

LYNNWOOD CITY COUNCIL

Business Meeting

This meeting will be held electronically via Zoom. See the City of Lynnwood website for details.

Date: Monday, May 10, 2021

Time: 6:00 PM

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- 10 CALL TO ORDER & FLAG SALUTE
 - 20 ROLL CALL
 - 30 APPROVAL OF MINUTES
 - A April 19, 2021 Work Session Minutes
 - B April 21, 2021 Work Session Minutes
 - C April 22, 2021 Finance Committee meeting minutes
 - D April 26, 2021 Business Meeting Minutes
 - 40 MESSAGES AND PAPERS FROM THE MAYOR
 - 50 PUBLIC COMMENTS AND COMMUNICATIONS
 - 60 PRESENTATIONS AND PROCLAMATIONS
 - 70 WRITTEN COMMUNICATIONS AND PETITIONS
 - 80 COUNCIL COMMENTS AND ANNOUNCEMENTS
 - 90 BUSINESS ITEMS AND OTHER MATTERS
 - 90 .1 UNANIMOUS CONSENT AGENDA
 - A Addendum# 1: Land Lease Between Edmonds College and City of Lynnwood (Lynnwood Municipal Golf Course)
 - B Service Contract Award - Facilities Assessment Update
 - C Voucher Approval
 - 90 .2 PUBLIC HEARINGS OR MEETINGS
 - A Public Hearing: Housing Action Plan
 - 90 .3 OTHER BUSINESS ITEMS
 - A Briefing: Human Services Commission
 - B Discussion: Interview questions for candidates
 - C Update - Council Agenda Software Implementation
 - 100 NEW BUSINESS

A Scheduling Motion: Council Vacancy Special Meeting

B Memo Regarding Sound Transit Realignment

110 ADJOURNMENT

THE PUBLIC IS INVITED TO ATTEND

Parking and meeting rooms are accessible for persons with disabilities. Individuals requiring reasonable accommodations may request written materials in alternate formats, sign language interpreters, language interpreters, physical accessibility accommodations, or other reasonable accommodations by contacting 425-670-5023 no later than 3pm on Friday before the meeting. Persons who are deaf or hard of hearing may contact the event sponsor through the Washington Relay Service at 7-1-1.

"El estacionamiento y las salas de junta cuentan con acceso para personas con discapacidad. Las personas que requieran de adaptaciones razonables pueden solicitar materiales impresos en formatos alternativos como intérpretes de lenguaje de señas, intérpretes de idiomas, asistencia física para acceso, así como otros ajustes razonables. Pueden comunicarse al número 425-670-5023 antes de las 3:00 pm del Viernes antes a la reunión. Las personas con discapacidad auditiva o con problemas de audición pueden comunicarse con el patrocinador del evento a través del Washington Relay Service al 7-1-1."

Regular Business Meetings are held on the second and fourth Mondays of the month. They are videotaped for broadcast on Comcast Channel 21 and FIOS - Frontier Channel 38 on Wednesdays at 7:30p.m. and Sundays at 7:00a.m. and 2:00p.m.

CITY COUNCIL ITEM 30-A

**CITY OF LYNNWOOD
City Council**

TITLE: April 19, 2021 Work Session Minutes

DOCUMENT ATTACHMENTS

Description:

[April 19 WS minutes](#)

Type:

Backup Material

1 **MINUTES OF THE WORK SESSION OF THE LYNNWOOD CITY COUNCIL**
2 **HELD MONDAY, APRIL 19, 2021 AT 6:00 p.m. VIA ZOOM**
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A. Roll Call:

Mayor & Council:

Mayor Nicola Smith
Council President George Hurst
Council Vice President Jim Smith
Councilmember Ruth Ross
Councilmember Christine Frizzell
Councilmember Julieta Altamirano-Crosby
Councilmember Shannon Sessions

Asst. City Administrator Art Ceniza
Interim City Clerk Karen Fitzthum
Executive Assistant Lisa Harrison
City Attorney Rosemary Larson

Others Attending:

Finance Director Michelle Meyer
Strategic Planner Corbitt Loch
Public Works Supervisor Kris Olson
Public Works Director Bill Franz
Deputy PW Director Les Rubstello
Operations & Maintenance Manager Jared Bond
Planning Manager Ashley Winchell
Senior Planner Kristen Holdsworth
Deputy P&R Director Sarah Olson
Building Official - Robert Mathias

Guests:

Alex Mehn, Community Transit
Jennifer Hass, Community Transit

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6 **B. Briefing: Community Transit Alternative Transportation Service Pilot (00:5:00)**

7 Deputy P&R Director Sarah Olson introduced Alex and Jennifer of Community Transit. They
8 presented various programs they are exploring to help overcome the barrier of access to public
9 transit. The pilot will take place in Lynnwood, in the 188th Street area providing access to
10 Edmonds College and the mall. Council members asked questions. Council Member Altamirano-
11 Crosby requested a copy of the focus group study and stressed that it will be very important to
12 inform community members in their native language (Spanish, Korean, etc.).

13 **C. Briefing: Housing Action Plan Adoption (01:00:00)**

14 Planning Manager Ashley Winchell and Senior Planner Kristen Holdsworth gave a final briefing
15 of the plan in preparation of the hearing on May 10th. The draft will be released on April 21.
16 Four council members would like to have copies printed and available at the office by Friday
17 morning.
18

19 **D. Break (1:15:00)**
20

21 **E. Briefing: Lynnwood Utilities Update (1:28:00)**

22 Public works director Bill Franz and team reviewed the status of water, sewer, and stormwater
23 facilities in Lynnwood. They discussed capital projects, Utility finances, planning and rates. Their
24 goal is to plan for the next 20 years. The current crew is struggling to keep up with aging
25 facilities. Public works will be doing a study with a consultant to optimize utility rates and
26 staffing needs. Council members were given the opportunity to ask questions and make
27 comments.
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29 **F. Briefing: Overview of Scoring Process for Vacancy**

30 Council President Hurst discussed the schedule for the vacancy process to fill position #2,
31 previously held by Ian Cotton. Council members will receive all eligible applications on
32 Saturday, April 24th. They will review all applications and give a score to the answers to the

33 two questions on the application, due to Interim Clerk Fitzthum by May 2. The council
34 discussed using set questions versus tailoring questions for each applicant. It was decided
35 that if a council member wants to ask the same thing in each interview, they should send Lisa
36 their question who will distribute it to the council.
37

38 **G. Mayor Comments and Questions (2:26:00)**

39 Mayor Smith announced that it is more important than ever to remain diligent about Covid-19,
40 remaining masked and maintaining social distancing. Washington and Snohomish County are
41 going in the wrong direction with growing numbers of cases in the past couple of weeks. She
42 stated that we may face a roll-back in phases if this does not slow down.

43 **H. Council Comments**

44 Council President Hurst asked if the city should review the need for increased pay for grocery
45 workers, as passed by Edmonds recently. City Administrator Ceniza stated that he is waiting to
46 see if anything is done at the state level.

47 Council Vice President Smith asked the attorney to research the drug possession law. This
48 request was supported by Council President Hurst and Council Member Sessions.

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50 The meeting was adjourned at 8:32 p.m.

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Nicola Smith, Mayor

CITY COUNCIL ITEM 30-B

**CITY OF LYNNWOOD
City Council**

TITLE: April 21, 2021 Work Session Minutes

DOCUMENT ATTACHMENTS

Description:	Type:
April 21 WS Minutes	Backup Material

1 **MINUTES OF THE WORK SESSION OF THE LYNNWOOD CITY COUNCIL**
2 **HELD MONDAY, APRIL 21, 2021 AT 6:00 p.m. VIA ZOOM**
3
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A. Roll Call:

Mayor & Council:

Mayor Nicola Smith
Council President George Hurst
Council Vice President Jim Smith
Councilmember Ruth Ross
Councilmember Christine Frizzell
Councilmember Julieta Altamirano-Crosby
Councilmember Shannon Sessions

Others Attending:

Finance Director Michelle Meyer
Strategic Planner Corbitt Loch
Communications Manager Julie Moore
Interim Procurement Manager Cathy Robinson
Building Official - Robert Mathias

Asst. City Administrator Art Ceniza
Interim City Clerk Karen Fitzthum
Executive Assistant Lisa Harrison
City Attorney Rosemary Larson

Guests:

Mark Dedrick, Summit Strategies

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6 **B. Briefing: Federal Lobbyist Update (0:3:00)**

7 City administrator Art Ceniza and Communications manager Julie Moore introduced Federal
8 Lobbyist Mark Dedrick with Summit Strategies. Mark provided an update regarding the
9 American Rescue Plan Act, stating that he is still waiting for direction on how the City can
10 spend the funds.

11 Julie Moore stated that the city will receive approximately \$8.5 million in two payments- one
12 this year and one next year. She then discussed potential federal funding opportunities that
13 the city is requesting: Scriber's Creek, body cams for police, and the Poplar Way extension.
14 Council members asked questions and made comments.

15 **C. Briefing: City Clerk Pilot 1 of 3 (0:25:00)**

16 Mayor Smith introduced City assistant administrator Art Ceniza and Karen Fitzthum, Interim City
17 Clerk, who presented the first in a series of 3 updates. The City has had a combined position of
18 Finance Director, City Clerk and City Treasurer since 1971. This first briefing provided the
19 history of the position and how administration decided to conduct to the pilot project.
20 Importantly, according to the RCW, the duties of the city clerk must be performed by an
21 independent City Clerk Office or the Finance Director. Given the workload, it is recommended
22 that a separate City Clerk Office be established rather than the current situation which is within
23 the Finance Director's department.
24

25 **D. Discussion: Policies needed to help businesses rebound after COVID-19 (1:09:00)**

26 Council President Hurst led a discussion about what the city could do to help businesses.
27 Suggestions from the council members included an overhaul of the per employee fees,
28 reimbursement for the expense of PPE and other items needed to protect the safety of clients
29 and employees, execute a "Shop Local" day or week. A suggestion was made to conduct a
30 survey of local businesses to identify opportunities, which several agreed to. President Hurst
31 stated that he is putting together a business task force with businesses and would like some

32 council members to participate. Council Member Altamirano Crosby volunteered to be part of
33 the task force.

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35 **E. Mayor Comments and Questions**

36 None

37 **F. Council Comments**

38 None

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40 The meeting was adjourned at 7:40 p.m.

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Nicola Smith, Mayor

CITY COUNCIL ITEM 30-C

**CITY OF LYNNWOOD
City Clerk**

TITLE: April 22, 2021 Finance Committee meeting minutes

DOCUMENT ATTACHMENTS

Description:

[April 22 Fin Comm minutes](#)

Type:

Backup Material

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**MINUTES OF THE
LYNNWOOD CITY COUNCIL FINANCE COMMITTEE
HELD THURSDAY, April 22, 2021 AT 3:00 p.m. VIA ZOOM**

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A. Attendance:

Councilmember Christine Frizzell (Chair)
Council President George Hurst
Julieta Altamirano-Crosby- absent
Executive Assistant Lisa Harrison

Others Attending:

Finance Director Michelle Meyer
Strategic Planner Corbitt Loch
Treasury Supervisor Cyndie Eddy
Acting Accounting Manager Janella Lewis

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B. Continued Discussion – Amendment of Utility Payment Rules

Strategic Planner Loch reviewed some updates to the rules discussed at the last meeting, providing additional options for recovering unpaid balances. He mentioned that he surveyed surrounding municipalities and we seem to be in front of the issue. Staff provided examples of real accounts under each scenario. Committee members expressed support for longer term payment plans so that past-due installment amounts would not exceed current charges.

The committee then reviewed updated information for accounts that are past due by 120+ days and maps that showed the location of delinquencies with demographic information overlays in order to look for a pattern including specific areas of the city. The largest segment of past due accounts is single family residential. They also shared a draft letter to be sent to delinquent accounts to encourage payments and an informational insert that included information directing those in need of payment assistance to contact 211. President Hurst pointed out that utility financial assistance will be handled by another non-profit. He stated that the information has not been communicated but will be coming soon. Staff will attempt to obtain updated contact information for the program to include on the inserts before sending.

The recommendation from Frizzell and Hurst was to send the letter to all past due accounts. There was discussion about whether this should be taken to council but determined that it was not necessary. The next step is to go to council and share past-due account information, recommendations, and proposed plans. This is scheduled for May 17, 2021.

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C. Review of January 2021 Sales Tax Revenues (1:04:00)

Finance Director Meyer shared the latest information available, stating that this January was very similar to last January, before COVID-19 quarantines. Food service and accommodations are still low, but retail sales, construction and manufacturing are all up. Motor vehicles and parts remained unchanged. The February sales tax information will be reviewed at the next meeting.

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D. Update on 2020 Year-End Financial Report, Financial Statements, and Preliminary Official Statement for Bond Issuance (1:09:00)

Finance Director Meyer shared timing of the Year-end wrap-up. She explained that they are still reconciling 2020. The goal is to have the financial statements completed by May 15, have the rating call for the bond issuance on May 19 and close on June 24.

Meyer also shared that the previous director Springer and team received the GFOA Award for 2019 Financial Reporting.

45

46 The next meeting will be held on May 27, 2021 at 3:00 pm.

47

48 The meeting was adjourned at 4:15 pm.

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Michelle Meyer, Finance Director

CITY COUNCIL ITEM 30-D

CITY OF LYNNWOOD City Council

TITLE: April 26, 2021 Business Meeting Minutes

DEPARTMENT CONTACT: Lisa Harrison, Executive Assistant

DOCUMENT ATTACHMENTS

Description:

[April 26, 2021 Business Meeting Minutes](#)

Type:

Backup Material

CITY OF LYNNWOOD
CITY COUNCIL BUSINESS MEETING MINUTES
April 26, 2021

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10. CALL TO ORDER - The April 26, 2021 Business Meeting of the Lynnwood City Council, held via Zoom, was called to order by Mayor Smith at 6:00 p.m. A quorum was present.

20. ROLL CALL

Mayor & Council:

- Mayor Nicola Smith
- Council President George Hurst
- Council Vice President Jim Smith
- Councilmember Julieta Altamirano-Crosby
- Councilmember Christine Frizzell
- Councilmember Ruth Ross
- Councilmember Shannon Sessions

- Asst. City Administrator Art Ceniza
- Interim City Clerk Karen Fitzthum
- City Attorney Larsen
- Executive Assistant Lisa Harrison

- Guests:
- Joshua Binda, DEI Commission
 - Daniela Altamirano-Crosby, DEI Commission
 - Kathy Coffey, Executive Director Leadership Snohomish County

30. APPROVAL OF MINUTES (00:1:00)

Motion made by Council Member Altamirano-Crosby, seconded by Council Member Sessions to approve the following minutes as amended:

- April 5, 2021 Work Session,
- April 12, 2021 Business Meeting

40. MESSAGES AND PAPERS FROM THE MAYOR (00:3:00)

Mayor Smith announced that Snohomish County is now experiencing a 4th wave of COVID-19 and is now at levels not seen since January, at 223/100,000 people. On the bright side 1/3 of Snohomish County adults are vaccinated.

50. CITIZENS COMMENTS AND COMMUNICATIONS (00:5:03)

Members of the public were welcomed to speak to council. The following made comments at the meeting:

- Elizabeth Lunsford, 98037
- Debbi Gaff, 98258
- Nick Coelho, 98036
- Dannell
- Michela Strain, 98037
- Tammy Brady, 98203
- Adriana, 98271
- Travis
- Brian Smith

23 Several spoke specifically about the need for hazard pay for grocery store workers.

24 60. PRESENTATIONS AND PROCLAMATIONS (00:31:00):

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26 1. Stand Against Racism (read at last business meeting) Daniela Altamirano Crosby and
 27 Joshua Binda from the Diversity, Equity and Inclusion Commission as well as Kathy Coffey,
 28 Executive Director Leadership Snohomish County each spoke to the importance of this
 29 Proclamation and thanked the council for their support.

30 2. Proclamation: Asian Pacific American Heritage month, read by Council Vice President Jim
 31 Smith. Assistant City Administrator Art Ceniza and Alison Sing spoke about the
 32 proclamation and thanked the council.

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34 70. WRITTEN COMMUNICATIONS AND PETITIONS

35 None

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37 80. COUNCIL COMMENTS AND ANNOUNCEMENTS (00:44:00)

38 Council members made comments regarding current happenings in Lynnwood.

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40 90. BUSINESS ITEMS AND OTHER MATTERS

41 90.1 UNANIMOUS CONSENT AGENDA (00:55:00)

42 Items listed below were distributed to Councilmembers in advance for study and
 43 were enacted with one motion. Motion made by Council Member Frizzell to approve
 44 the following:

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46 A. Authorize the Mayor to enter into and execute on behalf of the City, a Contract with
 47 Kamins Construction, Inc. not to exceed a total contract value of \$517,125.45.

48 B. Authorize the Mayor to enter into and execute on behalf of the City, a contract with
 49 KPG P.S. not to exceed a total contract value of \$1,705,550.00 which includes a 10%
 50 management reserve. Sale taxes do not apply.

51 C. Voucher Approval

52 1. Approve claims in the amount of \$3,634,216.62 for the period 4/3/2021 -
 53 4/16/2021.

54 2. Approve payroll in the amount of \$1,125,152.19 dated 4/9/2021.

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56 Motion passed unanimously.

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58 90.2 PUBLIC HEARINGS OR MEETINGS

59 None

60 90.3 OTHER BUSINESS ITEMS

61 A. Amend Ordinance 10.52 - Illegal Firearm Purchases

62 Motion made by Council Member Frizzell, seconded by Council Member Ross,
 63 to adopt ordinance #3388 to amend LMC 10.52 to be in compliance with
 64 changes to the RCW. A roll call vote was taken, motion passed unanimously.

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100. NEW BUSINESS

Council President Hurst stated that he would like to have discussion about hazard pay for city workers who have not been able to work from home, as well the grocery workers hazard pay. His request was backed by two council members, Altamirano-Crosby and Ross, thus this discussion will be added to an upcoming agenda.

110. ADJOURNMENT

The meeting was adjourned at 7:01 p.m.

Nicola Smith, Mayor

CITY COUNCIL ITEM 90.1-A

CITY OF LYNNWOOD Parks, Recreation, & Cultural Arts

**TITLE: Addendum# 1: Land Lease Between Edmonds College and City of Lynnwood
(Lynnwood Municipal Golf Course)**

DEPARTMENT CONTACT: Lynn D. Sordel

SUMMARY:

The purpose of this agenda item is to approve an addendum to add Room 120 in Woodway Hall to the total leased space of the building. The space will become the reservations center for all of Premier Golf's courses in the Puget Sound area.

ACTION:

Authorize the Mayor to approve an addendum to the Golf Course Lease between Edmonds College and the City of Lynnwood.

BACKGROUND:

In 2017, the College and City entered into a new 25-year lease for the operations of the City's municipal golf course. Section 1.2 describes the use of part of the Woodway Hall building, which houses the Pro Shop, restrooms, shower area and food and beverage operations. Section 1.3 provides the golf operations with an additional 791 sq. ft. of space adjacent to the Pro Shop. This space is described in Exhibit D. The space was to be made available within one year of the College's occupation of their new Science, Engineering and Technology building.

In the past two months, while discussing the transition of this space to golf operations, the College, Premier Golf and the City discussed the possibility of adding Room 120 (approximately 280 additional sq. ft.) to the operations. Premier's goal was to relocate its Seattle-based reservations center to this room. The space, once occupied, will become part of the leased space referenced in Section 1.2. All utilities will be the responsibility of the operator. There are no additional terms or conditions from this addendum.

It is anticipated a total of 12-14 people will be employed at the reservation center. Some college students could be employed. Council member Smith raised some concerns about the addendum, and questioned if this arrangement would constitute a gift of public funds to Premier Golf. City Attorney Larson determined the arrangement proposed in the addendum does not provide a gift.

Upon approval by the City, the Addendum will be approved by the College Board of Trustees.

PREVIOUS COUNCIL ACTIONS:

November 2017: Council approved the new Lease Agreement with Edmonds College.

FUNDING:

NA

ADMINISTRATION RECOMMENDATION:

Approve addendum.

DOCUMENT ATTACHMENTS

Description:	Type:
Addendum #1	Backup Material

1 **Addendum #1**

2 **Lease between State of Washington Edmonds College and City of Lynnwood**

3 THIS ADDENDUM is made as of the ____ day of _____, 2021 (“Addendum Date”), between
4 State of Washington Edmonds Community College (“College”), whose address is 20000 68th Ave W,
5 Lynnwood, WA 98036, for its executors, administrators, successors, and assigns, hereinafter called the
6 Lessor, and the City of Lynnwood, a municipal corporation hereinafter called the Lessee.

7 WHEREAS, the Lessor and Lessee deem it to be in the best public interest to enter into this Addendum
8 to the Lease entered into by the Lessor and Lessee on the 7 day of December 2017.

9 NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performances contained
10 herein, IT IS MUTUALLY AGREED AS FOLLOWS:

- 11 1. Pursuant to Section 1.2 of the Lease, Lessor and Lessee agree to add Room 120 in the Woodway
12 Hall Building for use in golf course operations, including but not limited to: the operations of a
13 Reservation Center. Once occupied by the Lessee, this additional space described will become
14 part of the leased space referenced in section 1.2 of the Lease.
- 15 2. UTILITIES – Reservation Center (Room 120). When the Lessee occupies the additional spaced,
16 the Lessee shall be responsible for all utilities related to operations of the Reservation Center.
17 Pursuant to Section 5.2 Utilities – Food and Beverage Operation, utilities for Room 120 will be
18 moved to the new meter(s) at the expense of the Lessee.
- 19 3. Lessee is responsible for all other services required for the operations of the Reservation Center
20 including, but not limited to, telephone, cable, security system, Wi-Fi or any other service
21 installed by the Lessee.

22
23 ALL other terms and conditions of the Lease shall apply and include the addition of the space as outlined
24 in this Addendum and shall remain in effect, unless terminated, renewed, or extended in accordance
25 with the provisions of the Lease.

26 IN WITNESS WHEREOF, the College and the City have executed this Addendum as of the date first
27 written above.

28 State of Washington

City of Lynnwood

29 By: _____

By: _____

30 Printed Name:

Printed Name: Nicola Smith

31 Title:

Title: Mayor

32 Date: _____

Date: _____

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CITY COUNCIL ITEM 90.1-B

CITY OF LYNNWOOD Administrative Services

TITLE: Service Contract Award - Facilities Assessment Update

DEPARTMENT CONTACT: Cathy Robinson, Interim Procurement Manager

SUMMARY:

Public Works Facilities requires an update to the City's facilities condition assessment to identify deficiencies, problems, maintenance items, hazards, risks, and code compliance issues.

BACKGROUND:

The City last updated the facilities condition reports in 2012 and 2014. This current update will review existing facilities, remove two previously reviewed facilities, add one new facility and update any partially completed assessments.

PREVIOUS COUNCIL ACTIONS:

Council approved the 2012 contract award.

FUNDING:

The cost for these services are included in 2021 Public Works budget.

ADMINISTRATION RECOMMENDATION:

Approve contract award to EGM, Inc., dba MENG Analysis, in the amount of \$153,666.00.

DOCUMENT ATTACHMENTS

Description:

[Procurement Report](#)

Type:

Backup Material

Procurement Report
Contract 3288 – Facilities Condition Assessment Update

Purpose of Contract: Public Works Facilities requires an update to the City's existing facilities condition assessments from 2012 and 2014, to identify deficiencies, problems, maintenance items, hazards, risks, and code compliance issues.
Cost (includes sales tax, if applicable): \$153,666.00
Advanced Planning: Procurement staff worked with Public Works Facilities to establish a scope of work.
Method of Procurement: A formal advertised request for qualifications was used, as the cost was estimated to be more than \$50,000.00, and Architectural and Engineering services were requested. The most qualified proposer was selected, and a contract was negotiated.
Type of Contract: One Time – Consultant Services Contract.
Term of Contract: Target completion date for this work is December 2021.
Solicitation: Solicitation was advertised in the Everett Herald, Seattle Daily Journal of Commerce and posted to the City's ProcureNow webpage.
Recommended Action: Approve contract award with EGM, Inc, dba MENG Analysis, for \$153,666.00.
Procurement Officer: Brady Schach Date: April 21, 2021

CITY COUNCIL ITEM 90.1-C

CITY OF LYNNWOOD Administrative Services

TITLE: Voucher Approval

DEPARTMENT CONTACT: Michelle Meyer, Director

SUMMARY:

Approve claims in the amount of \$3,677,328.95 for the period 4/17/2021 - 4/30/2021.

