



AGENDA
Lynnwood Planning Commission
Meeting
Thursday, October 22, 2020 — 6:30 pm
Online via Zoom

A. CALL TO ORDER – ROLL CALL

B. APPROVAL OF MINUTES

August 27, 2020

C. PUBLIC COMMENTS – (on matters not scheduled for discussion or public hearing on tonight's agenda) Note: Individuals wishing to offer a comment on a non-hearing agenda item, at the discretion of the Chair, may be invited to speak later in the agenda, during the Commission's discussion of the matter. Individuals wishing to comment on the record on matters scheduled for a public hearing will be invited to do so during the hearing.

D. PUBLIC HEARINGS

E. WORK SESSION TOPICS

1. Housing Action Plan Update

F. OTHER BUSINESS

G. COUNCIL LIAISON REPORT

H. PLANNING MANAGER'S REPORT

I. COMMISSIONERS' COMMENTS

J. ADJOURNMENT

The public is invited to attend and participate in this public meeting. Parking and meeting rooms are accessible to persons with disabilities. Upon reasonable notice to the City Clerk's office (425) 670-5161, the City will make reasonable effort to accommodate those who need special assistance to attend this meeting.

Joining Planning Commission via Zoom

How the Meeting Will Work

Virtual Planning Commission Meetings will be held via Zoom Webinar. The Community Development Department is hosting the meeting, the Lynnwood Planning Commission are the Panelists, and Lynnwood residents and members of the public – as well as City staff or guest presenters – are attendees. Webinar attendees do not interact with one another; they join in listen-only mode, and the host can unmute one or more attendees as needed.

Meeting Links and Numbers

- **Join from a PC, Mac, iPad, iPhone or Android device:**
 - Download the Zoom Client at: <https://zoom.us/download>.
 - Use Zoom Version 5.0.4 (25694.0524) or later.
 - Please click this URL to join. <https://lynnwoodwa.zoom.us/j/94892782907>
- **Or join by phone:** +1 253 215 8782
Webinar ID: 948 9278 2907

How to Provide Public Comments

The Community Development Department is accepting public comments on behalf of the Planning Commission via Email.

- **Email:** Please add the Planning Commission meeting date in the subject line or in body of the text message such as in the examples below.
 - Send Email to: planning@LynnwoodWA.gov
 - Subject Line: Public Comment for the 6/25/20 Planning Commission Meeting
- **Live Public Comment:** If you are unable to provide a written comment, you may join the webinar as an attendee to comment during the public comment period. Public participation guidelines are provided at the bottom of this page.

Participation Guidelines

Below are recommendations for attendees in meetings conducted via Zoom Webinar.

- **Identification:** Upon entering the webinar, please enter your name or other preferred identifier, so that the host can call on you during the public comment period.
- **Raise Hand (see link below for instructions):** You have the ability to virtually raise your hand for the duration of the webinar, but you will not be acknowledged and your mic will remain muted until you are called on during the public comment period.
<https://www.lynnwoodwa.gov/files/sharedassets/public/city-council/business-meeting-agendas/raising-hand-in-zoom.pdf>
- **Public Comment Period:** Use “Raise Hand” to be called upon by the host. The host will unmute your mic and you will have the ability to share your comment. Each speaker is allowed up to five (5) minutes.
- **Use headphones/mic** for better sound quality and less background noise.

**CITY OF LYNNWOOD
 PLANNING COMMISSION
 DIVERSITY EQUITY AND INCLUSION COMMISSION
 HUMAN SERVICES COMMISSION MINUTES
 August 27, 2020 Meeting**

Planning Commissioners:	Staff Present:
Chad Braithwaite, Chair	Ashley Winchell, Planning Mgr.
Chris Eck, First Vice Chair	George Hurst, Council Liaison
Layla Bush, Second Vice Chair	Kristin Holdsworth, Senior Planner
Aaron Lum (absent)	Kirk Rappe, Associate Planner
Adam Segalla	Mary-Anne Grafton, Senior Center
Patrick Robinson	
Michael Wojack (absent)	
Diversity, Equity & Inclusion Commissioners:	Human Services Commissioners
Naz Lashgari, Chair	Sandi Farkas, Chair
Jared Bigelow, Vice Chair	Chris Collier, Vice Chair
	Pam Hurst
	Kris Hildebrandt
	Mary Anne Dillon

Call to Order

The meeting was called to order by Chair Braithwaite at 6:30 p.m.

