larger discussion rather than this housekeeping update.
- Amendments to the parking code discussed. The Committee discussed the effects of rental properties charging additional rent for parking stalls. The group discussed the possibilities of the City requiring lease of housing to include parking. Group consensus was that this would be extremely difficult to monitor and enforce. Private entities or the Parks Department that are negatively affected by residential parking situations would need to enforce parking regulations including towing vehicles if needed.

The group discussed a joint workshop with Planning Commission at the next CDC meeting to discuss changes to the mixed-use code. The Planning Commission expressed interest in talking about code changes with the CDC. The Committee confirmed that they would like to do this at the next meeting.

**Conclusions:** Staff to send out the proposed map to CDC re qualifying areas adjacent to Safeway qualifying center to review how the proposed mixed-use code may affect areas slated for regional commercial use and industrial uses west of the Guide Meridian. Staff to remove changes to the design theme indicated in 19.45 LMC. Reserve changes related the Dutch-themed architecture for a later date. Staff to schedule a joint workshop with interested Planning Commissioners for the May 18<sup>th</sup> CDC meeting.

**Next Meeting Date: May 18, 2022**  
**Joint Workshop with the Planning Commission.**