Approve payroll in the amount of \$1,122,317.76 dated 4/23/2021.

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM 90.2-A

CITY OF LYNNWOOD Community Development

TITLE: Public Hearing: Housing Action Plan

DEPARTMENT CONTACT: Kristen Holdsworth, AICP

SUMMARY:

The City received a \$100,000 grant to develop a Housing Action Plan. At the upcoming Business Meeting staff will provide a briefing on the Housing Action Plan. The Council will then hold a public hearing. Council action is scheduled for May 24, 2021.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:

Should the City adopt the Housing Action Plan?

ACTION:

Hold public hearing for Housing Action Plan.

BACKGROUND:

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 forms Lynnwood's five-year goals and strategies to promote housing options that are safe and affordable for all community members. The plan was created by evaluating the City's ongoing efforts, analyzing Lynnwood's current and future housing needs, and collaborating with the community. It is the result of extensive public outreach involving hundreds of conversations, survey responses, and other methods to receive public feedback.

PREVIOUS COUNCIL ACTIONS:

Council reviewed the Lynnwood Housing White Paper in July 2019. In late 2019 Council established the Council Housing Policy Committee. Council has received updates as the plan developed at the 2020 Council Retreat; through FYI memos on June 1, 2020, December 7, 2020, and December 23, 2020; presentations on August 3, 2020, September 21, 2020, October 19, 2020, and November 30, 2020; January 19, 2021, February 17, 2021, April 5, 2021, April 19, 2021; and via staff participation on the Council's Housing Policy Committee.

FUNDING:

Funding for this project is provided through a Department of Commerce \$100,000 grant. The grant funding began in February 2020 and ends June 2021. As a condition of the grant, if the City does not adopt a Housing Action Plan by June 2021 it will forfeit \$30,000 dollars in reimbursement of consultant work.

KEY FEATURES AND VISION ALIGNMENT:

- To be a welcoming city that builds a healthy and sustainable environment.
- To be a cohesive community that respects all citizens.
- To be a city that is responsive to the wants and needs of our citizens.

ADMINISTRATION RECOMMENDATION:

Conduct public hearing on May 10, 2021 and adopt the Housing Action Plan on May 24, 2021.

DOCUMENT ATTACHMENTS

Description:	Type:
Staff Report	Report
Presentation	Presentation
Resolution	Resolution
Record of Comments	Backup Material
Housing Action Plan (April 2021)	Backup Material
SEPA Determination of Nonsignificance (DNS)	Backup Material

Topic: Housing Action Plan Briefing**Staff Memo**

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

Staff Contact: Kristen Holdsworth, AICP, Senior Planner, Development and Business Services

Summary

At the upcoming Business Meeting staff will provide a briefing on the Housing Action Plan. The Council will then hold a public hearing. Council action is scheduled for May 24, 2021.

Project Background

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 forms Lynnwood's five-year goals and strategies to promote housing options that are safe and affordable for all community members. The plan was created by evaluating the City's ongoing efforts, analyzing Lynnwood's current and future housing needs, and collaborating with the community. It is the result of hundreds of conversations, survey responses, and other methods of public feedback.

Housing Action Plan

Council will hold a hearing on the Draft Housing Action Plan (dated April 2021). The plan is available on the [project website](#) and attached to this staff report. Paper copies were distributed to Council members who previously requested them at the April 19, 2021 briefing.

The Housing Action Plan was developed through evaluating existing conditions and future housing needs (Housing Needs Assessment), reviewing the city's current policies and practices, and working with the community. Additional information about the community engagement process is included in the plan and in previous staff reports and memos to Council.

The Housing Action Plan includes four goals and 10 strategies. If adopted, staff intend to implement the plan over the next five years.

Goals

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

Strategies

The Housing Action Plan includes 10 strategies to achieve these goals. Below is a summary of the strategies and the goals they support.

Strategy	Produce	Preserve	Partner	Prepare
Strategy 1: Continue promoting housing in the Regional Growth Center (Alderwood and City Center) and along major transportation corridors.	●		●	●
Strategy 2: Update regulations, design standards, and subarea plans to be more flexible and responsive to changing conditions.	●		●	●
Strategy 3: Strategically rezone areas to increase and diversify Lynnwood's housing options.	●		●	●
Strategy 4: Revise the Multifamily Tax Exemption (MFTE) program.	●	●		●
Strategy 5: Partner with housing providers.	●		●	
Strategy 6: Support third-party purchases of existing affordable housing to keep units affordable.		●	●	
Strategy 7: Work with faith-based and nonprofit organizations.	●		●	
Strategy 8: Develop a rental registry program.		●		
Strategy 9: Encourage amenities that enhance quality of life.	●			●
Strategy 10: Continue community conversations about housing.			●	●

On April 8, 2021, the Planning Commission unanimously voted to recommend adoption of the draft Housing Action Plan (dated April 2021).

Public Comments

The record has been updated to include comments received at the Planning Commission hearing and additional written comments received between March 31, 2021 through May 4, 2021. A full list of comments and staff responses is included as an attachment.

Environmental Review (SEPA)

This is a non-project action subject to environmental review, also known as SEPA ([Chapter 197-11 WAC](#)). On February 22, 2021, the City issued a determination of nonsignificance (DNS) for this project. No appeals were received. SEPA documents are posted on the [project website](#) and attached.

Public Hearing

On April 19, 2021, a notice of public hearing for tonight's hearing was published and posted in accordance with Chapter 1.35 LMC. Emails about tonight's public hearing have also been sent to all parties of record who have provided their email address through surveys, meeting sign-ins, and other written communication.

Next Steps

- May 24 – Council Business Meeting action on Housing Action Plan

Attachments

- Presentation
- Resolution
- Record of comments received from February 22, 2021 through May 4, 2021
- Draft Housing Action Plan (dated April 2021)
- SEPA Determination of Nonsignificance
- The [project website](#) (www.lynnwoodwa.gov/housingactionplan) includes the Housing Needs Assessment, previous staff reports, and other project-related documents for review and download.



LYNNWOOD HOUSING ACTION PLAN

City Council Hearing

May 10, 2021

The **Housing Action Plan** forms Lynnwood's five-year goals and strategies to promote housing options that are safe and affordable for all community members.

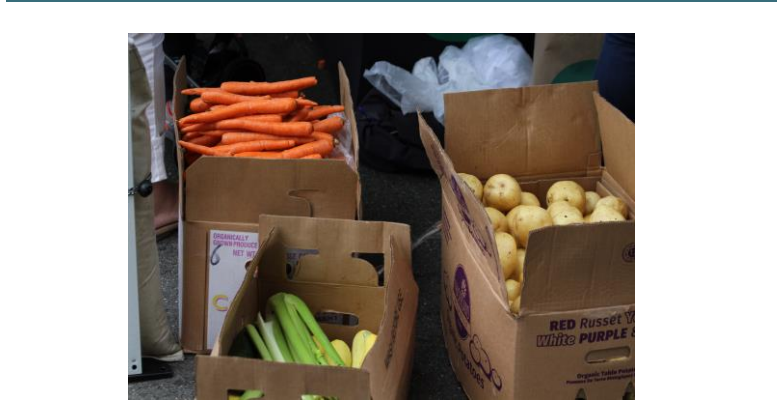
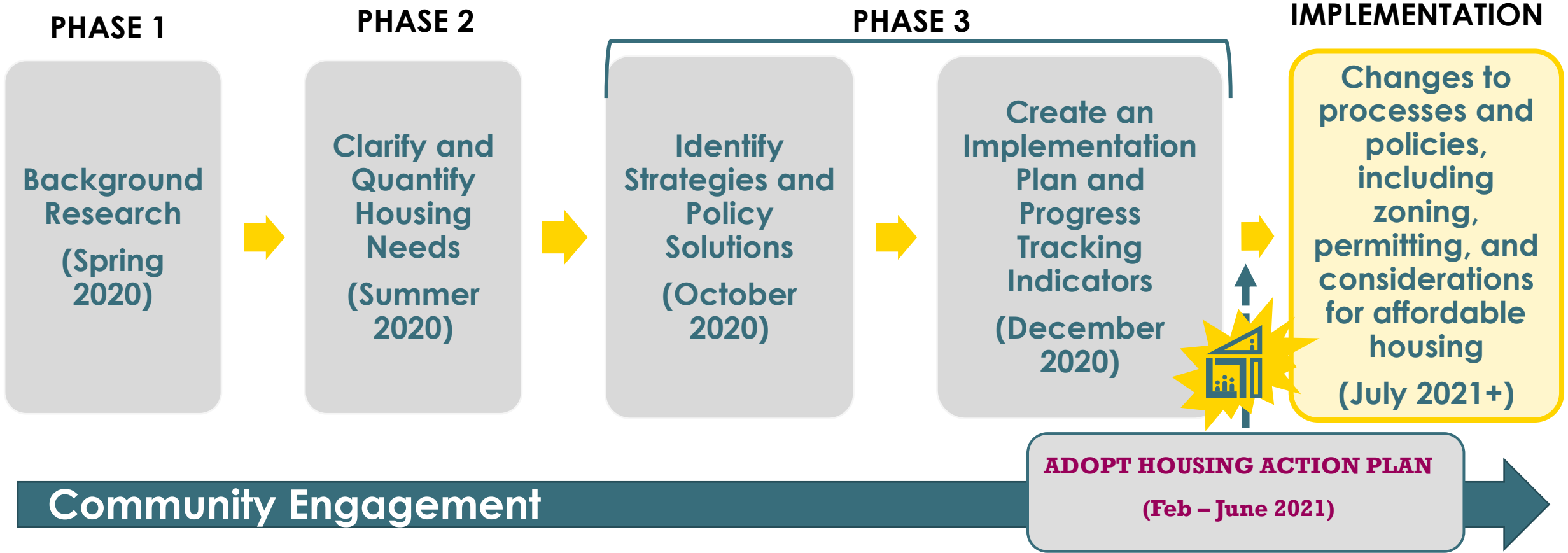


Image Sources: Brighter Images Photography

Developing a Housing Action Plan





HOUSING NEEDS ASSESSMENT

What is Housing Affordability?

Housing costs
no more than

30%

of a household's income



*Housing affordability
does not necessarily mean
subsidized or public housing*

Image Source: Brighter Images Photography

As of 2016, 2 in every 5 households in Lynnwood spend more than 30% of their income on housing*



Severely Cost Burdened
Households spends 50% or more of income on housing



Cost Burdened
Household spends 30-49% of income on housing costs



Not Cost Burdened
Household spends less than 30% of income on housing costs

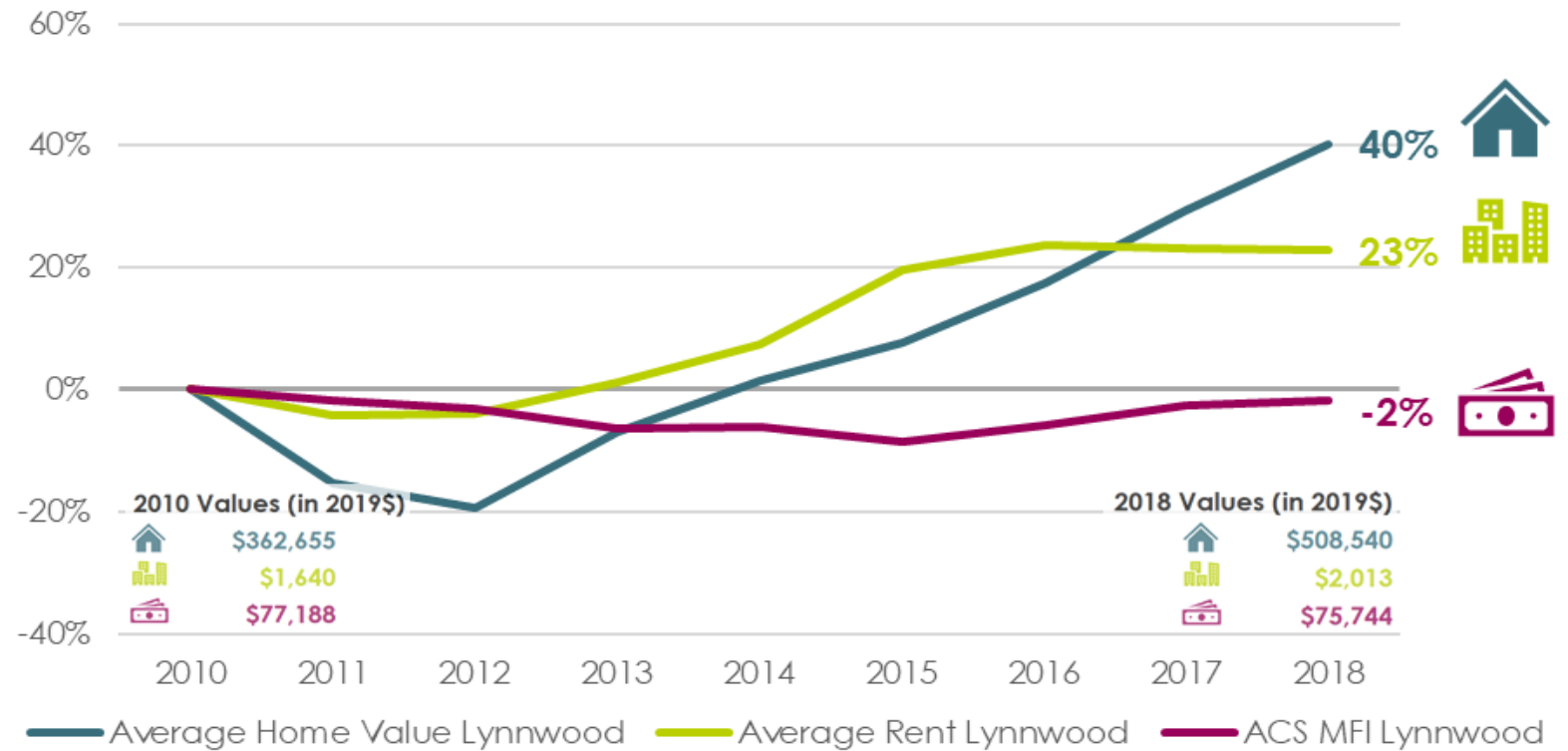


**This number is likely higher now due to increased housing costs and the impacts of Coronavirus*

Sources: HUD CHAS (based on ACS 2012-2016 5-year estimates), BERK, 2020.

Housing Costs are Rising Faster than Incomes

In the past decade, the central Puget Sound region has grown in jobs and population and continues to experience a housing affordability crisis.



Sources: Zillow, 2020; ACS Income 5-year estimates (Table S1901) 2010 - 2018; Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U) Seattle-Tacoma-Bellevue WA 2010 - 2019; BERK, 2020.

1. Almost 40% of Lynnwood's households are **cost-burdened**.
2. Housing **costs are rising faster than incomes**.
3. Many renters qualify for housing assistance but **lack access to subsidized housing**.
4. **Homeownership is out of reach** for a growing proportion of residents, with the largest gaps for Black, Indigenous, and People of Color (BIPOC) communities.
5. White and Black, Indigenous, and People of Color (BIPOC) residents typically live in **separate communities**.
6. Lynnwood's current housing **stock lacks housing type variety**.
7. The pace of housing unit **construction needs to accelerate** to meet expected future demand.



Key Findings from Housing Needs Assessment



POLICY AND CODE REVIEW

1. Overall, Lynnwood's existing policy and regulations support increasing housing supply.
2. The City's policy to promote housing in designated subareas is working, although some subareas have more new housing than others.
3. Lynnwood's land supply may be a restricting factor.
4. The City needs to increase the variety of housing types allowed to meet residents' housing needs.
5. The Lynnwood Municipal Code (LMC) may be limiting new development or rehabilitation of existing housing
6. Due to its size, Lynnwood has limited funds to directly support housing. The city's greatest resource at this time is through policies and regulations.
7. Lynnwood is a regional leader for implementing housing strategies.





COMMUNITY ENGAGEMENT

1. Outreach & Communications

- Project webpage
- Print and social media
- Official notices
- Party of Record list
- Graphic Materials

2. Community & Stakeholders

- Stakeholder Interviews
- Pop-up Community Events*
- Community Meetings*
- Small Group Discussions*
- Advisory Group Meetings*

3. Boards & Commissions

- Joint Boards and Commission Annual Meeting
- Planning Commission*
- Diversity Equity and Inclusion Commission*
- Human Services Commission*

4. City Council

- Council Updates
- Council Housing Policy Committee
- Council Interviews

5. Regional Entities

- Snohomish County Housing Affordability Regional Task Force (HART)*
- Alliance for Housing Affordability (AHA)
- Puget Sound Regional Council (PSRC)
- American Planning Association (APA)

** Indicates outreach strategy was impacted by COVID*





Historically Lynnwood has been relatively affordable, but residents now fear being priced out. Not everyone who would like to live in Lynnwood can afford to do so (or continue to do so).



Housing supply is increasing, but more variety is needed.



A lack of affordability affects populations disproportionately.



There is broad support for policy and regulatory changes to increase housing supply and affordability.



Program and partnership opportunities are an important part of the overall strategy.



DRAFT HOUSING ACTION PLAN

Housing Action Plan Goals

PRODUCE

Produce housing that meets the needs of the community.

PRESERVE

Preserve existing housing that is affordable and safe so that people can stay in Lynnwood.

PARTNER

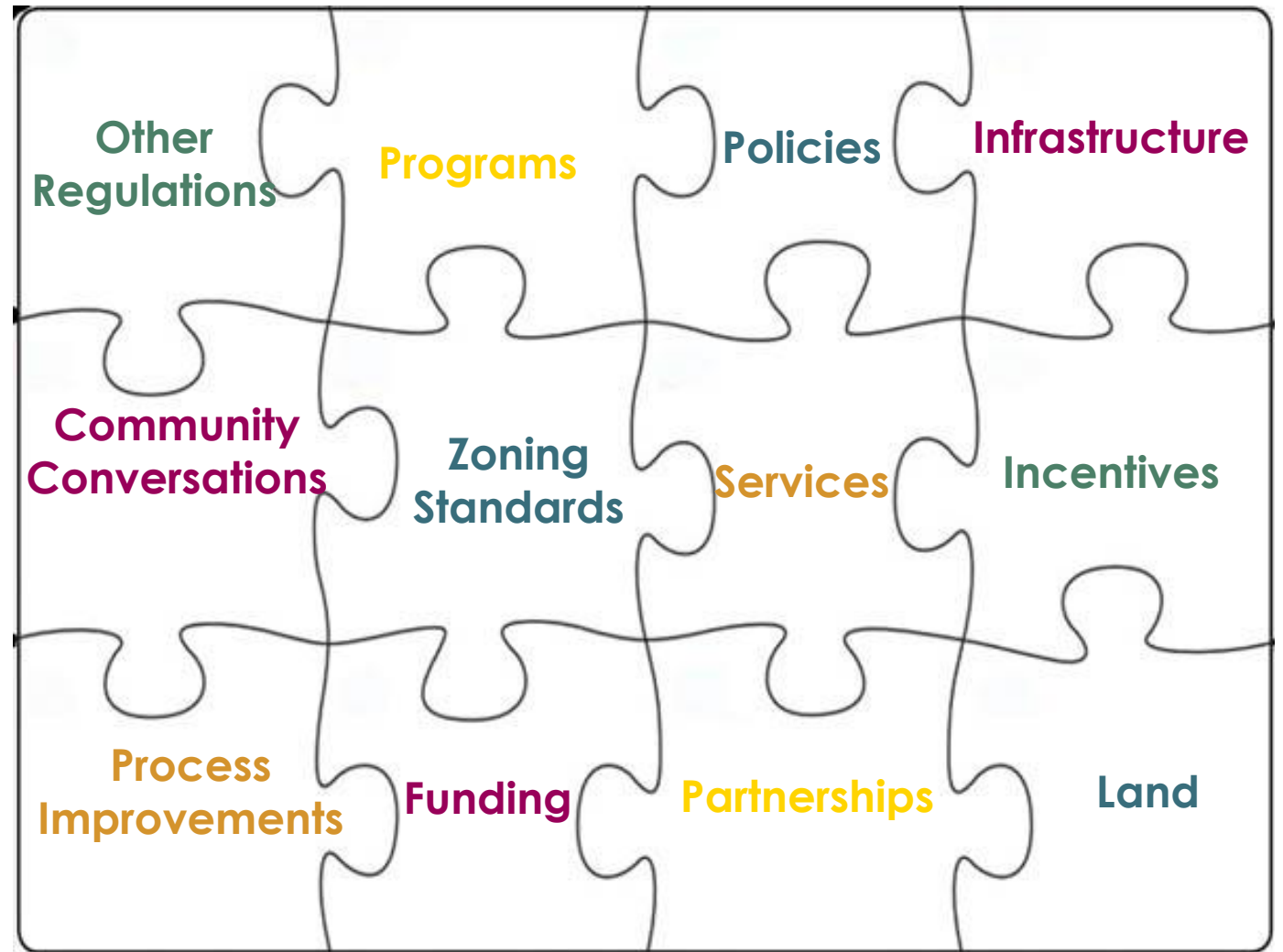
Partner with housing educators, providers, and other groups to find equitable housing solutions and remove systemic barriers.

PREPARE

Prepare for continued growth and increase quality of life in Lynnwood.

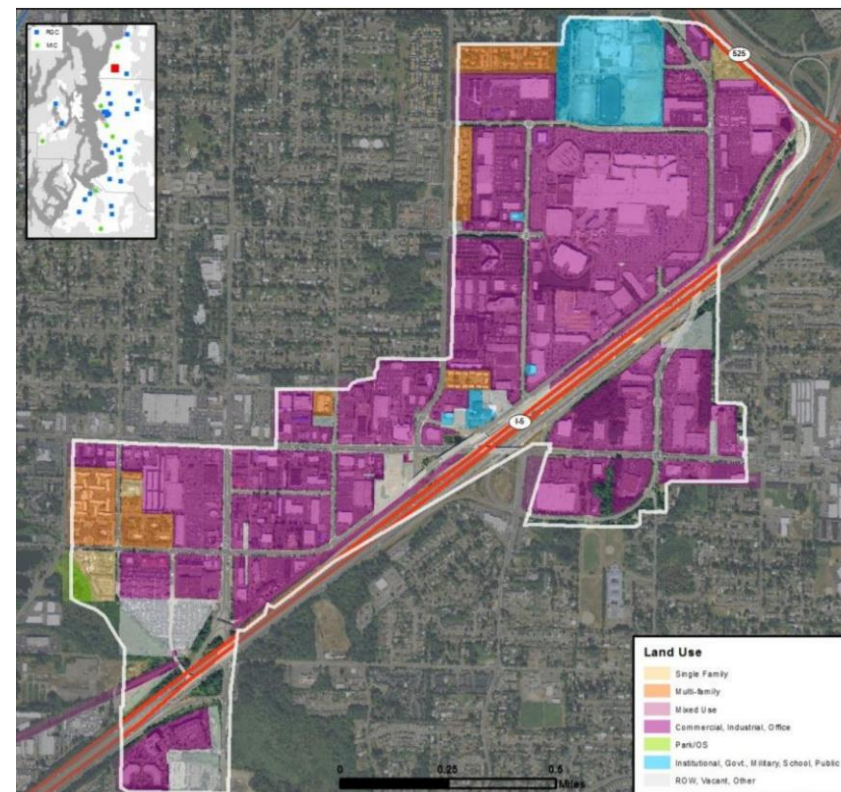
Strategies

Putting the Pieces Together



1: Continue promoting housing in the Regional Growth Center (Alderwood and City Center) and along major transportation corridors.