Approval of Minutes

None

Citizen Comments

None

Work Session

1. Housing Action Plan – Needs Assessment (01:00)

Kristin Holdsworth made the staff presentation including a project overview, engagement and outreach efforts, the Housing Needs Assessment, and next steps. Comments and questions followed. General support was voiced for finding missing middle sort of housing, fostering diversity, and mixing types of housing.

1
2 **Public Hearing**

3
4 1. Development Agreement and Binding Site Plan Code Amendments
5 (1:31:00)

6
7 Chair Braithwaite called the hearing to order. Planning Manager Winchell
8 made the Staff Presentation. Commissioners asked general clarification
9 questions.

10
11 Planning Commissioner Robinson recommended the following edit in
12 section D:

13 *“ . . .including modification or deferral of submittals as required by*
14 *LMC 19.75.035 (b)7”*

15
16 Public Testimony:

- 17 • Ian Morrison, McCullough Hill Leary, Seattle

18
19 Seeing no further comments or questions, the public testimony portion of
20 the hearing was closed.

21
22 *Motion made by Chair Braithwaite, seconded by First Vice Chair Eck, to*
23 *approve the Development Agreement and Binding Site Plan Code*
24 *Amendments as modified and with the caveat of checking with Public*
25 *Works prior to presenting to City Council. Motion passed unanimously (5-*
26 *0).*

27
28 2. Land Use Application Extensions (1:57:00)

29
30 Chair Braithwaite called the hearing to order. Associate Planner Rappe
31 made the Staff Presentation. There were no commissioner questions.

32
33 Public Testimony was solicited. Seeing none, the public testimony portion
34 of the hearing was closed.

35
36 *Motion made by Chair Braithwaite, seconded by Commissioner Robinson,*
37 *to approve the Land Use Application Extensions as written. Motion passed*
38 *unanimously (5-0).*

39
40 **Other Business**

41
42 None

43
44 **Council Liaison Report (2:06:05)**

45
46 Councilmember Hurst had the following comments:

- 1 • HASCO will send a letter on August 31 to Whispering Pines residents
2 about demolition in September of 2021.
3 • Council is aware of the difficulty of finding information on the website and
4 is working on it.
5

6 **Planning Manager’s Report (2:08:45)**
7

8 Planning Manager Winchell had the following comments:

- 9 • There is a good chance that the September 10 meeting will be cancelled.
10 • There will be more discussion in the future about Planning Commission
11 meetings/scheduling.
12

13 **Commissioners' Comments**
14

15 None
16

17 **Adjournment**
18

19 The meeting was adjourned at 8:52 p.m.
20
21
22

23 _____
24 Chad Braithwaite, Chair

Topic: Housing Action Plan**Staff Report**

- Public Hearing
- Work Session
- Other Business
- Information
- Miscellaneous

Staff Contact: Kristen Holdsworth, AICP, Senior Planner, Community Development

Summary

Staff will brief the Planning Commission on the City of Lynnwood's plan to create a Housing Action Plan. At this meeting staff will present the draft goals for the Housing Action Plan and provide updates on public outreach and engagement efforts.

Project Background, Scope, and Public Engagement Plan

In Fall 2019, the City of Lynnwood applied for and received a \$100,000 grant from the Department of Commerce (under ES2HB 1923) to develop a Housing Action Plan. The Housing Action Plan will identify strategies and implementing actions that promote more housing diversity, affordability, and access to opportunity for residents of all income levels. The Plan will address current and future housing needs.

A detailed background of the project purpose, scope, public engagement efforts, and the Housing Needs Assessment report findings are available in previous staff reports, which are available on the project website at lynnwoodwa.gov/housingactionplan (attached). The website also includes several resource documents for background information (under the "Documents" dropdown).

Draft Goals

The draft Housing Action Plan will be developed through the end of the year. It will include goals, strategies, and actions. It will also include a timeline for implementation.

The Housing Action Plan's goals will have benchmarks to monitor progress.