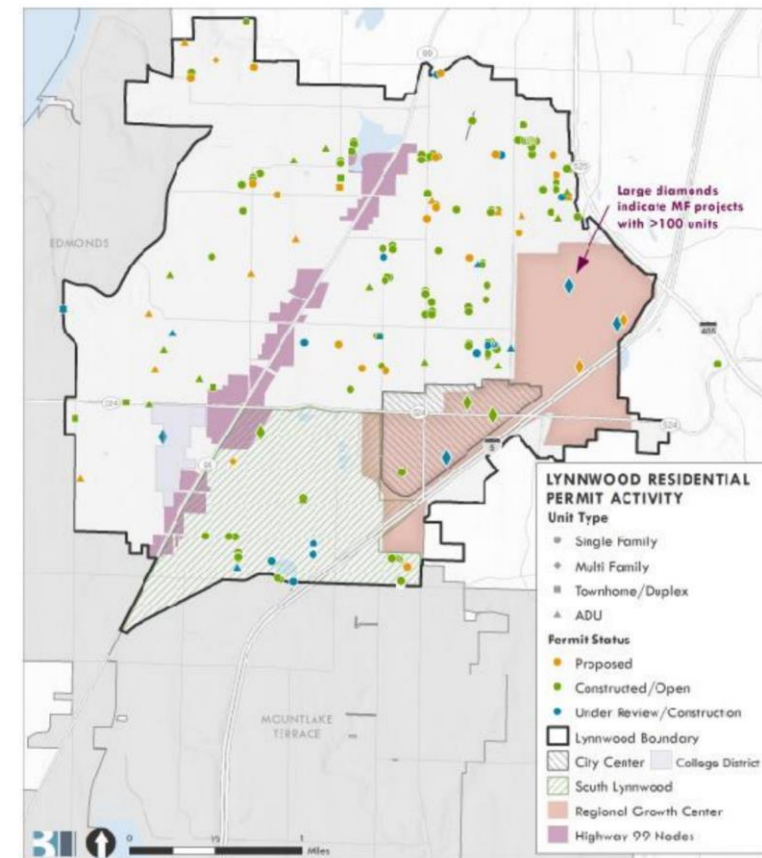
- Work with other departments to align capital facilities planning.
- Update Regional Growth Center development regulations and design guidelines to support transit-oriented development (TOD). Remove process barriers and provide flexibility to incentivize development.
- Adopt planned action ordinance to reflect anticipated growth and streamline development.



2: Update regulations, design standards, and subarea plans to be more flexible and responsive to changing conditions.

- Update Subarea Plans (Highway 99 and College District).
- Update Lynnwood Municipal Code to remove barriers and modernize code to build more housing.
- Evaluate and update design guidelines to respond to evolving development trends.

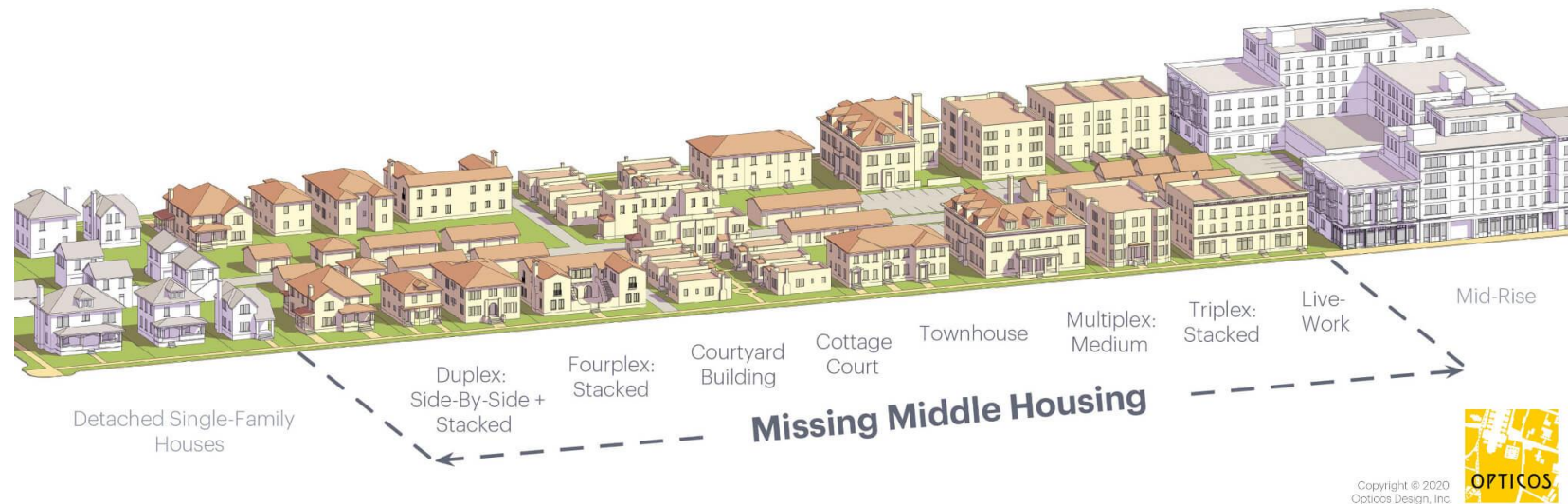
Exhibit 35: Residential Development in Lynnwood, January 2013- March 2020.



Sources: City of Lynnwood, 2020; BERK Consulting, 2020.

3: Strategically rezone areas to increase and diversify Lynnwood housing options.

- Analyze areas that can support redevelopment and where additional housing capacity can occur.
- Integrate proposed changes into Comprehensive Plan update and LMC.



4: Revise the Multifamily Tax Exemption (MFTE) program.

- Evaluate potential MFTE scenarios to encourage more income-restricted units and analyze levels of affordability.
- Evaluate appropriate locations for MFTE program.
- Streamline process.



5: Partner with housing providers.

- Facilitate development conversations and identify opportunities for collaboration within the housing and social services community.
- Continue to be flexible and responsive to changing conditions (see Strategies 1, 4, and 6).

HASCO *Housing Authority
of Snohomish County*

Snohomish County, Washington

HART

Report and Five-Year Action Plan

Published January 2020



**MASTER BUILDERS
ASSOCIATION**
of King and Snohomish Counties



6: Support third-party purchases of existing affordable housing to keep units affordable.

- Proactively engage with housing providers to identify opportunities for support.
- Update policies and regulations to be competitive for funding opportunities.



7: Work with faith-based and nonprofit organizations.

- Convene and connect with these organizations to stay in touch with community issues.
- Explore opportunities for collaboration toward shared goals (see Strategies 3, 6, and 9).



8: Develop a rental registry program.

- Research and scoping process.
- Appropriately staff to support the program.
- Engage with community to increase awareness and education.
- Pilot testing and refinement.

**Rental Property
Registration**



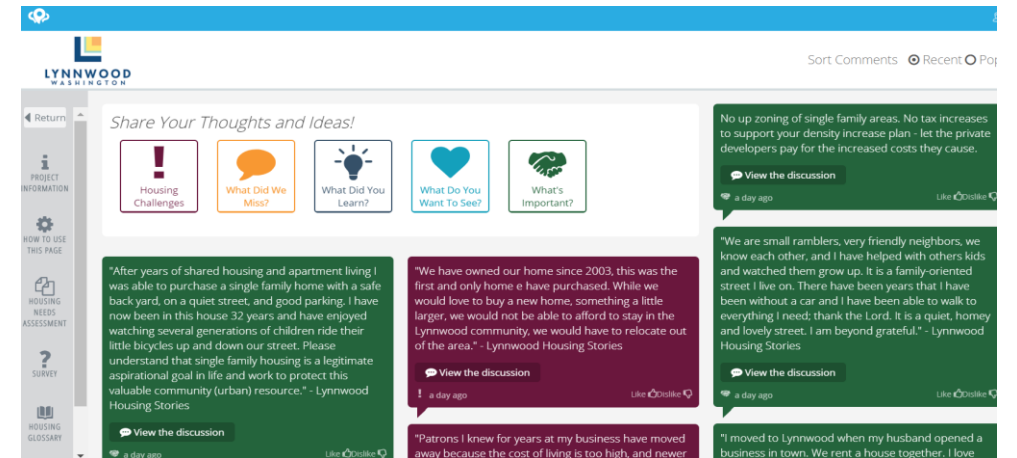
9: Encourage amenities that enhance quality of life.

- Conduct study for gaps in coverage and neighborhood-based evaluations.
- Coordinate with appropriate departments to address community needs. Update regulations and design guidelines as necessary (see Strategy 2).



10: Continue community conversations about housing.

- Use outlets such as social media and newsletters to regularly provide updates on action items and to raise awareness about new and evolving housing needs.
- Establish two-way communication channels with the community and incorporate concerns and ideas in planning efforts.
- Provide public spaces for events and education related to housing.



NEXT STEPS

www.lynnwoodwa.gov/housingactionplan

- **May 24** – Council Action



www.lynnwoodwa.gov/housingactionplan



Contact Info

Kristen Holdsworth, AICP

- 📞 425-670-5409
- ✉ kholdsworth@lynnwoodwa.gov
- 🌐 <https://www.lynnwoodwa.gov/HousingActionPlan>



RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF LYNNWOOD, WASHINGTON, ADOPTING THE CITY'S HOUSING ACTION PLAN AS A GUIDING DOCUMENT WITH RECOMMENDATIONS FOR FUTURE HOUSING POLICY, PLANNING, AND REGULATORY AMENDMENTS TO IMPROVING HOUSING OPTIONS THAT ARE SAFE AND AFFORDABLE FOR THE ENTIRE COMMUNITY.

WHEREAS, the City of Lynnwood has been addressing the community's housing needs for several years through the Comprehensive Plan and other policy efforts; as co-chair of the Snohomish County Housing Affordability Regional Task Force (HART); the preparation of the Lynnwood Housing White Paper (2019); and the creation of the Council Housing Policy Committee (established 2019); and

WHEREAS, the City of Lynnwood has adopted plans, policies, regulations, and programs to increase housing supply and support housing choices; and

WHEREAS, since 2010 income in the City of Lynnwood has been stagnant while housing costs have increased by 20-40% when adjusted for inflation; and

WHEREAS, nearly two in every five of Lynnwood's households pay at least 30 percent of their income on housing costs each month, limiting their ability to pay for other necessities; and

WHEREAS, the City of Lynnwood finds that adequate, safe, and affordable housing is key to ensuring a vibrant community with a desirable quality of life; and

WHEREAS, the City of Lynnwood finds that there is a need for housing units that are safe and affordable across all income levels; and

WHEREAS, the City of Lynnwood recognizes the need for a more comprehensive strategy in addressing its housing needs; and

WHEREAS, the Washington State Legislature created a new grant program under Engrossed Second Substitute House Bill (E2SHB) 1923 (Chapter 348, Laws of 2019; in part RCW 36.70A.600), which provided a number of eligible land use planning activities for cities to

40 consider implementing increases to housing capacity, including the creation of a Housing Action
41 Plan; and

42
43 WHEREAS, the City of Lynnwood applied for and received grant funding from
44 Department of Commerce in the amount of \$100,000.00 to develop a Housing Action Plan; and

45
46 WHEREAS, the City of Lynnwood contracted with BERK Consulting and MAKERS to assist
47 with development of a Housing Action Plan to identify current and projected housing needs,
48 evaluate current plans, policies, and programs; develop goals and strategies to increase housing
49 supply and variety of housing types; and create an implementation plan; and

50
51 WHEREAS, the Housing Action Plan was developed by evaluating the City’s ongoing
52 efforts, analyzing Lynnwood’s current and future housing needs through a Housing Needs
53 Assessment, and collaborating with the community; and

54
55 WHEREAS, the Housing Action Plan included a robust public engagement process,
56 including input from a Stakeholder Advisory Group; the Council Housing Policy Committee;
57 regional partners; the Lynnwood Planning Commission, Human Services Commission, and
58 Diversity, Equity, and Inclusion Commission; online open houses and surveys; newsletters and
59 social media; and other presentations; and

60
61 WHEREAS, the City of Lynnwood Planning Commission held meetings addressing the
62 Housing Action Plan on June 25, August 27, October 22, November 12, and December 10, 2020
63 and January 28 and February 11, 2021; and

64
65 WHEREAS, the City of Lynnwood Council received written updates or held meetings
66 addressing the Housing Action Plan on February 8, June 1, August 3, September 21, October 10,
67 November 30, December 7, and December 23, 2020 and January 19, February 17, March 29,
68 and April 5, 2021; and

69
70 WHEREAS, on February 22, 2021, the Development and Business Services Department
71 issued a “Determination of Nonsignificance” (DNS) with comments due March 8, 2021,
72 pursuant to RCW 43.21C and WAC 197-11; and

73
74 WHEREAS, on April 8, 2021, the City of Lynnwood Planning Commission held a duly
75 advertised public hearing to consider public comment and staff recommendation before
76 making recommendation to the City County in favor of adopting the Housing Action Plan; and

77
78 WHEREAS, the City Council received the Housing Action Plan and a briefing on the
79 materials at the April 19, 2021 work session; and

80
81 WHEREAS, the City Council held a duly advertised public hearing on May 10, 2021 at the
82 Council business meeting to take and consider public comment; now therefore

83

84 THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, DO RESOLVE AS
85 FOLLOWS:

86
87 Sections 1. The Housing Action Plan as shown in Attachment A is hereby adopted in
88 accordance with RCW 36.70A.600 as a reference document for consideration of
89 recommendations and actions to increase housing options that are safe and affordable for
90 Lynnwood.

91
92 Section 2. The City Council supports the use of the Housing Action Plan to find
93 innovative ways to address Lynnwood’s housing needs, following public participation
94 requirements.

95
96 Section 3. The Housing Action Plan is a foundation to update policies related to housing
97 for the 2024 Comprehensive Plan update.

98
99 Section 4. This Resolution shall be in full force and effect from and after its adoption.

100
101 PASSED BY THE CITY COUNCIL, the 24th day of May, 2021.

102
103 APPROVED:
104
105 _____
106 Nicola Smith, Mayor

107
108 ATTEST/AUTHENTICATED:
109
110 _____
111 Karen Fitzthum, City Clerk



 **LYNNWOOD**
WASHINGTON

HOUSING ACTION PLAN

April 2021 • **DRAFT**

Prepared by:
City of Lynnwood with assistance by
BERK Consulting and MAKERS

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Acknowledgements

The Housing Action Plan was made possible through the time, knowledge, and vision from numerous stakeholders. The City values and appreciates the participation of diverse perspectives in the development of an inclusive housing plan for all of Lynnwood. Further information about community engagement plan can be found in **Appendix B: Housing in Lynnwood: Inventory of Efforts**.

Mayor

Nicola Smith

City Council

George Hurst, President

Jim Smith, Vice President

Christine Frizzell, Past President

Shannon Sessions, Past Vice President

Julieta Altamirano-Crosby

Ian Cotton

Ruth Ross

Planning Commission

Chris Eck, Chair

Bob Larsen, First Vice Chair

Patrick Robinson, Second Vice Chair

Ann Guan

Aaron Lum

Adam Segalla

Layla Bush

Past Members:

Chad Braithwaite

Mike Wojack

City Staff (Development and Business Services)

David Kleitsch, Director

Ashley Winchell, AICP, Community Planning Manager

Kristen Holdsworth, AICP, Senior Planner

Consultant Team

BERK Consulting

MAKERS

Stakeholder Advisory Group

The City convened a Stakeholder Advisory Group to provide guidance on existing housing challenges, recommend additional public engagement efforts, and evaluate potential strategies and actions. The Stakeholder Advisory Group included community members, community group representatives, local builders and real estate professionals, and local religious groups/faith-based organizations. Over the course of four Stakeholder Advisory Group meetings, four listening sessions, and dozens of conversations, the Housing Action Plan benefitted from their input and perspectives.

- Bob Larsen, Planning Commissioner and resident
- Cami Morrill, Snohomish County-Camano Association of Realtors
- Chris Collier, Alliance for Housing Affordability
- Duane Landsverk, Landsverk Quality Homes, Inc.
- Duane Leonard, Housing Authority of Snohomish County (HASCO)
- Faheem Darab, Zainab Organization of Greater Seattle
- Fred Safstrom, Housing Hope
- Galina Volchkova, Volunteers of America
- Jared Bigelow, Diversity, Equity, and Inclusion Commissioner and resident
- Jeff Butler, Butler Development LLC
- Keny Lopez, Familias Unidas
- Ki Seung Cho (Master Cho), business owner and resident
- Linda Jones, Lynnwood Chamber of Commerce
- Mark Smith, Housing Consortium of Everett and Snohomish County and resident
- Mary Anne Dillon, YWCA
- Mike Pattison, Master Builders Association
- Nick Nowotarski, AvalonBay Communities, Inc.
- Pastor Gail Rautmann, Gloria Dei Lutheran Church
- Sally Guzmán, Edmonds School District
- Sangsoon Woo, United Seattle-Bellevue Korean School
- Scott Shapiro, Eagle Rock Ventures

City Council Housing Policy Committee

The City Council Housing Policy Committee met 11 times and created a report that identifies housing goals, challenges, and strategies for further consideration for the Housing Action Plan.

- Christine Frizzell
- George Hurst
- David Kleitsch
- Ashley Winchell
- Kristen Holdsworth
- M. Christopher Boyer
- Chris Collier*
- Mary Anne Dillon*
- Alessandra Durham
- Mary Monroe
- Ali Sheibani
- Kim Toskey
- Melinda Woods

* Member is also on the Stakeholder Advisory Group

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Executive Summary

This Housing Action Plan forms Lynnwood's five-year goals and strategies to promote housing options that are safe and affordable for all community members.

Lynnwood needs housing options that meet the needs of the entire community. In Lynnwood, 2 out of 5 households (40%) struggle with housing affordability. A sufficient supply of housing affordable across the income spectrum supports economic vitality and vibrant communities. Safe and affordable housing increases educational opportunities for all children, enables older residents to live independently, and helps families avoid tradeoffs for other necessities like food, medicine, and childcare.



Lynnwood community members

This plan was created by evaluating the City's ongoing efforts, analyzing Lynnwood's current and future housing needs, and collaborating with the community. It is the result of hundreds of conversations, survey responses, and other methods of public feedback. The plan has four main goals. Ten strategies, when implemented, will help Lynnwood reach its goals.

Housing Action Plan Goals.

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

Housing Action Plan Strategies.

1	Continue promoting housing in the Regional Growth Center (Alderwood and City Center) and along major transportation corridors.	6	Support third-party purchases of existing affordable housing to keep units affordable.
2	Update regulations, design standards, and subarea plans to be more flexible and responsive to changing conditions.	7	Work with faith-based and nonprofit organizations.
3	Strategically rezone areas to increase and diversify Lynnwood's housing options.	8	Develop a rental registry program.
4	Revise the Multifamily Tax Exemption (MFTE) program.	9	Encourage amenities that enhance quality of life.
5	Partner with housing providers.	10	Continue community conversations about housing.

Housing is a regional challenge. High housing costs are common in the region and are not unique to Lynnwood. The plan guides City efforts for coordination with regional partners and demonstrates Lynnwood's commitment to being a regional model to address housing challenges.

Implementation of the Housing Action Plan will be a collective effort. Lynnwood will work in partnership with stakeholders and the community to create housing that is safe and affordable for everyone.

The plan was supported by a **Washington State Department of Commerce** grant to enable communities to assess their housing needs and develop strategies to address those needs.

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Introduction

Background & Purpose

The Housing Action Plan guides city investments and efforts to support safe and affordable housing opportunities.

Housing costs are typically the largest expense for households. When a household can afford where they live, it enables them to purchase other essentials (such as food, healthcare, and transportation) without making difficult tradeoffs. A sufficient supply of housing affordable across the income spectrum supports economic vitality and vibrant communities.

The City's Role in Housing

Housing affordability is a regional challenge. Lynnwood's local housing system is complex and includes many stakeholders and partners. These include for-profit and nonprofit developers; community organizations; community members; federal, state, and local governments; and other groups. While the City plays an important role in setting housing policies, there are limits to the City's ability to influence housing development on its own.

The private market typically cannot produce housing affordable to households making less than 80% of the area median income (AMI). Making housing affordable to lower income households requires greater public funding, usually from state and federal sources.

Addressing Lynnwood's housing challenges will require partnerships and support across the community and region.

Lynnwood at a Glance



Population

39,600



Median Family Income

\$75,744



Housing Tenure

46% Renter / 54% Owner



Average Home Price

\$508,447



Average Rent

\$2,001

Sources: Washington OFM 2019 (Pop), ACS 2018 5-year Estimates (Income, Tenure), Zillow 2019 (Home Price, Rent)

Some housing strategies are more effective when pursued regionally. Regional leadership and action are necessary to address housing affordability challenges. This plan guides City efforts for coordination with regional partners and demonstrates Lynnwood's commitment to being a regional model to address housing challenges.

Lynnwood has already taken actions to support and implement regional plans. In 2019, Snohomish County Executive Dave Somers and Lynnwood Mayor Nicola Smith co-chaired the Snohomish County [Housing Affordability Taskforce \(HART\)](#). HART created a Five-Year Housing Affordability Action Plan with recommendations for all Snohomish County cities and the county to collaboratively respond to housing affordability challenges. Prior to the HART report's release, Lynnwood had already implemented all of the relevant early action items under its authority. The City has also implemented more than half of the five-year action items under its purview and is in the process of implementing an additional 25% of the action items. More information about Lynnwood's efforts to address housing affordability can be found in [Appendix A Housing in Lynnwood: Inventory of Efforts](#).

The Housing Action Plan recognizes and acknowledges Lynnwood's ongoing work and the need for regional cooperation. Despite Lynnwood's efforts, the City needs additional housing supply that is affordable to meet the needs of the community. With this context in mind, this plan focuses on housing strategies most closely linked to the community's needs and are effective and feasible within the next five years when pursued by the City and partners.

Housing Action Plan Creation

The City received funding from a Washington State Department of Commerce grant (through House Bill 1923) to assist with development of this plan. [Exhibit 1](#) outlines the process for creating the Housing Action Plan, including identifying housing needs, evaluating ongoing efforts, analyzing available data, and engaging with community members.

The plan is intended to guide city efforts. If adopted, the City will spend the next five years implementing the strategies and actions identified in this plan.

Lynnwood at a Glance



Population, by Race Identity

American Indian and Alaska Native: 0.4%
 Asian: 18%
 Black, African American: 8%
 Native Hawaiian and Pacific Islander: 0.7%
 White: 60%
 Two or More Races: 8%
 Other: 6%



Housing Cost Burden

18% Severely Cost-Burdened
 20% Cost-Burdened

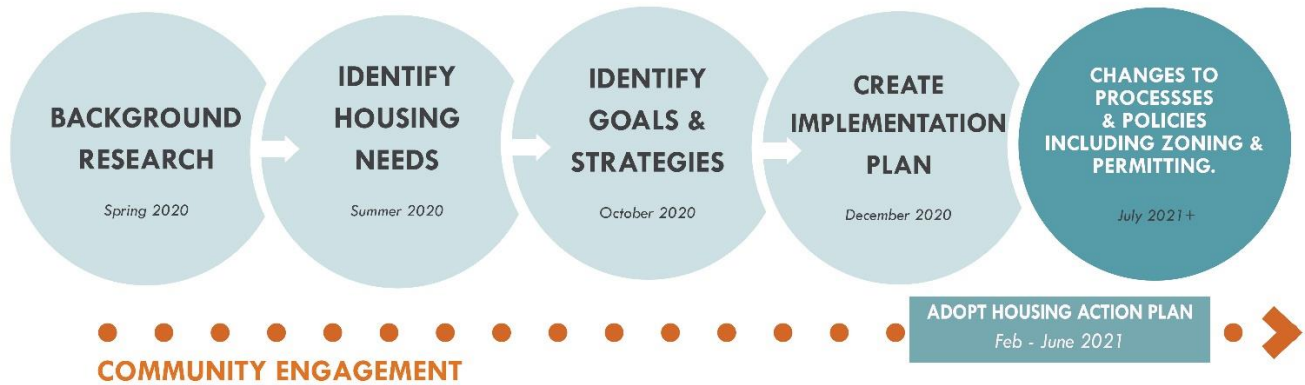


Housing Stock

Single Family: 49%
 Duplexes: 1%
 Triplex-Fourplex: 7%
 Multifamily: 39%
 Other: 4%

Sources: HUD CHAS 2016 (Cost Burden), ACS 2018 5-year Estimates (Race), Washington OFM 2018 (Housing Stock)

Exhibit 1. Housing Action Plan Process Diagram



The Housing Action Plan aligns with and builds on existing City plans and efforts which are referenced throughout this plan, including the Comprehensive Plan; infrastructure and transportation plans; the Economic Development Action Plan; the Parks, Arts, Recreation and Conservation (PARC) Plan; and subarea/neighborhood plans.

Housing Needs

The [Housing Needs Assessment](#) describes local and regional housing needs and trends. The main findings of the [Housing Needs Assessment](#) are as follows:

1. **Two in every five households (40%) in Lynnwood pay more than they can afford on housing and are cost burdened.** See [Exhibit 2](#). This rate is higher than Snohomish County (33% of households). The U.S. Department of Housing and Urban Development (HUD) defines cost burdened households using a percentage of income spent on housing or those “who pay more than 30 percent of their income for housing.” Cost burdened households often find it harder to afford necessities such as food, clothing, transportation, and medical care. In Lynnwood, rates of cost burden are uneven, with the highest cost burdens among households with lower incomes, renters, and adults over 62.

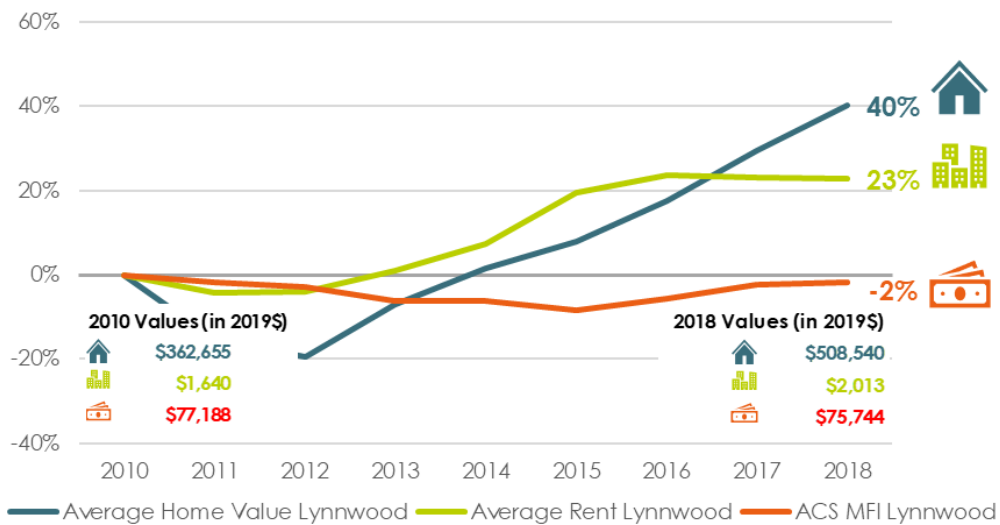
Exhibit 2. Two of Every Five Households (40%) in Lynnwood are Cost Burdened



Source: HUD CHAS (based on ACS 2012-2016 5-year estimates)

2. **Housing costs are rising much faster than incomes.** See **Exhibit 3.** Home values have dramatically risen over the past eight years (2010-2018) due to limited supply and increasing demand. Since 2010 Lynnwood home values have increased by 40% when accounting for inflation. During the same time period, incomes in the City of Lynnwood decreased 2% when adjusted for inflation. Today, less than 30% of current renters and homeowners can afford the purchase of an averaged priced home in Lynnwood without being cost burdened.

Exhibit 3. Percent Change since 2010 in Average Home Values, Rents, and HUD MFI in Lynnwood After Adjustment for Inflation



Sources: Zillow, 2020; ACS Income 5-year estimates (Table S1901) 2010 - 2018; Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U) Seattle-Tacoma-Bellevue WA 2010 - 2019; BERK, 2020.

- 3. Eligibility for subsidized housing programs far outstrips supply. Many renter households qualify for housing assistance but lack access to subsidized housing.** Overall, 61% of Lynnwood households are considered low-, very low-, or extremely low-income by regional income thresholds. These designations determine eligibility for income-restricted affordable housing units and rental assistance vouchers. Despite efforts by local housing authorities, many qualified households still cannot receive benefits due to limited program funding. While Lynnwood has a high number of subsidized housing units, the need for this housing continues to be higher than available units.
- 4. Homeownership is out of reach for a growing proportion of residents, with the largest gaps for Black, Indigenous, and People of Color (BIPOC) communities.** Homeownership is a key source of wealth creation and housing stability for households in the United States. The rates of homeownership among White and BIPOC community members vary widely in Lynnwood, with the largest disparities between White and Black residents. This reflects a legacy of structural policy issues and has significant implications for life outcomes and economic advancement.
- 5. Residential patterns reveal White residents and Black, Indigenous, and People of Color (BIPOC) residents live in largely separate communities.** The neighborhoods where a higher proportion of BIPOC residents live are more likely to be at risk of economic and cultural displacement.
- 6. Lynnwood's current housing stock lacks housing type variety.** Single family homes comprise 49% of Lynnwood's housing stock and 84% of the residential land area. The majority of recent development was either 3,000+ square foot single family homes or larger multifamily (100+ unit) apartments. "Missing middle" housing refers to a diversity of residential housing options that transition between single family homes and high-rise apartments, such as accessory dwelling units, duplexes, multiplexes, and townhomes.
- 7. The pace of housing unit construction needs to accelerate to meet expected future demand.** The rate of housing unit production has increased in recent years but falls short of the needed rate to meet growth projections. The average annual production of housing units in Lynnwood from 2013 through mid-2020 was 291 units per year. Lynnwood needs an average of 393 units per year to meet estimated household growth by 2044. A total of 9,826 additional housing units are needed between 2019 to 2044 to meet estimated population growth projections.

Of Lynnwood's cost burdened households, 73% are very low- and extremely low-income households.

The average annual production of housing units in Lynnwood from 2013 – mid 2020 was 291 units per year. Lynnwood needs an average of 393 units per year to meet estimated household growth by 2044.

Policy and Code Review Findings

- **Overall, Lynnwood's existing policy and regulations support increasing housing supply.** The City's Comprehensive Plan is a policy document that informs subarea plans and regulatory actions for how Lynnwood will grow over a 20-year period. The most recent Comprehensive Plan was adopted in 2015. State law requires it be updated again by June 30, 2024. The current Comprehensive Plan policies generally support increasing housing supply.
- **The City's policy to promote housing in designated subareas is working, although some subareas have more new housing than others.** New housing production is concentrated in the Regional Growth Center (City Center and Alderwood). This development is necessary to meet projected population growth. The City may need to reevaluate implementation of the College District and Highway 99 subareas. See **Exhibit 4**.
- **Lynnwood's land supply may be a restricting factor.** The [2021 Snohomish County Buildable Lands Report](#) will evaluate Lynnwood's remaining land capacity and future growth projections. The final report will not be available until June 2021. Previous Buildable Lands Reports have identified that an overwhelming majority of Lynnwood's residential land is already developed with single family homes and is unlikely to redevelop. Multifamily development in transit-supported locations (Regional Growth Center, Highway 99, and College District) will be necessary to meet growth projections and comply with state laws.
- **The City needs to increase the variety of housing types allowed to meet residents' housing needs.** Missing middle housing types (such as accessory dwelling unit, duplexes, and townhomes) provide additional units, create choices, and allow people to stay in the community during different life stages. Missing middle housing types have seen very little production in Lynnwood due to existing regulations and limited availability of land in the zones where they are allowed.
- **The Lynnwood Municipal Code (LMC) may be limiting new development or rehabilitation of existing housing.** Code updates to reduce inconsistencies and increase flexibility would improve the rate of development and reduce housing costs in Lynnwood.

Planning for growth will help the city consider the needs of current and future residents.

Why is growth happening?

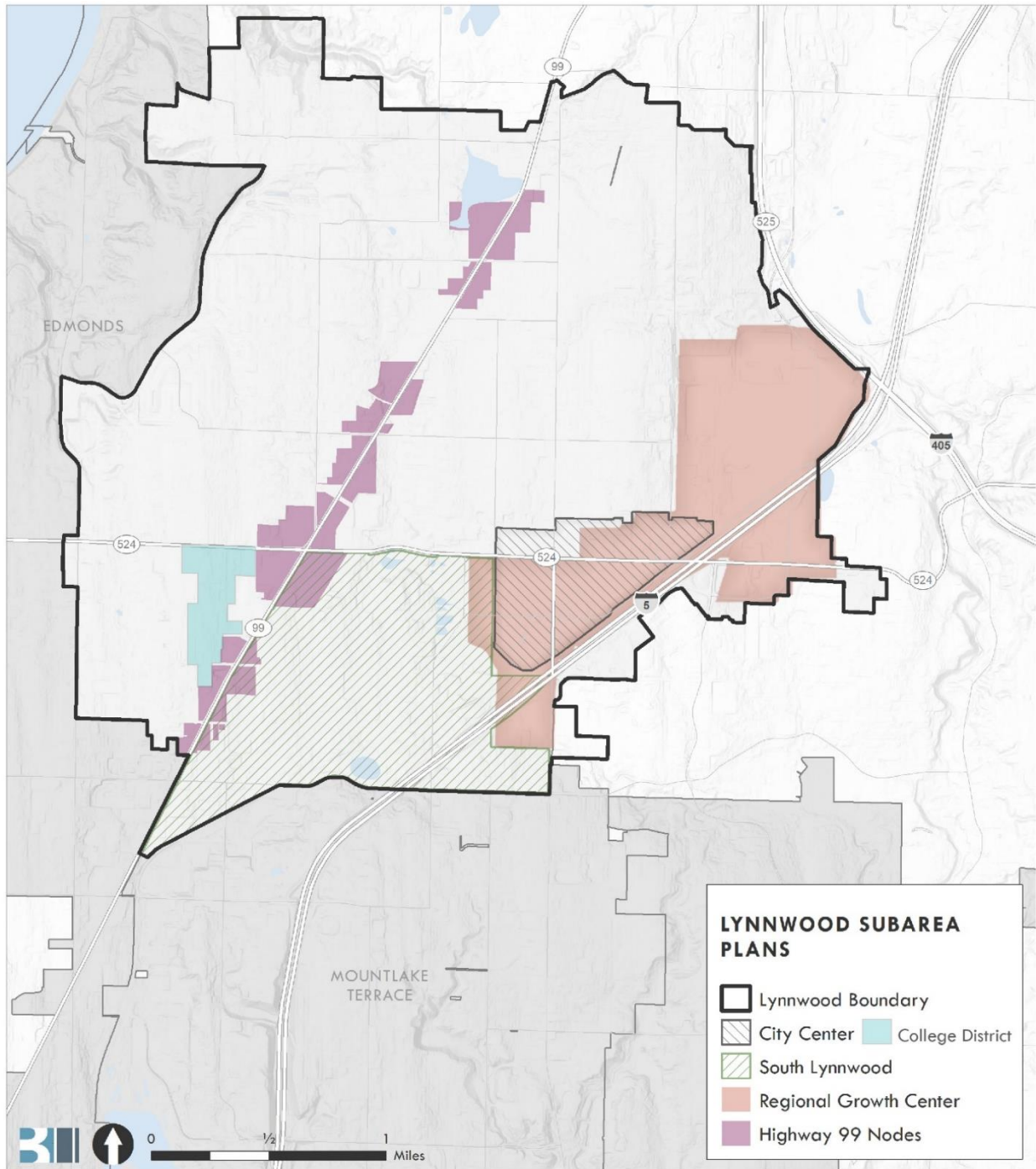
By 2050, the Puget Sound Region is expected to grow by 1.8 million people, reaching a total population of 5.8 million. An anticipated 1.2 million more jobs are forecast by 2050.

With a regional growth center and high-capacity transit, Lynnwood is estimated to be one of the locations that will see growth.

What happens if Lynnwood doesn't prepare for it?

The consequences of not proactively planning for growth are severe. Demand for housing will continue to increase without additional supply to balance the need. Existing residents will experience increased housing costs and may not be able to afford to stay in Lynnwood. Without proactive planning, capital facilities (such as roads and parks) will also be strained by increased usage.

Exhibit 4. Lynnwood Subarea Plan Locations



Source: City of Lynnwood, BERK, 2021.

- **Due to its size, Lynnwood has limited funds to directly support housing. The city's greatest resource at this time is through policies and regulations.** The [Snohomish County HART](#) report identifies three main roles for local government in addressing housing affordability: policy and regulatory actions; funding; and community outreach and engagement. Larger cities, such as Everett and Tacoma, have direct access to Community Development Block Grant (CDBG) funds to support housing assistance efforts. Lynnwood will be able to directly administer CDBG funding sources when the population reaches 50,000 residents (estimated to occur within the next 10 years). In the meantime, the only direct funding Lynnwood receives for housing affordability is through SHB 1406, which provides a small return of state sales tax to the City for the purpose of affordable and supportive housing. The revenue is dependent on overall sales tax collected within City limits and is estimated to be a maximum of \$196,581 annually for up to 20 years (just under \$4 million maximum). Funds will likely be less than this amount due to fluctuating sales tax revenue. State law requires that the funds be used to acquire, rehabilitate, or construct affordable housing; support operations or maintenance costs of affordable housing; or to provide rental assistance to tenants that make 60% or less of the area median income. The [Housing Action Plan Goals & Strategies](#) section of this plan identifies how SHB 1406 funds may be used to assist with implementation.
- **Lynnwood is a regional leader for implementing housing strategies.** This includes the implementation of [Housing Affordability Regional Taskforce \(HART\)](#) recommendations as noted above, a Multifamily Tax Exemption (MFTE) program to incentive housing, and an interlocal agreement with the Housing Authority of Snohomish County (HASCO). Lynnwood is one of only two cities in Snohomish County that has authorized HASCO to operate within the city without additional approval. This facilitates HASCO's ability to act quickly to preserve affordable multifamily developments for sale and to acquire property suitable for income-restricted housing.

This plan builds off of existing efforts and includes additional actions for the city to pursue.

Community Engagement Findings

Robust and inclusive community engagement informed the goals and strategies in this plan. The City assembled a Stakeholder Advisory Group with participation and input from residents, community groups, housing developers/builders, local realtors, nonprofit housing advocates, and faith-based communities. City staff also participated in the Council's Housing Policy Committee.

The city provided several opportunities for community input, including a “tell your housing story” form, virtual open houses, videos, and surveys (in English, Spanish, and Korean). Outreach and announcements were also provided through newsletters, local community leaders, a project website, and social media. All engagement activities were adapted to be virtual due to COVID-19 and social distancing requirements.

This section summarizes key themes from the community engagement processes. A more detailed list of engagement activities is found in **Appendix B Summary of Community Outreach Efforts**.



Input gathered at Community Conversations

Historically Lynnwood has been relatively affordable, but residents now fear being priced out. Not everyone who would like to live in Lynnwood can afford to do so (or continue to do so).

- Lynnwood's **relative affordability** in the region and its amenities have made the city a great place to live, but community members are concerned Lynnwood is trending away from its historical affordability.
- The community is constrained by stagnant wages that have not kept up with rapidly increasing housing costs. Housing affordability is dependent on income. **Workforce development** and **educational opportunities** to increase income are complementary strategies to support the community's ability to afford increasing housing costs.
- Community members envision Lynnwood as a place where **those who work here can afford to live here**.
- Affordability is **a regional challenge**, and a lack of affordable housing **impacts communities as well as individual households**. Communities lose a healthy mix of essential residents like teachers, firefighters, and hospitality workers. Households experience loss of stability from repeat moves, lower housing quality, and crowding, which in turn impacts life outcomes and well-being for the community.

Housing supply is increasing, but more variety is needed.

- Many community members highlighted **the need for variety in housing types**. Housing types needed include accessory dwelling units (sometimes called in-law units or backyard cottages), townhouses, duplexes and triplexes, and family-sized rentals with three or more bedrooms.
- Some survey respondents also expressed their appreciation for **existing single-family houses** and a desire for their neighborhoods to remain unchanged. There was also substantial interest in incorporating low-rise housing (townhouses, duplexes, and triplexes) that can blend in with single-family neighborhoods that have access to schools, parks, and other amenities.

- A majority of survey respondents indicated they liked **duplexes, triplexes, fourplexes, and townhomes** because they are more affordable than single-family homes. A majority of survey respondents indicated they would like to see these units located throughout Lynnwood.
- Survey respondents indicated concern or a need for more of the following amenities and resources as the city supports housing and greater housing variety: emergency and safety resources (55%), nice streets with trees and sidewalks (53%), neighborhood character (46%), school capacity and/or quality (43%), and transportation improvements (42%).

A lack of affordability affects populations disproportionately.

- Community members raised concerns that households with lower incomes and those with children were being displaced or priced out. Low- and moderate-income households face a unique challenge gaining entry to market rate housing. These households may be over income limits for housing assistance but below the level needed to afford market rate housing.
- Community members also expressed concerns for **older community members'** ability to age in place and those living with a disability. These communities would benefit from single level housing with features to facilitate caregiving and proximity to grocery stores, pharmacy, parks, libraries, trails, and civic buildings.
- Community members highlighted stable affordable housing in Lynnwood is **particularly inaccessible to BIPOC, young households, and intergenerational families.** These equity issues often intersect; for example, many households with disabled members are also low-income.

"I am disabled and work...I love living in Lynnwood and on the street I live on. We are small ramblers, very friendly neighbors, we know each other, and I have helped with other's kids and watched them grow up... There have been years that I have been without a car and I have been able to walk to everything I need. If the rents keep climbing, I don't know how much longer I will be able to afford to live here."

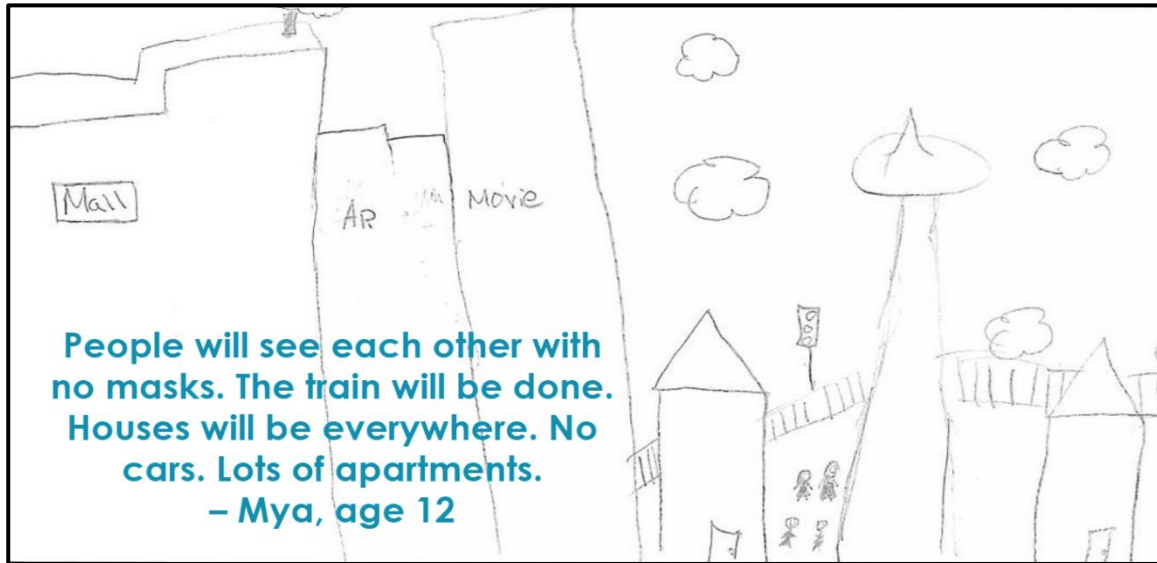
Survey response from community member

There is broad support for policy and regulatory changes to increase housing supply and affordability.

- The survey found respondents support initiatives for more income-restricted units (68% agree) and tenant protections (66% agree).
- When survey respondents were asked what strategies they were most interested in Lynnwood pursuing, the most popular response was to **increase the number of affordable homes (54%),** followed by ensuring homes are safe and healthy (51%) and increasing the number of affordable, family-sized homes (49%).
- Survey respondents also identified efforts they would like to see to improve neighborhoods and increase opportunities for all residents, including: increase pedestrian safety, improve walkability, improve traffic signaling, create community gathering spaces, prioritize community health and safety, and help existing residents to stay in Lynnwood.

Program and partnership opportunities are an important part of the overall strategy.

- Community members suggested **partnerships with local nonprofit developers** or with faith-based organizations.
- Community members also saw value in **marketing and communications** around housing strategies and a need to educate community members and build support.



Source: Kamp Kookamunga drawing exercise "What will houses look like in 2044?"

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Housing Action Plan Goals & Strategies

Housing Action Plan Goals

This is a five-year plan to guide city efforts to create and preserve housing that is safe and affordable for the entire community. There are four goals, which were developed by identifying current and future housing needs and listening to community ideas and feedback.

Housing Action Plan Goals:

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

There are 10 strategies with implementing actions that support the goals.

GOAL 1: Produce *housing that meets the needs of the community.*

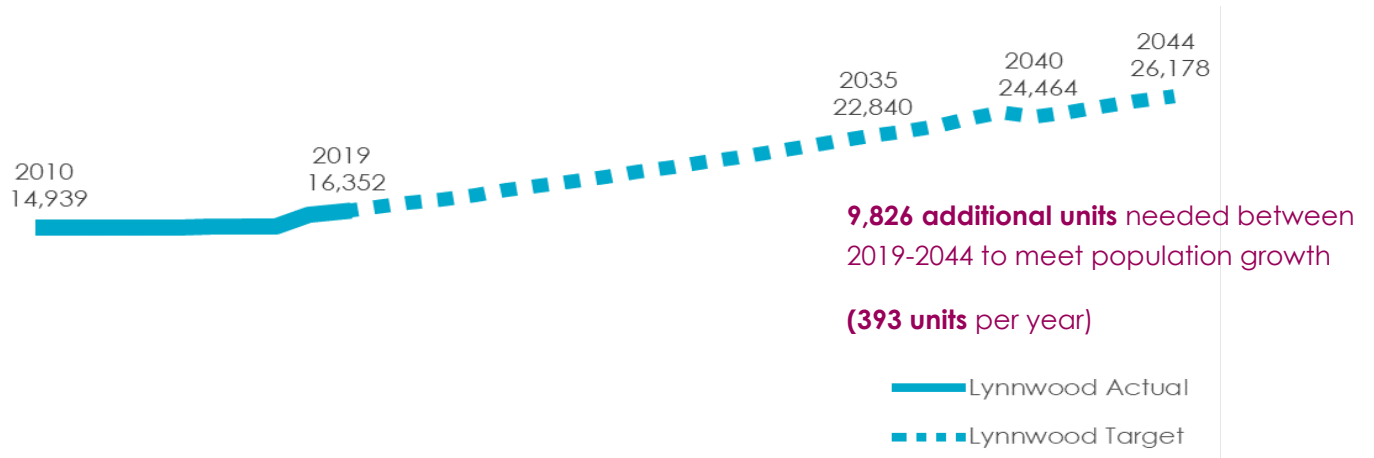
Lynnwood needs more housing to accommodate **forecasted population growth**. Lynnwood is expected to grow by over 25,000 residents from 2019-2044.¹ The **Housing Needs Assessment** found average annual production needs to be an average of **393 units per year** to meet estimated household growth by 2044 (See **Exhibit 5**).

¹ Washington OFM for 2019 population estimate and PSRC VISION 2050 plan for 2044 estimate.

Why is this a five-year plan?