Based on the Housing Needs Assessment report findings and public engagement, we have identified four draft goals for the Housing Action Plan:

1. **PRODUCE.** Produce housing that meets the needs of the community.
2. **PRESERVE.** Preserve existing housing that is affordable and safe so that people can stay in Lynnwood.
3. **PARTNER.** Partner with housing educators, providers, and other groups to find equitable housing solutions and remove systemic barriers.
4. **PREPARE.** Prepare for continued growth and increase quality of life in Lynnwood.

A series of strategies and actions will support each goal. The consultants and City staff are working to develop a methodology for selecting strategies and subsequent actions. Selection will also be informed by a second round of public engagement, which begins October 26. At the end of 2020, the Consultants will provide a draft Housing Action Plan for City review. The City will conduct a final round of public engagement in early 2021 to announce the draft plan.

A “short list” of about 100 strategies has been assembled for consideration. The “short list” is comprised of strategies that have shown success in other communities. Once strategies have been identified, each strategy will be tailored to Lynnwood’s specific needs. Potential strategies have been compiled from the Department of Commerce Housing Action Plan guidance, HART report, other jurisdictions’ housing strategies, and community input. To view additional information about the existing resource documents we are building upon, please review past staff reports or visit www.lynnwoodwa.gov/housingactionplan.

Upcoming Public Engagement and Outreach

The Housing Action Plan project consists of five main strategies for public engagement: 1) Outreach and Communications; 2) Community Stakeholder Engagement; 3) Boards and Commissions; 4) City Council; and 5) Coordination with Other Jurisdictions. (Previous staff reports to Council include additional details about each of these engagement methods).

The City will host a second round of public engagement from October 26 through November 30. This round of public engagement will include video presentations and surveys, which will be available in English, Spanish, and Korean. This method of engagement is based on community input and insight gained from the first round of public engagement in August and September.

Next Steps

Immediate next steps for this project include:

- **October 19** – Council Update
- **October 21** – Stakeholder Advisory Committee Meeting #3
- **October 22** – Planning Commission Update
- **October 26 – November 30** – Engagement Effort #2
- **November 30** – Next Council Update
- The final Housing Action Plan will be presented to Council for adoption in 2021

TO: Planning Commission

FROM: David Kleitsch, Interim Community Development Director
Ashley Winchell, Interim Planning Manager

DATE: October 22, 2020

SUBJECT: Director and Planning Manager's Report

New Land Use Applications

The Planning Division has received the following land use applications for review since the last Planning Commission Meeting:

- **Estates at Pinewood** - Scott Borgeson with Pacific Ridge submitted an application for a subdivision in the Residential Single-Family 7200 Zone (RS-7), to allow for the construction of 40 single-family residences on about 7.92 acres located north of 208th St SW near the intersection with 63rd Ave W. Associated land use applications include a Planned Unit Development (PUD-009466 -2020) and SEPA Environmental Review (ERC-009439-2020).

The applicant submitted a Planned Unit Development application to make full use of the allowed RS-7 zone density on a site constricted by two wetlands on the west and southwest areas of the site. The 40 lots will be served by a through-road and cul-de-sac road built to public road standards and dedicated to the City. The through-road will connect 63rd Place West seamlessly to 208th Street SW. Other on-site features include the protected wetlands, a stormwater detention/open space tract in the southwest corner of the site, and a smaller open space tract where the through-road connects to 208th Street SW.

Code Amendments

Development Agreement and Binding Site Plan Code Amendments: The proposed code amendments related to Development Agreements and Binding Site Plans were approved

by City Council on September 28, 2020. The ordinance accomplishes the following 1) allow flexibility through Development Agreements citywide and 2) allow Binding Site Plans to vest to Development Agreement timelines.

Land Use Application Extensions: Covid-19 and its economic impacts can make it difficult for property owners and developers to complete required infrastructure improvements in the timeframes required by the Subdivision and Zoning code. The Planning Division is working on an ordinance to automatically extend approved land use applications for an additional 6-months to respond to development delays presented by Covid-19. This ordinance will be scheduled for a public hearing at City Council on October 26, 2020.

Q4 Planning Commission Schedule

November	12	Housing Action Plan Update
November	26	CANCELLED - Thanksgiving
December	10	Housing Action Plan Update
		2020 Work Plan
December	24	CANCELLED – Christmas Eve