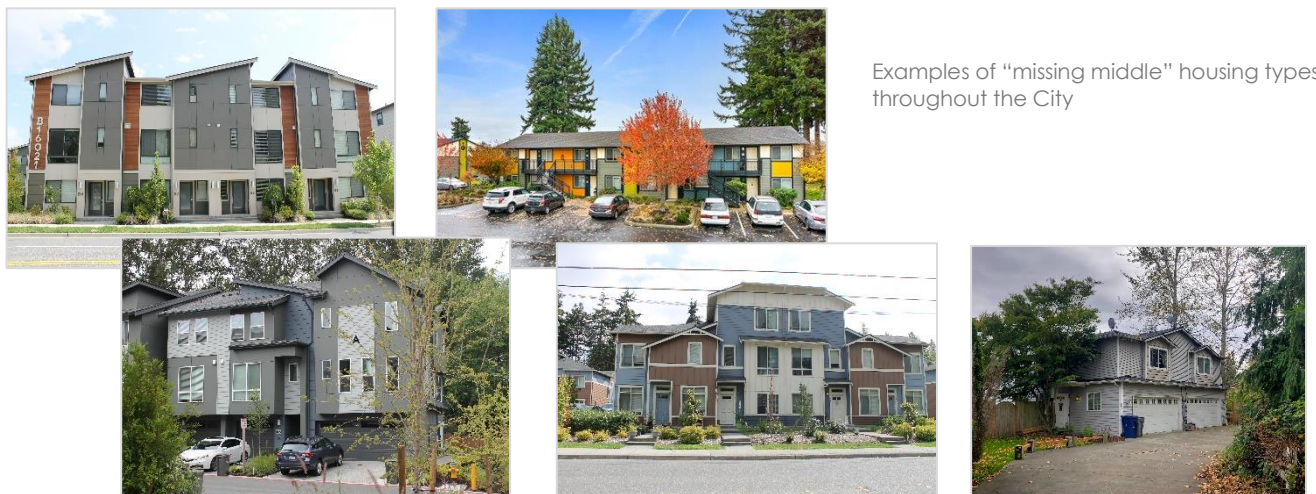
- The Housing Action Plan identifies housing efforts that should be coordinated with the 2024 Comprehensive Plan (a long-term community vision that guides Lynnwood's day-to-day actions).
 - Within the next 10 years the City will receive CDBG funds. Prior to receiving CDBG funds it will be necessary to re-evaluate strategies and administrative capabilities in anticipation of new funding.
-

Exhibit 5. Housing Units Needed to meet Population Growth by 2044



Sources: Lynnwood Comprehensive Plan, 2015; PSRC Land Use Vision version 2, 2017; BERK, 2020.

The number of units needed to accommodate population growth requires a **mix of development types** to meet needs of all community members. The **Housing Needs Assessment** found single family homes comprise **49%** of Lynnwood's housing stock and **84%** of Lynnwood's residential land area. The market is not producing enough mid-sized housing types, which appeal to a wider range of households and income levels. Through the engagement process, community members shared they would like to see more accessory dwelling units, duplexes, triplexes, fourplexes, and townhomes located throughout all residential neighborhoods. These types of housing are more affordable than single-family homes and can offer home ownership opportunities. While the City received feedback from a variety of stakeholders that these units can integrate into existing neighborhoods, further research is needed to evaluate feasibility and market conditions.



GOAL 2: Preserve existing housing that is affordable and safe so that people can stay in Lynnwood.

Lynnwood housing has historically been considered affordable, but residents are worried they will **no longer be able to afford to live in the city**. The **Housing Needs Assessment** found 54% of Lynnwood households are homeowners, but less than 20% of Lynnwood residents can afford to purchase the median-priced home in today's market.

Over half (52%) of survey respondents are concerned they will not be able to continue to afford to live in Lynnwood

Displacement refers to instances when a household is forced or pressured to move from their home against their will. As the City implements this plan it is important to identify **anti-displacement measures** to help residents to stay in the community. Currently funding for anti-displacement measures is limited.

GOAL 3: Partner with housing educators, providers, and other groups to find equitable housing solutions and remove systemic barriers.

It is important for the City to **develop partnerships** with groups that influence or are affected by the housing market. These groups include for-profit and nonprofit developers, community organizations, community members, neighboring jurisdictions, and others. Many organizations actively build housing and provide financial services for lower income community members. This is an opportunity for the City to support efforts it cannot undertake on its own.



Lynnwood community members

Housing challenges are prevalent across the greater region. **Regional action is needed** to address housing affordability challenges through cooperation and coordination among jurisdictions. The City should continue participating in multi-jurisdictional efforts to address regional housing needs and advocate for South Snohomish County-specific solutions when appropriate.

GOAL 4: Prepare for continued growth and increase the quality of life in Lynnwood.

By anticipating future growth, Lynnwood can support efforts for future generations to enjoy **good schools, access to public spaces, and a range of transportation options.** Planning for housing that is affordable at all price points will help fulfill the community's desire for people who work in Lynnwood to live in Lynnwood.

Proactive planning efforts promote **stronger and more sustainable communities,** making sure public resources are invested to benefit the whole community.



Lynnwood Fair on 44th event

Housing Action Plan Strategies

The matrix in **Exhibit 6** connects the ten selected strategies with plan goals. It also links to a detailed strategy description containing ideas about how the strategy can be best implemented in the Lynnwood context.

The ten strategies were selected from a broad list of potential strategies compiled from the [Department of Commerce guidance for Housing Action Plans](#), Snohomish County [Housing Affordability Regional Task Force \(HART\)](#) report, other jurisdictions' housing strategies, and community input. The strategy selection process is further detailed in [Appendix C Strategy Screening Methodology](#). The plan is a commitment to address housing affordability. If adopted, the City will spend the next five years further researching and implementing the strategies and actions to tailor the efforts to address Lynnwood's needs.

Exhibit 6. Housing Action Plan Strategies

Strategy	Produce	Preserve	Partner	Prepare
Strategy 1: Continue promoting housing in the Regional Growth Center (Alderwood and City Center) and along major transportation corridors.	●		●	●
Strategy 2: Update regulations, design standards, and subarea plans to be more flexible and responsive to changing conditions.	●		●	●
Strategy 3: Strategically rezone areas to increase and diversify Lynnwood's housing options.	●		●	●
Strategy 4: Revise the Multifamily Tax Exemption (MFTE) program.	●	●		●
Strategy 5: Partner with housing providers.	●		●	
Strategy 6: Support third-party purchases of existing affordable housing to keep units affordable.		●	●	
Strategy 7: Work with faith-based and nonprofit organizations.	●		●	
Strategy 8: Develop a rental registry program.		●		
Strategy 9: Encourage amenities that enhance quality of life.	●			●
Strategy 10: Continue community conversations about housing.			●	●

The 10 Housing Action Plan strategies will address housing within Lynnwood city limits. Regionally, there are several opportunities for Lynnwood to advocate and coordinate efforts to improve housing affordability. Below are a few suggestions:

1. Advocate for increased funding and pooled resources for more housing vouchers, rental relocation assistance, and the creation of a housing revolving loan fund.
 2. Support enhanced 311 and social services so households can receive timely support to prevent housing instability.
 3. Work with south Snohomish County cities. South Snohomish County cities face similar challenges and can share lessons learned. They can also hold each other accountable to pursue action.
 4. Address the high cost of living in this region by promoting transportation options, increasing food access, reducing childcare costs, and encouraging workforce development.
 5. Advocate and support funding for the creation of a centralized Snohomish County program (such as east King County's ARCH) to address housing challenges in a coordinated manner across the county.
 6. Work with the state and federal governments on legislation, funding, and innovative solutions.
-



Strategy 1: Continue promoting housing in the Regional Growth Center (Alderwood and City Center) and along major transportation corridors.

- **Description:** By 2024, Lynnwood will have several transit investments, including Sound Transit light rail and bus rapid transit, Community Transit bus rapid transit, and expanded local service. A second Sound Transit Light Rail station is anticipated in the mid-2030s. Planning for housing capacity around transit and employment hubs will help households with modest incomes since transportation is often the second largest share of household budgets (after housing). Continuing to promote housing and other amenities in the Regional Growth Center (Alderwood and City Center), College District, and Highway 99 subareas will help the city leverage public investments in transit infrastructure and economic development. See **Exhibit 4** and **Exhibit 7**. Added housing capacity in transit and job-rich areas contribute to compact, walkable neighborhoods and reduces dependence on cars.
- **Implementation Actions:**
 - Work with other departments to align capital facilities planning.
 - Update Regional Growth Center development regulations and design guidelines to support transit-oriented development (TOD). Remove process barriers and provide flexibility to incentivize development.
 - Adopt planned action ordinance to reflect anticipated growth and streamline development.
- **Related Strategies and Other Considerations:** Housing at the proposed densities will need to be accompanied by investments to create walkable, amenity-rich areas (Strategy 9). Partnerships with housing providers (Strategy 5) and with faith-based and nonprofit organizations (Strategy 7) as well as support for strategic acquisition of existing affordable housing (Strategy 6) are complementary efforts.

Needs Addressed

Increasing housing supply moderates price increases and makes housing more affordable to low- and moderate-income households.

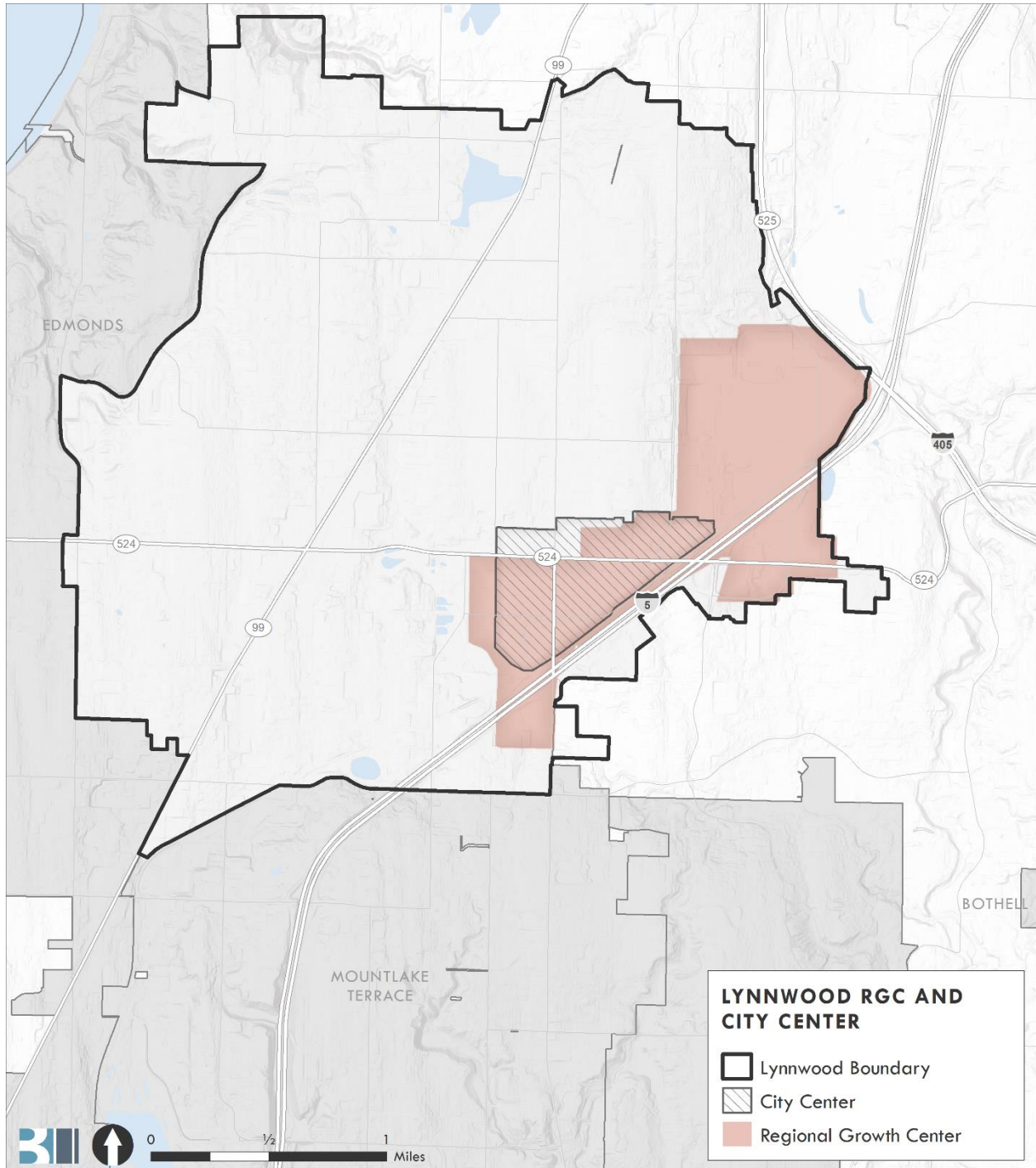
Housing Needs Assessment

- The pace of housing unit construction needs to accelerate to meet expected future demand.

Policy and Code Review

- Lynnwood's land supply may be a restricting factor.
- The Lynnwood Municipal Code (LMC) may be limiting new development or rehabilitation of existing housing.
- Lynnwood's greatest resource to support housing is through policies and regulations.
- The City's policy to promote housing in designated subareas is working, although some subareas have more new housing than others.

Exhibit 7. Regional Growth Center and City Center



Source: City of Lynnwood, BERK 2021.



Strategy 2: Update regulations, design standards, and subarea plans to be more flexible and responsive to changing conditions.

- **Description:** The Lynnwood Municipal Code (regulations) is limiting new development and rehabilitation of existing housing. Design guidelines did not anticipate newer development types, such as transit-oriented mixed-use development. Updates to city regulations and design standards can reduce inconsistencies and support flexibility. This will streamline the development process and reduce pass-through housing costs. Lynnwood's subarea planning efforts focus on specific areas (Regional Growth Center, City Center, Highway 99, College District, and South Lynnwood) to create a shared vision. These regulations to implement the subarea plans should be updated to ensure the outcomes they envisioned can be realized.
- **Implementation Actions:**
 - Update Subarea Plans (Highway 99 and College District).
 - Update Lynnwood Municipal Code to remove barriers and modernize code to build more housing. (For one example, see **Exhibit 8** addressing accessory dwelling units.)
 - Evaluate and update design guidelines to respond to evolving development trends.
- **Related Strategies and Other Considerations:** Housing providers can provide insight into realistic outcomes from regulation updates (Strategy 5). Subarea planning is most effective when accompanied with partnerships (Strategy 5 and Strategy 7), with investments in amenities (Strategy 9) and informed by a robust community conversation (Strategy 10). The City should carefully balance regulatory changes and required amenities with the risk of increasing housing costs. It is important regulatory changes do not unintentionally displace the very people the improvements are intended to benefit.

Needs Addressed

The City's intent is to remove barriers and encourage the development of lower-cost housing types.

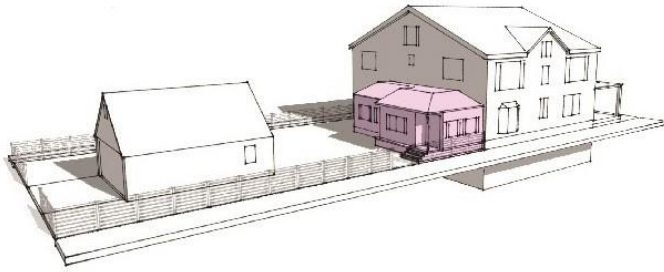
Housing Needs Assessment

- Homeownership is out of reach for a growing proportion of residents, with the largest gaps for Black, Indigenous, and People of Color (BIPOC) communities.
- Lynnwood's current housing stock lacks housing type variety.
- The pace of housing unit construction needs to accelerate to meet expected future demand.

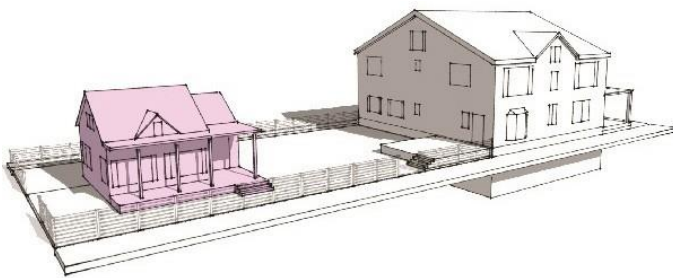
Policy and Code Review

- The City needs to increase the variety of housing types allowed to meet residents' housing needs.
- The Lynnwood Municipal Code (LMC) may be limiting new development or rehabilitation of existing housing.
- Lynnwood's greatest resource to support housing is through policies and regulations.

Exhibit 8. Accessory Dwelling Unit Examples



Attached Accessory Dwelling Unit



Detached Accessory Dwelling Unit

Source: [Lynnwood Accessory Dwelling Unit Guide](#), 2018

During the Housing Action Plan (HAP) creation community members repeatedly expressed frustration with Accessory Dwelling Unit (ADU) regulations limiting development potential.

As part of Strategy 2 the City can update regulations, design standards, and plans to address a range of housing types including ADUs.



Strategy 3: Strategically rezone areas to increase and diversify Lynnwood's housing options.

- **Description:** Zoning districts (zones) identify permitted uses (residential, commercial, etc.) and development requirements for every property in Lynnwood. Historically, zoning has been used by cities to limit a mix of housing types, which drives up housing costs for everyone. For example, in Lynnwood, changes over time have resulted in many existing multifamily apartments containing more units than what would be allowed if built to today's standards. If a structure needs to be rebuilt or rehabilitated there would be a decrease in total housing units, which is contrary to the goals of this plan.

Strategically rezoning areas is one of the most effective tools available to cities for increasing housing capacity and attracting a mix of unit types. Survey respondents indicated strong interest in allowing missing middle housing types such as duplexes and townhomes. See **Exhibit 9**. Rezoning to allow more housing types can encourage a range of housing that meets the community's needs. Rezone locations will need to be further evaluated to address infrastructure capacity and the likelihood it will yield redevelopment of additional units.

- **Implementation Actions:**

- Analyze areas that can support redevelopment and where additional housing capacity can occur.
- Integrate proposed changes into Comprehensive Plan update and LMC.

- **Related Strategies and Other Considerations:** Community engagement with housing developers and community stakeholders is important for the success of these efforts (Strategy 5 and Strategy 10). Lynnwood's Comprehensive Plan update is scheduled for 2024. This is the best opportunity to update the city's future land use map and coordinate these changes across Lynnwood departments. Strategic rezones should be coordinated with efforts in Strategies 1 and 2 to update regulations and design guidelines.

Needs Addressed

The strategy allows homeownership options at different price points to meet a variety of needs.

Housing Needs Assessment

- Homeownership is out of reach for a growing proportion of residents, with the largest gaps for Black, Indigenous, and People of Color (BIPOC) communities.
- Lynnwood's current housing stock lacks housing type variety.
- The pace of housing unit construction needs to accelerate to meet expected future demand.

Policy and Code Review

- The City needs to increase the variety of housing types allowed to meet residents' housing needs.
- The Lynnwood Municipal Code (LMC) may be limiting new development or rehabilitation of existing housing.
- Lynnwood's greatest resource to support housing is through policies and regulations.

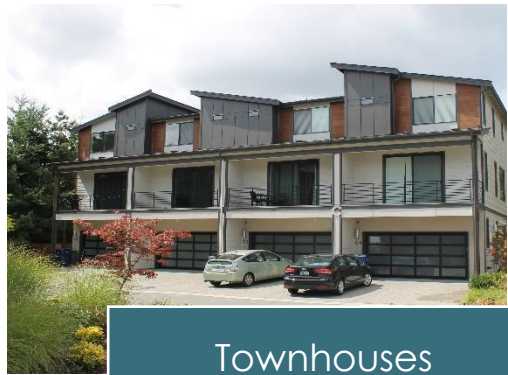
Exhibit 9. Missing Middle Housing Types



Duplex



Townhouses



Townhouses

Source: City of Lynnwood, 2021.

“Missing middle” housing refers to a diversity of residential housing options that transition between single family homes and high-rise apartments, such as accessory dwelling units, duplexes, multiplexes, and townhomes.

With Strategy 3 the City will be considering strategically rezoning areas to increase housing capacity and attract a mix of unit types.



Strategy 4: Revise the Multifamily Tax Exemption (MFTE) program.

- **Description:** The Multifamily Tax Exemption (MFTE) program provides a property tax exemption on eligible multifamily structures to encourage housing in targeted areas. Cities designate areas and additional requirements (such as displacement prevention measures) for their program. In Lynnwood, MFTE is currently offered in the City Center. The existing policy is open to both preservation and new construction projects for large multifamily developments (50+ unit). See [Exhibit 10](#) for an example development. MFTE is a successful tool when applied to areas where multifamily housing is desired but where the market needs incentives to attract investment.

Reevaluating and expanding the MFTE program aligns with recommendations from the [2015 Economic Development Action Plan](#) and the [Highway 99 Subarea Plan](#). Further study may identify additional MFTE target zones throughout Lynnwood, such as South Lynnwood or the College District. Re-evaluating the MFTE code requirements may yield additional benefits, such as utilization of the rehabilitation option.
- **Implementation Actions:**
 - Evaluate potential MFTE scenarios to encourage more income-restricted units and analyze levels of affordability.
 - Evaluate appropriate locations for MFTE program.
 - Streamline process.
- **Related Strategies and Other Considerations:** Revisions to the MFTE program can support efforts to concentrate growth along transportation corridors (Strategy 1) and to update subarea plans to be responsive to changing conditions (Strategy 2).

Needs Addressed

Housing Needs Assessment

- 40% of households pay more than they can afford on housing and are cost burdened.
- Housing costs are rising much faster than incomes.
- Eligibility for subsidized housing programs far outstrips supply. Many renter households qualify for housing assistance but lack access to subsidized housing.
- Residential patterns reveal White residents and Black, Indigenous, and People of Color (BIPOC) residents live in largely separate communities.

Policy and Code Review

- The Lynnwood Municipal Code (LMC) may be limiting new development or rehabilitation of existing housing.
- Lynnwood's greatest resource to support housing is through policies and regulations.
- The City's policy to promote housing in designated subareas is working, although some subareas have more new housing than others. to support housing is through policies and regulations.

Exhibit 10. Draft Rendering of Kinect @ Lynnwood



Source: American Capital Group.

Example multiunit development in the City Center anticipated for completion by 2024 and proposing use of MFTE.



Strategy 5: Partner with housing providers.

- **Description:** Coordinating with housing providers can help the City identify regulatory and design guideline updates that achieve shared housing production goals. Feedback from partners who use the Lynnwood Municipal Code frequently can assist in identifying where existing regulations (and potential changes) may not yield results as intended. This approach recognizes City action alone is not enough to achieve housing goals in Lynnwood. Conversations should identify production barriers and discuss opportunities to encourage a variety of housing types that meet the community's needs. Lynnwood has started to build these partnerships through the Development and Business Services reorganization/permit process improvements and by including housing providers in the Stakeholder Advisory Group for this plan. Continued collaboration will benefit everyone.
- **Implementation Actions:**
 - Facilitate development conversations and identify opportunities for collaboration within the housing and social services community. See example in [Exhibit 11](#).
 - Continue to be flexible and responsive to changing conditions (see Strategies 1, 4, and 6).
- **Related Strategies and Other Actions:** Coordinating with housing providers will be necessary for the success of Strategies 1, 2, 3, and 4. It is important to balance input from multiple sources to meet community needs. SHB 1406 funds can be used to implement this strategy.

Needs Addressed

Housing Needs Assessment

- Housing costs are rising much faster than incomes.
- Homeownership is out of reach for a growing proportion of residents, with the largest gaps for Black, Indigenous, and People of Color (BIPOC) communities.
- Lynnwood's current housing stock lacks housing type variety.
- The pace of housing unit construction needs to accelerate to meet expected future demand.

Policy and Code Review

- The City needs to increase the variety of housing types allowed to meet residents' housing needs.
- The Lynnwood Municipal Code (LMC) may be limiting new development or rehabilitation of existing housing.
- Lynnwood's greatest resource to support housing is through policies and regulations.
- The City's policy to promote housing in designated subareas is working, although some subareas have more new housing than others.

Exhibit 11. Housing Hope



Source: Housing Hope 2021.



Strategy 6: Support third-party purchases of existing affordable housing to keep units affordable.

Description: The **Housing Needs Assessment** found Lynnwood renters face higher affordability challenges than owners. Survey respondents indicated they are fearful of no longer being able to live in Lynnwood due to increased housing costs. This strategy prevents potential displacement of residents.

Acquiring existing affordable units can be a cost-effective method to preserve existing housing and prevent displacement. Maintaining existing naturally occurring and income-restricted affordable housing units is cheaper than constructing new units (although both are needed). There are several ways Lynnwood can support preservation of existing units. State law (RCW 35.21.685) allows for cities to use public resources to construct, acquire, or rehabilitate housing that is or will be occupied by households making 80% or less of the area median income. See example in **Exhibit 12**.

While Lynnwood has limited funds available, there are many other ways to support these efforts. For example, the city has a significant proportion of older housing stock that is typically more affordable. These structures are at risk of being demolished and rebuilt with market-rate housing or fewer income-restricted units due to changes in zoning regulations. Lynnwood should review regulations and consider strategic rezones to allow for rehabilitation of properties to maintain, at minimum, no net loss in existing units.

■ **Implementation Actions:**

- Proactively engage with housing providers to identify opportunities for support.
- Update policies and regulations to be competitive for funding opportunities.

- **Related strategies and Other Considerations:** Faith-based and nonprofit organizations (Strategy 7) are most likely to implement this strategy. Coordination and partnership will increase the potential for success. SHB 1406 funds can be used to implement this strategy.

Needs Addressed

Housing Needs Assessment

- 40% of households pay more than they can afford on housing and are cost burdened.
- Housing costs are rising much faster than incomes.
- Eligibility for subsidized housing programs far outstrips supply. Many renter households qualify for housing assistance but lack access to subsidized housing.
- Residential patterns reveal White residents and Black, Indigenous, and People of Color (BIPOC) residents live in largely separate communities.

Policy and Code Review

- Lynnwood's land supply may be Lynnwood's land supply may be a restricting factor.
- The Lynnwood Municipal Code (LMC) may be limiting new development or rehabilitation of existing housing.
- Lynnwood's greatest resource to support housing is through policies and regulations.

Exhibit 12. HASCO Trillium Before and After Renovation



Before



After

Source: HASCO 2021.

After purchasing the formerly-named Tall Firs Apartments and finishing an extensive renovation of all 40 units and the grounds, the Housing Authority of Snohomish County (HASCO) opened the renamed Trillium Apartments at 23000 55th Ave. W. in Mountlake Terrace. The units are provided to senior adults 62 years and older. ~[MLTNews](#), September 16, 2018



Strategy 7: Work with faith-based and nonprofit organizations.

- **Description:** The Lynnwood community has a network of faith-based and nonprofit organizations with missions to address community needs. Faith-based organizations and nonprofit organizations can be important partners for housing efforts, particularly housing that serves vulnerable groups and residents with lower incomes. See **Exhibit 13** for an example. Faith-based and nonprofit organizations are partners with a unique set of resources and an inherent focus on serving the needs of those who are most vulnerable. The City can collaborate to identify solutions that fit within regulatory requirements while providing flexibility for innovation.
- **Implementation Actions:**
 - Convene and connect with these organizations to stay in touch with community issues.
 - Explore opportunities for collaboration toward shared goals (see Strategies 3, 6, and 9).
- **Related Strategies and Other Considerations:** This strategy overlaps with Strategy 6 (preserving existing housing that is safe and affordable). Faith-based and nonprofit organizations are trusted community messengers and can help with inclusive engagement (Strategy 10) and implementation of multiple other strategies. SHB 1406 funds can be used to implement this strategy.

Needs Addressed

Housing Needs Assessment

- Eligibility for subsidized housing programs far outstrips supply. Many renter households qualify for housing assistance but lack access to subsidized housing.
- Residential patterns reveal White residents and Black, Indigenous, and People of Color (BIPOC) residents live in largely separate communities.

Policy and Code Review

- The Lynnwood Municipal Code (LMC) may be limiting new development or rehabilitation of existing housing.
- Lynnwood's greatest resource to support housing is through policies and regulations.

Exhibit 13. Shepherds Village Tiny Homes



Source: Jean Kim Foundation

Shepherd's Village provides a home for Edmonds Community College students experiencing homelessness. Temporary tiny homes were intended to offer more privacy and weather protection. ~[HeraldNet](#), July 27, 2018



Strategy 8: Develop a rental registry program.

- **Description:** Almost half of Lynnwood households (46%) are renters. Survey responses indicated strong support for renter protections and programs. See **Exhibit 14**. Rental registry programs proactively address life safety concerns and maintenance issues in rental units. Inspections evaluate rental units for basic life safety precautions such as the provision of emergency egress; operational fire safety equipment; proper ventilation; and functioning utilities.

Tenants can feel sometimes powerless or fear retaliation when they are responsible for addressing concerns directly with landlords. This is particularly true for a community's most vulnerable renters, such as those who cannot afford to move, people with disabilities, or those who do not speak English.

Proactively inspecting and enforcing basic provisions protects tenants' safety and promotes health and wellbeing across the community. The City's Development & Business Services 2020 "Process Review & Improvement Program" also recommends a rental registry program. Further evaluation will identify program scope and implementation costs.

- **Implementation Actions:**
 - Research and scoping process.
 - Appropriately staff to support the program.
 - Engage with community to increase awareness and education.
 - Pilot testing and refinement.
- **Related Strategies and Other Considerations:** Lynnwood's efforts to preserve housing that is safe and affordable (Strategy 6) will be further supported if units are maintained for life-safety provisions. Details of a rental registry program require further study. The frequency of inspections and process for rental unit registration will depend on program staffing and resources. Lynnwood can look to examples from other programs in the region: Lakewood, Seattle, Kent, Bellingham, and Tukwila all have active rental registry programs for reference. This strategy is likely to require the addition of staff positions at the City for inspection, monitoring, and legal remedies. Communication with tenants and landlords will be an essential component to the success of a rental registry program (Strategy 10).

Needs Addressed

Housing Needs Assessment

- 40% of households pay more than they can afford on housing and are cost burdened.
- Homeownership is out of reach for a growing proportion of residents, with the largest gaps for Black, Indigenous, and People of Color (BIPOC) communities.

Policy and Code Review

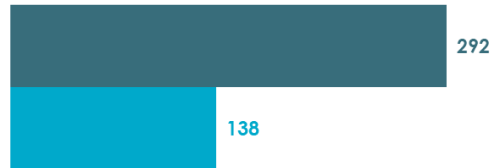
- Lynnwood's greatest resource to support housing is through policies and regulations.

Exhibit 14. Selected Responses to Survey Questions: Agree/Disagree Statements

Agree/Disagree Statements

■ Agree or Strongly Agree
■ Disagree or strongly disagree

I am concerned that I will not be able to live in Lynnwood because of housing costs.



I would like the city to create a rental inspection program to make sure housing units are safe.



I would like to see more renter/tenant protections in Lynnwood to discourage landlords from taking advantage of renters.



Source: BERK Consulting, Inc. 2021.

Respondents demonstrated support for initiatives such as incentives and/or requirements for inclusionary housing, rental inspection programs, and more tenant protections. Support was strongest for rental inspection and tenant protection programs. Many respondents (272) voiced concern that they could be priced out of Lynnwood.



Strategy 9: Encourage amenities that enhance quality of life.

- **Description:** Housing is most successful when accompanied by investments in amenities and community assets that improve quality of life. They make neighborhoods healthier and more aesthetically attractive. Community assets are particularly important for lower-income households, households living in smaller units, and housing without private yards for recreation. The community has indicated an appreciation and desire for more parks, community gathering spaces, and locally owned businesses. See examples in [Exhibit 15](#).

Lynnwood can encourage quality of life amenities across its neighborhoods with cross-sector partnerships and incentives. The 2024 Comprehensive Plan update and capital facilities programming should align city investments with projected housing growth. This strategy aligns with the city's [2016-2025 Park, Arts, Recreation, and Conservation Plan](#), which identifies the need for an expanded park system and additional programming that is responsive to Lynnwood's changing demographics. It also aligns with several of the [2015 Economic Development Action Plan's](#) goals and actions, such as: incorporating amenities for open space into new development; enhancing Lynnwood's livability and unique sense of place; recruiting entertainment and recreational uses; and improving neighborhoods.

- **Implementation Actions:**
 - Establish list of priorities for amenity review and inventory.
 - Conduct study for gaps in coverage and neighborhood-based evaluations.
 - Coordinate with appropriate departments to address community needs. Update regulations and design guidelines as necessary (see Strategy 2).
- **Related Strategies and Other Considerations:** Amenity investments are long-term in focus. This strategy will be particularly effective in locations that are anticipated to experience new housing development (Strategies 1, 2, and 3). Community needs and preferences can be gathered through meaningful community engagement processes (Strategy 10).

Needs Addressed

Housing Needs Assessment

- Residential patterns reveal White residents and Black, Indigenous, and People of Color (BIPOC) residents live in largely separate communities.
- The pace of housing unit construction needs to accelerate to meet expected future demand.

Policy and Code Review

- Lynnwood's land supply may be a restricting factor.
- The Lynnwood Municipal Code (LMC) may be limiting new development or rehabilitation of existing housing.
- Lynnwood's greatest resource to support housing is through policies and regulations.

Exhibit 15. Example Amenities in Lynnwood Area





Strategy 10: Continue community conversations about housing.

- **Description:** Addressing housing needs will require ongoing community conversations about housing needs and solutions. An inclusive community engagement process intentionally brings historically underrepresented community members into conversations and will help reflect diverse concerns in decision-making. This will support Lynnwood's goal of creating housing policies that serve all of Lynnwood.
- **Implementation Actions:**
 - Use outlets such as social media and newsletters to regularly provide updates on action items and to raise awareness about new and evolving housing needs.
 - Establish two-way communication channels with the community and incorporate concerns and ideas in planning efforts.
 - Provide public spaces for events and education related to housing. See example events in [Exhibit 16](#).
- **Related Strategies and Other Considerations:** Inclusive community engagement is essential as the city begins to implement all other strategies. Communication processes should include approaches that are accessible and culturally relevant. Engagement should consider community members who prefer to communicate in languages other than English, who have historically been underrepresented in decision making process, or who are cautious about interacting with government entities.

Needs Addressed

Housing Needs Assessment

- 40% of households pay more than they can afford on housing and are cost burdened.
- Homeownership is out of reach for a growing proportion of residents, with the largest gaps for Black, Indigenous, and People of Color (BIPOC) communities.
- Residential patterns reveal White residents and Black, Indigenous, and People of Color (BIPOC) residents live in largely separate communities.

Policy and Code Review

- The City needs to increase the variety of housing types allowed to meet residents' housing needs.
- The Lynnwood Municipal Code (LMC) may be limiting new development or rehabilitation of existing housing.
- Lynnwood's greatest resource to support housing is through policies and regulations.

Exhibit 16. Community Engagement and Outreach Activities in Lynnwood



Source: City of Lynnwood, 2019-2020.

Implementation

Action Steps and Timeline

This Housing Action Plan includes strategies and implementing actions for the next five years. The chart in **Exhibit 17** provides an overview of the implementation schedule for all 10 strategies. The table below estimates the upfront staff time and other costs associated with implementation of each strategy and identifies key partners for collaboration. The schedule in **Exhibit 18** outlines the research and adoption time frames for each strategy as well as an estimated start date for implementation.

The implementation plan's actions are intended to guide budgets and workplans for city departments and community partners. Implementation will depend on available funding. While this plan identifies potential community partners, no commitments or agreements have yet been made. Continued flexibility and adaptability will be needed as conditions change and the work plan evolves.

Exhibit 17. Action Table for Selected Strategies.

Level of effort metric provides a general from low to high estimated for anticipated amount of dedicated staff time or added positions as well as potential costs for technical reports or studies needed.

	LEVEL OF EFFORT (STAFF TIME & COST)	BUDGET YEAR WHEN ACTION STARTS	POTENTIAL PARTNERS
1. Continue promoting housing in the Regional Growth Center and along major transportation corridors.	High		
Work with other departments to align capital facilities planning.		2021-2022	Relevant city departments
Update Regional Growth Center development regulations and design guidelines. Remove process barriers and provide		2021-2022	Housing providers, businesses, property owners, and transportation agencies

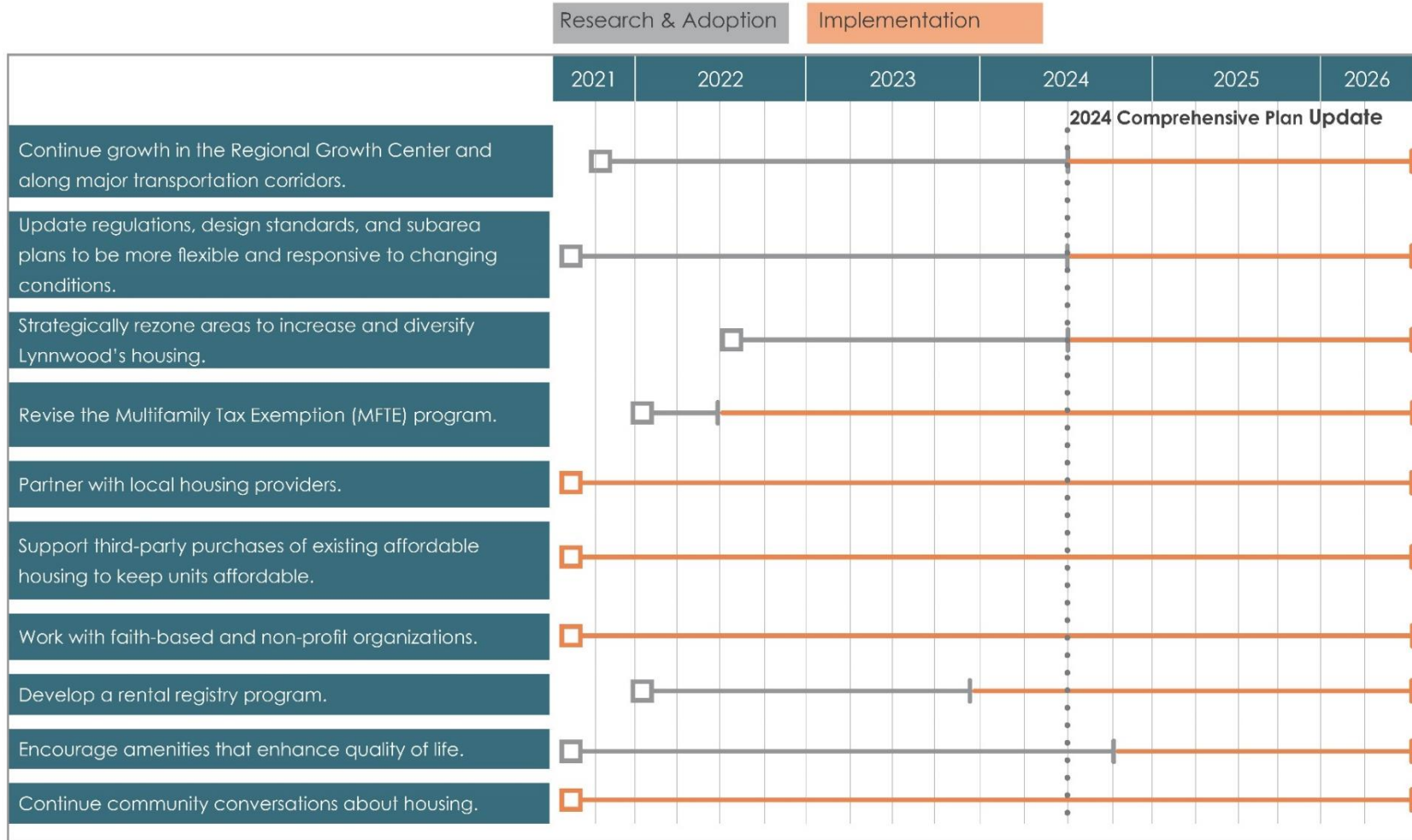
	LEVEL OF EFFORT (STAFF TIME & COST)	BUDGET YEAR WHEN ACTION STARTS	POTENTIAL PARTNERS
flexibility to incentivize development.			
Adopt planned action ordinance to reflect anticipated growth and streamline development.		2023-2024	Relevant city departments and community members
2. Update regulations, design standards, and subarea plans to be more flexible and responsive to changing conditions.			
	High		
Update Subarea Plans (Highway 99 and College District).		2025-2026	Lynnwood community members (especially businesses, residents, Edmonds College, Edmonds School District, and community organizations)
Update Lynnwood Municipal Code to remove barriers and modernize code to build more housing.		2021-2022	Housing providers and community members
Evaluate and update design guidelines to respond to evolving development trends.		2025-2026	Housing providers and community members
3. Strategically rezone areas to increase and diversify Lynnwood's housing options.			
	Medium		
Analyze areas that can support redevelopment and where additional housing capacity can occur.		2021-2022	Relevant city departments, community members (especially community organizations), housing providers, and residents
Integrate proposed changes into Comprehensive Plan update and LMC.		2023-2024	Relevant city departments
4. Revise the Multifamily Tax Exemption (MFTE) program.			
	Medium		
Evaluate appropriate locations for MFTE program.		2021-2022	Community organizations, housing providers, and community members
Evaluate potential MFTE scenarios to encourage more income-restricted units and analyze levels of affordability.		2023-2024	Housing providers

	LEVEL OF EFFORT (STAFF TIME & COST)	BUDGET YEAR WHEN ACTION STARTS	POTENTIAL PARTNERS
Streamline process.		2023-2024	Relevant city departments
5. Partner with housing providers.			
	Low		
Facilitate development conversations and identify opportunities for collaboration within the housing and social services community.		Ongoing	Housing providers, social service agencies, and community organizations
Continue to be flexible and responsive to changing conditions (See Strategies 1, 4, and 6).		Ongoing	Housing providers, social service agencies, and community organizations
6. Support third-party purchases of existing affordable housing to keep units affordable.			
	Low		
Proactively engage with housing providers to identify opportunities for support.		Ongoing	Income-restricted housing providers and operators (such as HASCO and Housing Hope), the Affordable Housing Alliance (AHA), Snohomish County, transportation agencies, Edmonds School District, faith-based organizations, and community organizations
Update policies and regulations to be competitive for funding opportunities.		2023-2024	Income-restricted housing providers and operators and community organizations
7. Work with faith-based and nonprofit organizations.			
	Low		
Convene and connect with these organizations to stay in touch with community issues.		Ongoing	Lynnwood Cops & Clergy, faith-based organizations, and community organizations
Explore opportunities for collaboration toward shared goals (See Strategies 3, 6, and 9).		Ongoing	Lynnwood Cops & Clergy, faith-based organizations, and community organizations
8. Develop a rental registry program.			
	High		

	LEVEL OF EFFORT (STAFF TIME & COST)	BUDGET YEAR WHEN ACTION STARTS	POTENTIAL PARTNERS
Research and scoping process.		2021-2022	Relevant city departments, city attorney, tenant advocacy groups, landlords, renters, and cities that have implemented programs
Appropriately staff to support the program.		2023-2024	Relevant city departments
Engage with community to increase awareness and education.		2023-2024	Community organizations (especially Volunteers of America, tenant groups, and landlord associations) and community members
Pilot testing and refinement.		2025-2026	Relevant city departments and community members
9. Encourage amenities that enhance quality of life.		Low	
Establish list of priorities for amenity review and inventory.		2021-2022	Community members
Conduct study for gaps in coverage and neighborhood-based evaluations.		2023-2024	Community members
Coordinate with appropriate departments to address community needs. Update regulations and design guidelines as necessary (See Strategy 2).		2023-2024	Relevant city departments
10. Continue community conversations about housing.		Low	
Use outlets such as social media and newsletters to regularly update on action items and to raise awareness about new and evolving housing needs.		Ongoing	Community organizations, faith-based organizations, Edmonds School District, Edmonds College, businesses, and community members
Establish two-way communication channels with the community and incorporate concerns and ideas in planning efforts.		Ongoing	Community organizations, faith-based organizations, Edmonds School District, Edmonds College, businesses, and community members
Provide public spaces for events and education related to housing.		Ongoing	Relevant city departments and community organizations

The City intends to launch Housing Action Plan implementation by creating partnerships with housing providers and Lynnwood community members (especially businesses, residents, Edmonds College, Edmonds School District, faith-based organizations, and community organizations). The City anticipates that several strategies will require a research and adoption phase that spans the next two to three years before they can be implemented.

Exhibit 18. Housing Action Plan Implementation Timeline



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Measuring Progress

The City intends to monitor Housing Action Plan implementation. The following **Key Indicators** reflect overall desired outcomes of this plan. The **Key Indicators** will be monitored by the City to capture overall trends of the housing market. Importantly, they will help if an adjustment in goals, strategies, and implementing actions are needed.

KEY INDICATOR 1: Increase average annual production rate of total housing units.

This indicator reflects Goal #1 of producing housing that meets the needs of the community. Tracking production rate changes will provide a sense of shorter-term success in encouraging the production of different unit types. See **Exhibit 19**.

Exhibit 19. Average Annual Production Rates

Unit Type	2015-2019	2020-2024	2025-2029	2030-2034
Single Family Homes	32 units/year			
ADU	4 units/year			
Duplex	0.4 units/year			
Townhome	2 units/year			
Multifamily Overall	259 units/year			
Overall	296 units/year			

Sources: City of Lynnwood permit data (by date of application), 2020; BERK, 2020.

KEY INDICATOR 2: Decrease rate of cost burden for moderate- and low-income households without loss of moderate- and low-income households.

This indicator reflects Lynnwood's aim of housing being affordable to all residents. Cost burdened households make tradeoffs that affect other elements of wellbeing such as health or education. If affordability strategies are effective, Lynnwood should hope to see decreased rates of cost burden across all income levels. It is important to monitor both severe cost burden (over 50% of income spent on housing) and cost burden (over 30% of income spent on housing).

Success for this indicator is only complete if cost burden rates reduce without losing households at each income bracket. This makes it important to track both cost burden rates and the proportion of moderate- and low-income households in the city. A healthy mix of household

income levels means that Lynnwood is a place where essential workers such as childcare providers, educators, retail workers, and healthcare assistants can live. Maintaining this balance demonstrates the success of preservation of housing that is affordable for the entire community. See **Exhibit 20** and **Exhibit 21**.

Exhibit 20. Rate of Cost Burden and Severe Cost Burden for Lynnwood Households

Household Type	2012-2016	2017-2021	2022-2026	2027-2031
	Cost Burden/ Severe Cost Burden	Cost Burden/ Severe Cost Burden	Cost Burden/ Severe Cost Burden	Cost Burden/ Severe Cost Burden
Moderate-Income (80-100% MFI)	21%/9%			
Low-Income (50-80% MFI)	27%/3%			
Very Low-Income (30-50% MFI)	46%/14%			
Extremely Low-Income (\leq 30% MFI)	19%/56%			
All Households	20% / 18%			

MFI refers to HUD-area median family income.

Sources: HUD CHAS (based on ACS 2012-2016 5-year estimates); BERK, 2020.

Exhibit 21. Proportion of Moderate- and Low-income Households in Lynnwood

Household Type	2012-2016	2017-2021	2022-2026	2027-2031
	Share of total households	Share of total households	Share of total households	Share of total households
Moderate-Income (80-100% MFI)	11%			
Low-Income (50-80% MFI)	17%			
Very Low-Income (30-50% MFI)	14%			
Extremely Low-Income (\leq 30% MFI)	25%			

MFI refers to HUD-area median family income.

Sources: HUD CHAS (based on ACS 2012-2016 5-year estimates); BERK, 2020.

KEY INDICATOR 3: Lynnwood Median Family Income and Housing Costs (adjusted for inflation)

When adjusting for inflation, income has stagnated over the past 10 years while housing costs of dramatically increased. Tracking Lynnwood's Median family income (MFI), median home price, and median rent price (adjusted for inflation) will reveal additional market factors and workforce/economic development opportunities. This indicator depends on factors beyond the City's control, but is a good indicator of external factors and sign that the City may need to evaluate and consider additional action. See **Exhibit 22**.

Exhibit 22. Median Family Income and Housing Costs (adjusted for inflation in 2019\$)

	2018	2020	2022	2024	2026
Lynnwood Median Family Income	\$73865				
Average Lynnwood Rent	\$2,013				
Average Lynnwood House Price	\$508,540				

Sources: ACS 5-year Estimates, Table S1901 (Income), Zillow (Rent and Home Prices)

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Website Links

This page is intended to provide readers of a printed copy the weblinks to the hyperlinked information cited throughout the Housing Action Plan.

- Work Session Agendas: https://www.lynnwoodwa.gov/files/sharedassets/public/city-council/work-session-agendas/agenda_2020_11_16_meeting.pdf
- Snohomish County HART Website: <https://snohomishcountywa.gov/5422/HART>
- Housing Needs Assessment:
https://www.lynnwoodwa.gov/files/sharedassets/public/development-and-business-services/planning-amp-zoning/lynnwood-housing-needs-assessment_final_1.pdf
- 2021 Snohomish County Buildable Lands Report:
<https://snohomishcountywa.gov/1352/Buildable-Lands>
- Highway 99 Subarea Plan:
<https://www.lynnwoodwa.gov/files/sharedassets/public/development-and-business-services/planning-amp-zoning/highway-99-subarea-plan.pdf>
- 2016-2025: Parks, Recreation, Arts, and Conservation Plan:
https://www.lynnwoodwa.gov/files/sharedassets/public/parks-recreation-and-cultural-arts/administration/comprehensive-plans/2016-parc-plan_web.pdf

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Appendices

A. Housing in Lynnwood: Inventory of Efforts

Lynnwood aims to be a regional model and has already implemented many efforts to address housing affordability. The City of Lynnwood has completed or is currently implementing several policies, programs, and actions to encourage housing and meet the diverse needs of the Lynnwood community.

This appendix includes an inventory of Lynnwood's existing efforts to address housing affordability. It is organized by two documents that served as a starting foundation for the Housing Action Plan's creation. Lynnwood's accomplishments represent many of the "low hanging fruit" and low-cost initiatives to address housing affordability and availability in the community. Many of the remaining strategies will require a higher level of effort, political buy-in, funding, or a combination thereof. The 10 strategies in Lynnwood's Housing Action Plan include new efforts as well as updates to existing efforts. More information about strategy selection is included in **Appendix C Strategy Screening Methodology**.

Snohomish County Housing Affordability Regional Taskforce (HART)²: In 2019, Snohomish County Executive Dave Somers and Lynnwood Mayor Nicola Smith co-chaired the HART initiative. Together, HART created a Five-Year Housing Affordability Action Plan with recommendations for all Snohomish County cities and the county to respond to housing affordability challenges. The HART Action Plan includes eight "Early Action" items and 37 action items to be implemented by HART or its members within the next five years.

Prior to the HART report's release, Lynnwood had already implemented all of the relevant early action items that are under its authority to implement. The City has also implemented more than half of the five-year action items under its purview and was in the process of implementing an additional 25%. See **Exhibit 23** for a summary list of these activities.

²Website: <https://snohomishcountywa.gov/5422/HART>

Lynnwood has also implemented many of the Department of Commerce housing strategies, outlined in the Housing Action Plan guidance document.³ The guidance document details 58 strategies, organized by type: zoning revisions, regulatory strategies, process improvements, affordable housing incentives, funding options, anti-displacement strategies, and other strategies. This spectrum of options represents actions that can fit a range of community sizes and situations, and it is not anticipated that every strategy is the right fit for Lynnwood. Still, the City has already implemented or is in the process of implementing almost one half (48%) of these strategies.

Exhibit 23. Lynnwood Housing Action Steps

Lynnwood Action (Implemented or In Progress)	HART Early Action Item	HART 5-year Action Item	Dept. of Commerce Housing Strategy
Encourage cities to enter into cooperation agreements with the Housing Authority of Snohomish County (HASCO) and Everett Housing Authority (EHA).	✓		
Implement the state sales tax shift to local governments for up to 20 years to fund low-income housing as authorized by HB 1406, as adopted by Legislature in 2019.	✓		✓
Review and consider recommendations from existing toolkits to engage communities around the issue of housing affordability.	✓		
Foster community conversations about density.	✓		✓
Confirm and support an ongoing structure for regional collaboration around production of housing affordable across the income spectrum.	✓		
Track progress on the plan.			✓
Establish specific housing affordability goals in city			✓

³ Department of Commerce Guidance Document, Published June 2020. <https://www.commerce.wa.gov/serving-communities/growth-management/growth-management-topics/planning-for-housing/>

Lynnwood Action (Implemented or In Progress)	HART Early Action Item	HART 5-year Action Item	Dept. of Commerce Housing Strategy
and county comprehensive plans and provide more accurate information into the development of those plans.			
Ensure adequate Buildable Land Supply for housing.		✓	✓
Increase SEPA categorical exemption thresholds for housing developments.		✓	✓
Facilitate more efficient deal assembly and development timelines/promote cost-effectiveness through consolidation, coordination, and simplification.		✓	
Remove barriers by reducing construction costs and delays and expedite the permit process.		✓	✓
Increase housing variety allowed at a range of affordability levels in single-family zones, in areas with connections to jobs, and along transit corridors, including consideration of zoning for duplex, triplex, 4-plex, courtyard apartments, etc.		✓	
Apply for state planning grants to develop housing elements of local comprehensive plans in connection with increasing density as authorized by HB1923 and adopted by the State Legislature in 2019. Apply alone or with other cities.		✓	
Implement Multi-Family Property Tax Exemption program.		✓	✓
Prioritize affordability and accessibility within a half mile walkshed of existing and planned frequent transit service, with particular priority near high-capacity transit stations.		✓	✓
Revise local zoning to encourage Accessory Dwelling Units (ADU).		✓	✓

Lynnwood Action (Implemented or In Progress)	HART Early Action Item	HART 5-year Action Item	Dept. of Commerce Housing Strategy
Reduce short plat threshold for low-income housing projects.		✓	
Study funding mechanisms and pursue joint advocacy efforts.		✓	
Prioritize affordability and accessibility within half a mile walkshed of existing and planned frequent transit service, placing particular priority on high-capacity transit stations. Require some amount of low-income housing in development near transit hubs.		✓	
Remove barriers by improving the permit process.		✓	✓
Increase variety of housing types allowed along transit corridors through increasing zone density and providing incentives to include low-income units.		✓	✓
Reduce parking requirements for multi-family projects located near transit.		✓	✓
Increase Snohomish County/City projects' competitiveness for state and federal funding by ensuring multi-family zoning near transit.		✓	
Maximize resources available for Transit Oriented Development (TOD) in the near term.		✓	
Expand engagement of non-governmental partners to support efforts to build and site more affordable housing.		✓	✓
Engage communities of color, historically underserved communities, and low-income communities in affordable housing development and policy decision.		✓	✓
Subarea Plan with non-Project EIS			✓

Lynnwood Action (Implemented or In Progress)	HART Early Action Item	HART 5-year Action Item	Dept. of Commerce Housing Strategy
Strategic Infrastructure Investments			✓
Upzone			✓
Increase Building Height			✓
Integrate or Adjust Floor Area Ratio Standards			✓
Increase or Remove Density Limits			✓
Adopt Design Standards			✓
PUD/PRD and Cluster Subdivisions			✓
Planned Action			✓
Subdivision Process Streamlining			✓
Strategic Infrastructure Investments			✓
Simplify Land Use Designation Maps			✓
Temporary Emergency Housing			✓

B. Summary of Community Outreach Efforts

Community involvement for this project was responsive to COVID-19 social distancing requirements. The Project Team worked hard to ensure that the community’s voice is well represented in this plan. This appendix summarizes findings from three of the major engagement efforts. It also provides a detailed list of additional outreach activities and feedback opportunities pursued throughout the life of the project.

Opportunities for Public Input

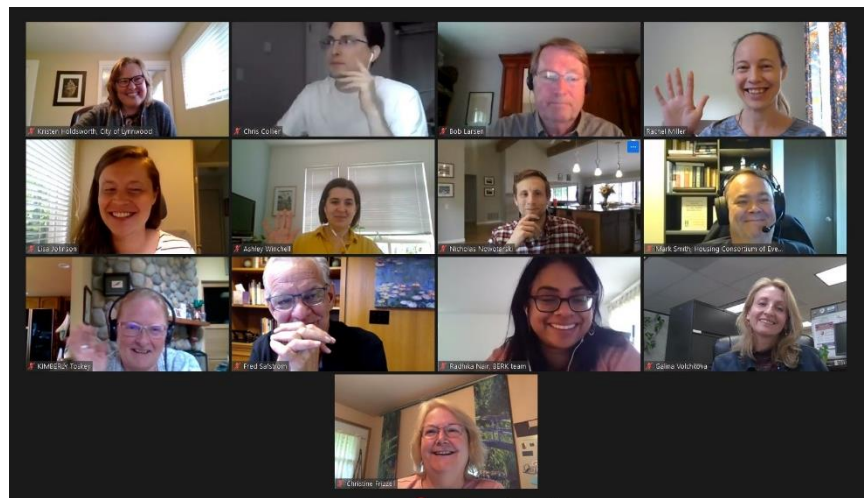
Tell Your Housing Story & Listening Sessions

A “tell us your housing story form” and listening sessions were two sources of community input for the Housing Action Plan during the early needs assessment phase. The story form was hosted using an online survey tool and was available in English, Spanish, and Korean. The Project team held four listening sessions in July using a series of four questions about rental housing needs, displacement issues, development regulations, and permitting processes in Lynnwood.

The purpose of these efforts was to hear from residents and stakeholders, in their own words, about housing in Lynnwood. Questions on the survey prompted open-ended, narrative responses to provide depth to the project’s understanding of housing needs. Participants were encouraged to “Share your story” on the project website, including a place to upload photos.

Forty-three (43) residents used the project’s online platform to share their housing story. These responses were thoughtful, detailed, and provide important context to the lived experience of Lynnwood households. The four listening sessions were attended by 24 participants of the Stakeholder Advisory Group and the Council’s Housing Policy Committee. Several themes emerged from these activities.

- Historically Lynnwood has been relatively affordable, but residents are now facing housing



Screenshot from Listening Session, July 7, 2020

challenges and not everyone who would like to live in Lynnwood can afford to.

- Housing supply is increasing, but it does not include a mix of “missing middle” options.
- There are regulatory and policy opportunities to increase housing supply and affordability.
- Program and partnership opportunities are an important part of the City’s overall strategy.

Virtual Open House #1- Housing Needs Assessment Feedback

Once the draft **Housing Needs Assessment**⁴ was completed the city conducted a series of open houses to gather community input. Open houses included an “Ideas Wall” on the Social Pinpoint platform as well as four live community meetings. Meetings were conducted virtually via Zoom and Facebook on the following dates:

- August 25, 2020 Open House Meeting #1 (English)
- August 26, 2020 Open House Meeting #2 (English)
- September 22, 2020 Open House Meeting #3 (Spanish)
- September 23, 2020 Open House Meeting #4 (Korean)

More than 40 community members attended these meetings. Feedback ranged from agreement on the need for affordable housing, appreciation for existing single-family development, concerns around traffic with increased density, and the need for planning for infrastructure such as parks.

The “Ideas Wall” on Social Pinpoint saw 4,040 total page visits with 975 unique users. More than 25 stakeholders left comments on the wall around housing challenges, potential solutions, the **Housing Needs Assessment** findings, and the overall project. Community feedback mirrored the findings from the “Tell Us your Housing Story,” and included themes such as the following:

- Community members, especially local workers, struggle to find housing that is affordable for their income levels.
- Access to stable housing, housing for older residents, and more diverse housing types are important needs.
- Strategies such as revisions to parking standards and use of city-owned land were also recommended.

Virtual Open House #2 - Community Survey

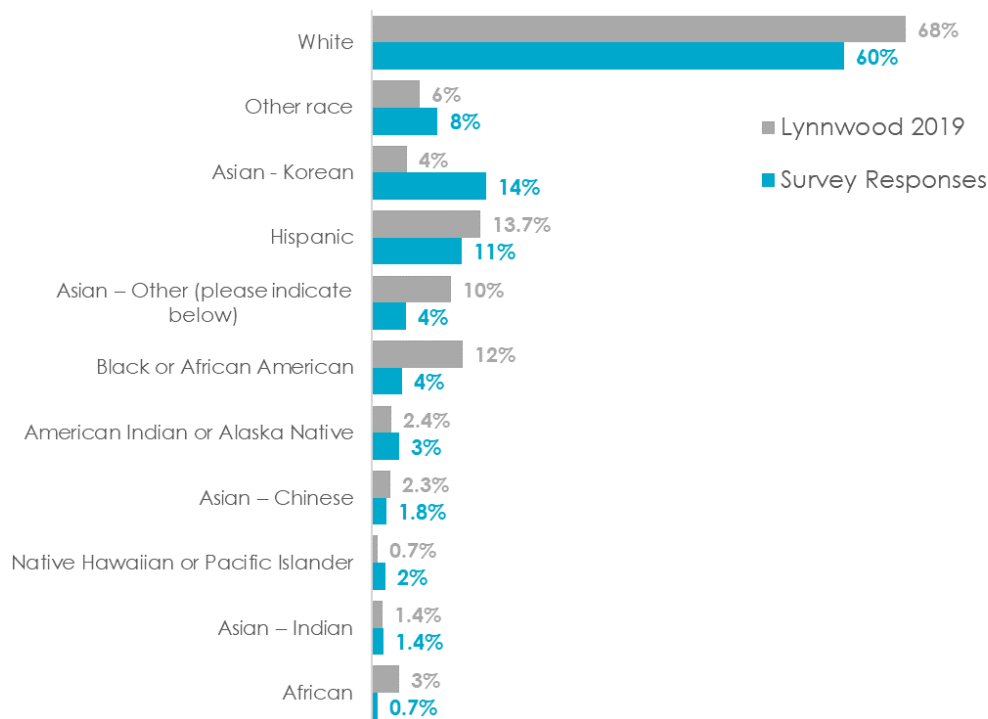
Lynnwood’s community survey was advertised on the city’s website, the Inside Lynnwood newsletter, and through promotional events such as the Halloween Hullabaloo (see full list in

⁴ Website: https://www.lynnwoodwa.gov/files/sharedassets/public/development-and-business-services/planning-amp-zoning/lynnwood-housing-needs-assessment_final_1.pdf

Exhibit 26). The survey was available in electronic and paper formats in English, Spanish, and Korean. Questions focused on respondent priorities for housing qualities, impressions of missing middle housing types in the Lynnwood context, and thoughts toward a variety of potential housing policy actions. The goal of this survey was to assess how action steps might best align with resident priorities and preferences.

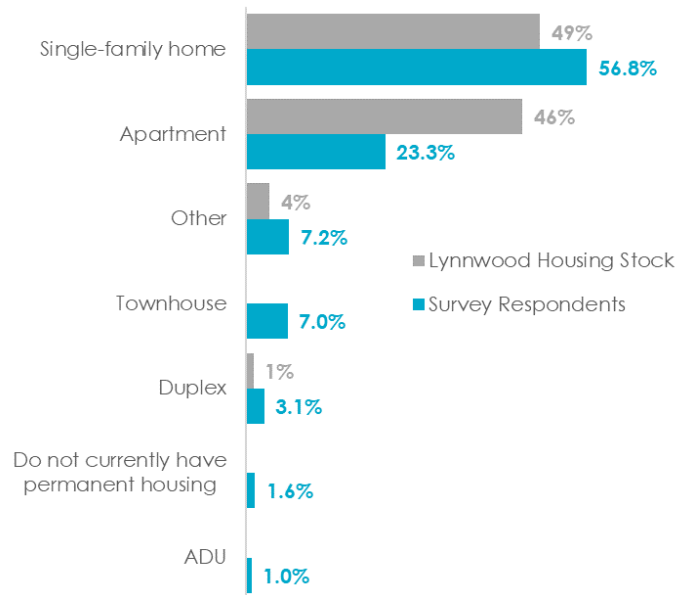
Lynnwood received 651 survey responses. Survey respondents roughly reflect community demographics in terms of race, ethnicity, and housing type(Refer to **Exhibit 24** and **Exhibit 25**). A mix of age groups were reached as well: 41% from ages 20-44, 41% from ages 45-64, and 16% ages 65 and older.

Exhibit 24. Lynnwood Survey Respondents, by Race and/or Ethnicity, Compared to Overall Resident Demographics.



Sources: American Community Survey 5-year Estimates, 2019; BERK, 2021.

Exhibit 25. Lynnwood Survey Respondents, by Housing Type, Compared to Overall Housing Stock.



Sources: Washington OFM, 2018; BERK, 2021.

Responses to the survey revealed important trends and preferences from Lynnwood those that live, work, and play in Lynnwood. The survey was organized into four sections: housing needs and priorities, different types of housing, agree/disagree statements, and housing strategies. These responses provided important feedback to inform strategy selection and prioritization.

Additional Outreach and Engagement Activities

As part of this project, Lynnwood attended community and stakeholder meetings, posted announcements across a wide range of platforms, provided progress updates with Planning Commission and City Council, hosted, and attended various online and in-person events, and facilitated a Stakeholder Advisory Group. In addition, targeted phone calls and interviews added depth to the project understanding and helped inform outreach methods. A summary of these related activities can be found in **Exhibit 26 and Exhibit 27**.

Exhibit 26. List of Additional Engagement Activities

Engagement Activity	Date(s)
Regional Collaboration	
Alliance for Housing Affordability (AHA) Board Meeting	2020 - January 22, May 27, July 27, and October 28 2021 - January 27
Alliance for Housing Affordability (AHA) ADU/DADU subcommittee	2020 - December 1 2021 - January 15
Snohomish County Housing Affordability Regional Taskforce (HART)	2020 - February 5 (report release) and October 21 (Stakeholder Advisory Group)
City Council Updates	
Council Retreat Presentation	February 8, 2020
Council Housing Policy Committee Meetings	2020 – March 24, May 26, June 14, June 18, June 23, July 1, July 29, August 25, and September 2
Council Interviews	July 1 – August 3, 2020
Council Work Session Presentations	2020 – August 3, September 21, October 10, and November 30 2021 – January 19, February 17, and March 29
Council Work Session FYI Memos	2020 – June 1, December 7, and December 23
Mayor's Memo (Memo from Mayor to Department Leadership and City Council)	2019 – November and December 2020 – March, April, June, August, Sept/October, November 2021 – January
Boards and Commissions Updates	
Joint Boards and Commission Meeting	February 12, 2020
Planning Commission Presentations	2020 - June 25, October 22, November 12, and December 10 2021- January 28
Planning Commission – Joint meeting with Human Services and Diversity, Equity, and Inclusion Commissions	2020 - August 27 and November 12 2021 - February 11
News/Media	
Lynnwood Today	2020 – February 17, August 1, August 24, September 19, November 28, December 2, and December 3 2021 – January 22 and February 24
Lynnwood Times	August 24 and September 1, 2020
Everett Herald	January 22, 2021
Open House/Community Feedback	
“Share Your Housing Story” Form	June 22 – July 31 2020

Engagement Activity	Date(s)
Virtual Open House #1: Housing Needs Assessment	August 24 – October 2, 2020
Virtual Open House #2: Strategies	October 26 – December 4, 2020
Halloween Hullabaloo Paper Survey Collection	October 31, 2020
Lynnwood Foodbank Paper Survey Collection	November 18 and 20, 2020
Stakeholder Advisory Group Meetings	June 3, August 11, October 21, and December 16, 2020
Listening Sessions with Stakeholder Advisory Group and Council Housing Policy Committee	July 7, 9, 15, and 17, 2020
South Lynnwood Neighborhood Plan Co-Design Committee Presentation	December 17, 2020 and February 24, 2021
Draft Housing Action Plan public review and comment period	February 22 – March 12, 2021
Outreach & Communications	
Project Website	Throughout Project
Facebook/Social Media	Throughout Project
Lynnwood Listserv emails	Throughout Project
Inside Lynnwood Newsletter (delivered to every mailbox with a Lynnwood address)	2020 – 2 nd Edition and 3 rd Edition 2021 – 1 st Edition
Edmonds School District Back to School Fair – Flyer Distribution	August 10 and 11, 2020
Edmonds School District “Renters Rights and Eviction Panel” Community Meeting	February 25, 2021
Future Lynnwood Kamp Kookamunga Youth Engagement	August 2020
Lynnwood Carpool Cinema - Flyer Distribution	September 19, 2020
Lynnwood Chamber BYO Breakfast Presentation	September 24, 2020
Cops and Clergy Presentation	September 24, 2020 and March 4, 2021
St. Pius X Leadership Meeting	November 1, 2020
Organizations that assisted with distribution of project information: Communities of Color Coalition (C3), Edmonds College, Edmonds School District, Everett Community College, Gloria Dei Church, Homage, Habitat for Humanity Snohomish County, Housing Authority of Snohomish County (HASCO), Lynnwood Food Bank, Latino Educational Training Institute (LETI), Lynnwood Business Consortium, Lynnwood Chamber of Commerce, Master Builder’s Association of King and Snohomish Counties, Lynnwood Recreation Center, Lynnwood Senior Center, Verdant Health, Volunteers of America, Washington Family Engagement, and St Pius X Catholic Church.	Throughout Project

Exhibit 27. Interviews and Phone Calls

Name, Organization (if applicable)
Aaron Olsen, Sherry Dawley, and Roger Johnson, Habitat for Humanity
Bob Larsen, Planning Commissioner and resident
Chris Collier, Alliance for Housing Affordability
Council Member Christine Frizzell, Lynnwood City Council
Council Member George Hurst, Lynnwood City Council
Council Member Jim Smith, Lynnwood City Council
Council Member Julieta Altamirano-Crosby, Lynnwood City Council
Dave Jordan, Volunteers of America (VOA)
Faheem Darab, Zainab Center
Terri Cleveland and Diana Furtuna, Fairfield Residential – Alderwood Court
Fr. Cal Christiansen, Saint Pius X Catholic Church
Gail Rautmann, Gloria Dei Lutheran Church
Galina Volchkova, Volunteers of America (VOA)
Jared Bigelow, Lynnwood DEI Committee
Ki Seung Cho (Master Cho), business owner and resident
Landsverk Quality Homes team
Linda Jones, Lynnwood Chamber of Commerce
Mike Pattison, Master Builders Association
Maria del Rosario Corona Horta, Familias Unidas
Mayor Nicola Smith
Monisha Herrell
Pam Hurst, Lynnwood Human Services Commission
Phong Nguyen, Lynnwood Business Consortium
Sally Guzmán, Edmonds School District
Sandra Huber, Verdant Health Commission
Zoe Reese, Verdant Health Commission

C. Strategy Screening Methodology

The Housing Action Plan was developed from best practices and lessons learned to avoid “reinventing the wheel” and duplicating efforts. The plan includes 10 strategies which were selected from a larger “universe of strategies” and then tailored to address Lynnwood’s context and needs. The original “universe of potential strategies” was compiled by the consultants and have demonstrated success in other communities. They were identified from the [Department of Commerce guidance for Housing Action Plans](#)⁵, [Snohomish County Housing Affordability Regional Task Force \(HART\) report](#)⁶, other jurisdictions’ housing strategies, and community input.

In order to develop a plan that was realistic leads to actionable results, strategies were narrowed down from this large list based on defined criteria. Quantitative assessments, qualitative reviews, and community feedback were key components to the final strategy selection process. See [Exhibit 28](#).

Exhibit 28. Strategy Screening Methodology, Lynnwood Housing Action Plan.



Source: BERK, 2020.

From an original list of 68 potential strategies, 44 strategies were identified for further consideration and inclusion into the draft plan. Strategies that met three out of the five criteria listed below were considered for further evaluation:

1. **The strategy maintains or increases a diversity of housing types.** The **Housing Needs Assessment** identified that the overwhelming majority of Lynnwood housing consists of two types of units: single family homes and small units in larger apartment complexes. Lynnwood needs more units that provide opportunities for ownership, can accommodate larger families, and can promote “aging in place” for older residents.

⁵ Website: <https://www.commerce.wa.gov/serving-communities/growth-management/growth-management-topics/planning-for-housing/>

⁶ Website: <https://www.snohomishcountywa.gov/5422/HART>

2. **The strategy supports/aligns with existing regional efforts (HART, MPPs, and ST).** There are several regional efforts underway that Lynnwood should continue to support, including the Snohomish County HART report recommendations, PSRC Vision 2050 Housing Element Multicounty Planning Policies, and Sound Transit's TOD Housing Policy.
3. **The strategy creates or preserves a “medium” or “high” number of units.** Lynnwood needs about 10,000 additional housing units by 2044. While every additional unit helps meet this goal, some strategies have the potential to create more units (or preserve existing affordable units) than others.
4. **The strategy is feasible and appropriate for Lynnwood.** As previously discussed, the strategies were identified through a variety of sources. It is important that the strategies can be successful Lynnwood. This evaluation criteria were based on the level of effort and cost to implement a strategy, whether it met a specific need, and feedback we received through public engagement. Priority was given to strategies that ranked “medium” or “high.”
5. **The strategy addresses the needs of renters and BIPOC community members.** Some strategies may not directly produce housing but address historic housing discrimination or future threats of displacement.

This list of 44 potential strategies were reviewed by city staff, the Stakeholder Advisory Group, Planning Commission, City Council, and other community members.

At the fourth Stakeholder Advisory Group Meeting members were encouraged to discuss a preliminary list of strategies, tailor the strategy to the Lynnwood context, and voice concern for any strategies that were not included for further consideration.

The Stakeholder Advisory Group, Planning Commission, and City Council all indicated general support for the 44 potential strategies. After this discussion and review, Lynnwood staff worked to further narrow down the selection of strategies for final inclusion in the plan. Strategies were prioritized if they specifically addressed housing needs in Lynnwood and were relevant for implementation in the next five years.

Strategies were evaluated based on:

1. Identifying whether existing actions were sufficient or needed adjustment
2. Grouping like actions together
3. Considering existing resources and five-year timeline
4. Community feedback

This review resulted in the final 10 strategies included in this Housing Action Plan.

Many of the strategies in Lynnwood's Housing Action Plan are intended to coincide with updates to the City's Comprehensive Plan. Other strategies may be appropriate if conditions change; such as if Lynnwood becomes eligible to directly administer Community Development Block Grant (CDBG) funds or if annexations occur.

DETERMINATION OF NONSIGNIFICANCE (DNS)

City of Lynnwood Housing Action Plan

(ERC-009730-2021)

Issue Date: February 22, 2021

DESCRIPTION OF PROPOSAL:

The City of Lynnwood is issuing a SEPA threshold determination for a Housing Action Plan. This is a non-project action. The Lynnwood Housing Action Plan will guide the city's efforts over the next five years to encourage housing options that are safe and affordable for the community.

PROPONENT:

City of Lynnwood
Development and Business Services Department (DBS)
20816 44th Ave W, Suite 230
Lynnwood, WA 98036
planning@lynnwoodwa.gov
425-670-5410

LOCATION OF PROPOSAL:

Citywide

LEAD AGENCY:

City of Lynnwood
Development and Business
Services Department (DBS)
20816 44th Ave W, Suite 230
Lynnwood, WA 98036

STAFF CONTACT:

For general information about this determination or on the appeal process contact:
Kristen Holdsworth, AICP, Senior Planner
(425) 670-5409, kholdsworth@lynnwoodwa.gov

OTHER ACTIVE OR COMPLETE PERMIT NUMBER(S):

None at this time.

SITE DESCRIPTION:

N/A – Citywide

PERMITS REQUIRED:

N/A – City Council adoption

APPLICABLE DOCUMENTS:

This environmental determination was reached based on the SEPA environmental checklist, plans and supporting documents contained in the application number: ERC-009284-2020. Specifically:

1. Environmental Checklist
2. Draft Housing Action Plan

DETERMINATION:

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed

environmental checklist and other information on file with the lead agency. This information is available to the public on request.

This Determination of Nonsignificance (DNS) is issued under WAC 197-11-340(2). This determination is issued on the basis of compliance of the proposal with all applicable federal, state and local laws, regulations and standards and does not modify or waive any such law, regulation or standard. This DNS is issued also on the basis of this proposal complying with all applicable Lynnwood Municipal Code (LMC) regulations and standards of the City.

REVIEWED BY:



Ashley Winchell, Community Planning Manager

February 19, 2021

Date of Signature

RESPONSIBLE OFFICIAL: DEVELOPMENT & BUSINESS SERVICES DIRECTOR

DATE OF ISSUE: February 22, 2021



David Kleitsch, Development & Business Services Director

February 19, 2021

Date of Signature

COMMENT:

The lead agency will not act on this proposal for 14 days from the date of issue. Comments must be received by **March 8, 2021 to the staff contact listed above**. This DNS becomes final **on March 8, 2021**, unless the determination is withdrawn or amended by the City's SEPA Responsible Official.

If, after issuance of the DNS and prior to the end of the comment period, there is any new information or changes to the proposal indicating that the proposal will have probable significant adverse impacts, a new threshold determination will be required.

APPEAL:

You may appeal this determination by submitting a letter stating the basis for the appeal to the City of Lynnwood Development and Business Services Department at 20816 44th Ave. W, Suite 230, Lynnwood, WA 98036. An appeal may be submitted no later than **March 22, 2021**, which is 14 days from the end of the comment period. If you choose to appeal, you should be prepared to make specific factual objections to this determination. The fee for an appeal is as set forth in LMC 3.104.

Contact the City of Lynnwood Development and Building Services Department staff contact listed above to read or ask about the procedures for SEPA appeals.

DISCLAIMER:

The determination that an environmental impact statement does not have to be filed does not mean there will be no other adverse impacts. City of Lynnwood codes governing traffic control, land-use standards, construction and improvement of streets, drainage control, fire protection, and building practices will provide substantial mitigation of these impacts.

The issuance of this DNS should not be interpreted as acceptance or approval of this proposal as presented. The City of Lynnwood reserves the right to deny or approve said proposal subject to conditions if it is determined to be in the best interests of the City and/or necessary for the general health, safety and welfare of the public to do so.

Individual projects allowed under non-project actions will be reviewed in advance of planned construction to determine if SEPA review is required. Projects requiring SEPA review will be evaluated to identify any probable adverse environmental impacts and identify measures necessary to mitigate those impacts.

Purpose of Checklist

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for Applicants

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use “not applicable” or “does not apply” only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoids delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for Lead Agencies

Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of the Checklist for Non-Project Proposals

For non-project proposals (Such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D). Please completely answer all questions that apply, and note that the words “project,” “applicant,” and “property or site” should be read as “proposal,” “proponent,” and “affected geographic area,” respectively. The lead agency may exclude (for non-projects” questions in Part B – Environmental Elements – that do not contribute meaningfully to the analysis of the proposal.

A. BACKGROUND

1. *Name of proposed project, if applicable:*

Lynnwood Housing Action Plan

2. *Name of applicant:*

City of Lynnwood

3. *Address and phone number of applicant and contact person:*

Kristen Holdsworth, AICP, Senior Planner (Development and Business Services)
20816 44th Ave W Ste 230, Lynnwood, WA 98036
Phone: 425-670-5409; Email: kholdsworth@Lynnwoodwa.gov

4. *Date checklist prepared:*

February 16, 2021

5. *Agency requesting checklist:*

City of Lynnwood

6. *Proposed timing or schedule (including phasing, if applicable):*

Housing Action Plan adopted by the City Council by end of June 2021 (approximate).

7. *Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal?*

The Housing Action Plan will include four goals, 10 strategies, and several implementing actions for further research and adoption over the next five years. It will also include preliminary recommendations for potential updates to the Housing Element of the Comprehensive Plan that will be adopted in a separate process prior to the State deadline in 2024.

8. *List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. If yes, explain.*

None.

9. *Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.*

The City of Lynnwood has seen robust development activity in the past years. Existing projects would be developed under regulations in place at the time of complete application. Future projects could be affected if policy changes recommended in the Housing Action Plan are implemented.

10. *List any government approvals or permits that will be needed for your proposal, if known.*

Changes to the Comprehensive Plan, subarea plans, and development regulations will need to be adopted after public and environmental review. Private development including land use, building, and construction permits will be reviewed and approved by the City as development occurs.

11. *Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include specific information on project description).*

In 2019 the Washington State Department of Commerce funded the creation of Housing Action Plans through Growth Management Services Grants (HB 1923). The City of Lynnwood applied for and received a grant to work with a consultant to develop a Housing Action Plan. The Housing Action Plan includes an analysis of community needs (Housing Needs Assessment), evaluation of the effectiveness of current policies (Policy Review), supporting public engagement efforts, and a list of goal, strategies, and actions to address community housing needs in the Housing Action Plan. Lynnwood's Housing Action Plan is intended to be:

- An actionable policy document that outlines how to meet all of Lynnwood's housing needs.
- Based on data and analysis vetted through an inclusive and robust public process.
- A comprehensive approach to leverage resources and implement cohesive, effective, and feasible housing strategies tailored to the Lynnwood community.

- Tailored to the housing needs of the Lynnwood community to ensure decent, safe, and affordable housing for all.

This work will also inform the update to the Housing Element of the Comprehensive Plan, which is due by June 2024.

The strategies in the Housing Action Plan include both new tools as well as recommendation to refine existing tools. The types of strategies considered in the Housing Action Plan include:

- Streamlining development regulations to remove barriers and ensure the market creates a sufficient and diverse range of housing to meet demand;
- Changing zoning to allow more housing types, such as duplexes and townhomes;
- Encouraging partnerships to address access to housing; and
- Proactively planning to focus growth (e.g. in the Regional Growth Center and along major transportation corridors) and prepare neighborhoods with amenities and infrastructure.

Possible implementation actions include modifications to development regulations, including allowed housing types; refining the multifamily tax exemption (MFTE) program; and removing barriers to develop of new “missing middle” housing types.

Strategies are anticipated to increase housing variety and supply. They will also retain and improve existing housing.

The Housing Action Plan is a five-year plan that guides city actions to support equitable housing in Lynnwood. The Housing Action Plan supports and guides the City’s existing long-range planning, including the update of Lynnwood’s Comprehensive Plan in 2024 so that future development and land use in the city contributes to an inclusive and vibrant community.

Following adoption of the Housing Action Plan, the City will consider how best to implement the strategies as part of its periodic review of the Comprehensive Plan and development regulations. Prior to implementation, additional SEPA review will be conducted.

Additional information and documents are available at:

www.lynnwoodwa.gov/housingactionplan.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably

available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

The Housing Action Plan applies citywide. This is a non-project action that is area-wide in nature. No new construction or development is proposed at this time. Lynnwood's official zoning map can be found here:

<https://www.lynnwoodwa.gov/files/sharedassets/public/development-and-business-services/planning-amp-zoning/zoning-plan-map-3282.pdf>

B. ENVIRONMENTAL ELEMENTS

1. EARTH

A. *General description of the site (check one):*

- Flat Rolling Hilly Steep slopes Mountainous
 Other:

N/A – This is a non-project action that covers the entire city and is not site-specific. Areas of the City have steep slopes, hills, and flat lands.

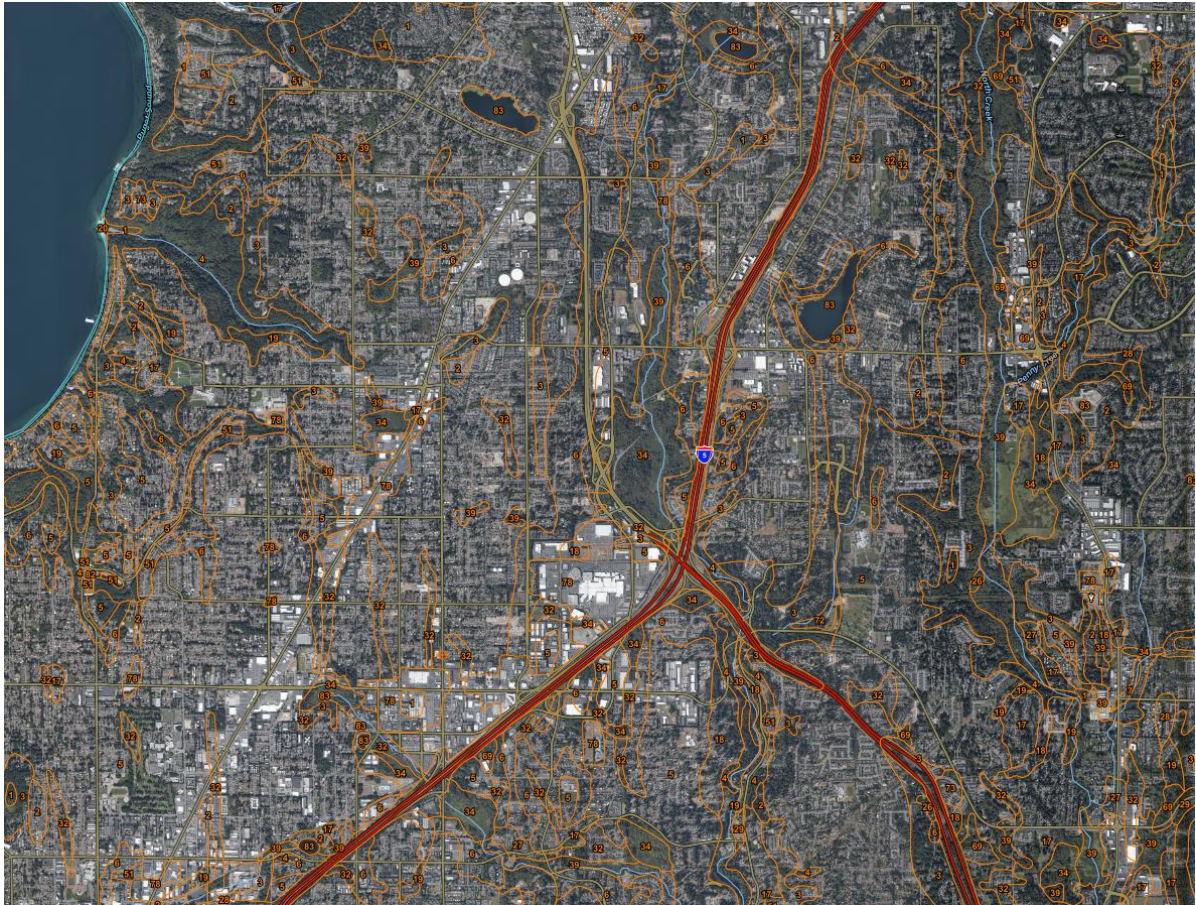
B. *What is the steepest slope on the site (approximate percent slope)?*

N/A – This is a non-project action that covers the entire city and is not site-specific. The topography of the Lynnwood area is gently sloping with elevations ranging from 150 to 610 feet above mean sea level.

C. *What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.*

This is a non-project action that covers the entire city and is not site-specific. Soils vary across the city. The Snohomish County Area Soil Survey shows a range of soils including the Alderwood series. (see Exhibit 1).

Exhibit 1. Soil Survey Map



Source: Soil Survey Staff, Natural Resources Conservation Service, United States Department of Agriculture. Web Soil Survey. Available online at the following link: <https://websoilsurvey.sc.egov.usda.gov/>. Accessed February 2021.

D. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

N/A – This is a non-project action that covers the entire city and is not site-specific. The City does regulate geologic hazards including areas of potential erosion and landslide hazard areas. See: <https://www.lynnwoodwa.gov/files/sharedassets/public/public-works/environmental-photos/environmental-docs/geologically-hazardous-areas-map.pdf>. Future development would be subject to critical area and stormwater regulations.

E. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation and grading proposed. Indicate source of fill.

N/A – This is a non-project action that covers the entire city and is not site-specific. Future development will be required to obtain all relevant permits and be subject to development regulations in effect at the time of permit application. Permit plans will identify site grades and type or quantity of fill.

F. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

This is a non-project action that covers the entire city and is not site-specific. Future development will be required to obtain all relevant permits and be subject to development regulations in effect at the time of permit application. All sites will be stabilized during construction and monitoring points will be established consistent with the City of Lynnwood's Stormwater Management Regulations (Lynnwood's Municipal Code (LMC)) LMC Chapter 13.40, addressing construction runoff as well as post-development runoff.

G. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

The City has existing impervious areas limitation that vary by zone at LMC (See Ch. 21.42 – Ch. 21-71). Some of the proposed strategies may alter development standards. Any impacts will be further reviewed prior to implementation.

H. Proposed measures to reduce or control erosion, or other impacts to the earth, if any.

N/A – This is a non-project action that covers the entire city and is not site-specific. Future development will be required to obtain all relevant permits and be subject to development regulations in effect at the time of permit application. Applicable Regulations for future project level development include but are not limited to:

- Stormwater Management Regulations LMC Chapter 13.40
- Environmentally Critical Areas LMC Chapter 17.10
- Development Standards for trees (LMC Ch 17.15), landscaping (LMC Ch 21.08), and impervious area (Ch. 21.42 – Ch. 21-71).

2. AIR

- A. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.

N/A – This is a non-project action that covers the entire city and is not site-specific. It will not have specific air quality impacts. Encouraging growth in areas served by existing transit and infrastructure can help to reduce reliance on car emissions. Future development will be required to obtain all relevant permits and be subject to development regulations in effect at the time of permit application.

- B. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

N/A – This is a non-project action that covers the entire city and is not site-specific.

- C. Proposed measures to reduce or control emissions or other impacts to air, if any.

N/A – This is a non-project action that covers the entire city and is not site-specific. Federal, state, regional, and local laws address air quality standards, construction requirements, and policies and targets to reduce emissions over time. Future development will be required to obtain all relevant permits and be subject to development regulations in effect at the time of permit application.

Applicable Regulations

- National Ambient Air Quality Standards: The EPA establishes NAAQS and specifies future dates for states to develop and implement plans to achieve these standards.
- State Ambient Air Quality Standards: the Washington State Department of Ecology establishes state ambient air quality standards for the same six pollutants that are at least as stringent as the national standards; in the case of SO₂, state standards are more stringent.
- Indoor Burning Smoke Reduction Zone: Puget Sound Clean Air Agency (PSCAA) and Ecology's regulatory framework for wood smoke includes:
 - More stringent emission standards for new wood burning devices than the federal EPA standards
 - Opacity standards for wood-burning appliances
 - Prohibitions on burning of certain materials or non-certified wood stoves
 - Burn ban curtailment program

- Special attainment area provisions
- Outdoor Burning: Burning yard waste and land-clearing debris is not allowed at any time in the City. PSCAA enforces state outdoor burning regulations required by RCW 70.94.743.
- Puget Sound Clean Air Agency Construction Regulations: All construction sites in the Puget Sound region are required to implement rigorous emission controls to minimize fugitive dust and odors during construction, as required by PSCAA Regulation 1, Section 9.15: Fugitive Dust Control Measures. All industrial and commercial air pollutant sources in the Puget Sound region are required to register with PSCAA. Facilities with substantial emissions are required to obtain a Notice of Construction air quality permit before construction is allowed to begin.
- PSCAA (2017) regional targets for reducing greenhouse gas: By 2020, reduce emissions to 1990 levels; by 2030, reduce emissions to 50 percent below 1990 levels; by 2050, reduce emissions to 80 percent below 1990 levels.
- State of Washington GHG Laws: Washington set GHG reduction limits were last amended in 2020 (RCW 70A.45). Limits are: By 2020, reduce overall emissions of greenhouse gases in the state to 1990 levels, or ninety million five hundred thousand metric tons; by 2030, reduce overall emissions of greenhouse gases in the state to fifty million metric tons, or forty-five percent below 1990 levels; by 2040, reduce overall emissions of greenhouse gases in the state to twenty-seven million metric tons, or seventy percent below 1990 levels; by 2050, reduce overall emissions of greenhouse gases in the state to five million metric tons, or ninety-five percent below 1990. The state law applies only to actions taken by Washington State agencies and local governments. State regulations on GHG emissions include prerequisites for distribution of capital funds for infrastructure and economic development projects, where projects receiving funding must be evaluated for consistency with state and federal GHG limits and state VMT goals (RCW 70A.45.070).
- Puget Sound Regional Council greenhouse gas emissions analysis for VISION 2050 and associated multicounty planning policies and regular air quality conformity analysis for transportation improvement program.
- City of Lynnwood Commute Trip Reduction Code (LMC Chapter 11.14): This ordinance requires major employers at any single worksite within the corporate limits of the city of Lynnwood to implement a Commute Trip Reduction program for its employees.

3. WATER

A. Surface

- i. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names, if appropriate, state what stream or river it flows into.

N/A – This is a non-project action that covers the entire city and is not site-specific. The city has sites with wetlands, streams, and shoreline critical areas. Future development will be required to obtain all relevant permits and be subject to development regulations in effect at the time of permit application.

See inventory maps here:

- Wetlands: <https://www.lynnwoodwa.gov/files/sharedassets/public/public-works/environmental-photos/environmental-docs/wetlands-map.pdf>.
 - Streams: <https://www.lynnwoodwa.gov/files/sharedassets/public/public-works/environmental-photos/environmental-docs/streams-map.pdf>.
- ii. Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

N/A – This is a non-project action that covers the entire city and is not site-specific. No construction would be authorized under the Housing Action Plan. Any future development that occurs within the vicinity of any regulated water body is subject to City critical area and shoreline regulations. City authorization requires determination of potential impacts on critical areas and appropriate mitigation.

- iii. Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

N/A – This is a non-project action that covers the entire city and is not site-specific. Future development will be required to obtain all relevant permits and be subject to development regulations in effect at the time of permit application. Any future fill activity would need to meet the regulations and standards of the City's critical areas regulations (LMC Chapter 17.10), and would be subject to stormwater and erosion control standards (LMC Chapter 13.40).

- iv. Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

N/A – This is a non-project and non-site-specific action. If such actions were proposed in future development, development applications will be evaluated for conformance to applicable federal, state, and local regulations at the time of submittal.

v. *Does the proposal lie within a 100-year floodplain? If yes, note location on the site plan.*

N/A – This is a non-project action that covers the entire city and is not site-specific. The City participates in the National Flood Insurance Program which includes adoption and enforcement of an ordinance which regulates development within the 100-year floodplain (see LMC Chapter 16.46). See:

<https://www.lynnwoodwa.gov/files/sharedassets/public/public-works/environmental-photos/environmental-docs/frequently-flooded-areas-map.pdf>.

vi. *Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.*

N/A – This is a non-project action that covers the entire city and is not site-specific. Development will be required to comply with water quality treatment measures in the LMC. If discharge is proposed, development applications will be evaluated for conformance to applicable local, state, and federal regulations at the time of submittal.

Applicable Regulations:

- Critical areas regulations (LMC Chapter 17.10).
- Stormwater and erosion control standards (LMC Chapter 13.40).
- Floodplain hazard regulations: LMC Chapter 16.46.

B. Ground

i. *Will ground water be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to ground water? Give general description, purpose, and approximate quantities if known.*

N/A – This is a non-project action that covers the entire city and is not site-specific. Any new development that occurs will be connected to municipal water sources.

ii. *Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: domestic sewage; industrial, containing the following*

chemicals; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

N/A – This is a non-project action that covers the entire city and is not site-specific. New construction must be connected to sewer rather than septic systems.

iii. *Water Runoff (including storm water):*

(1) *Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.*

N/A – This is a non-project action that covers the entire city and is not site-specific. The City is subject to the Western Washington NPDES Permit. Future development will be required to obtain all relevant permits and be subject to development regulations in effect at the time of permit application.

(2) *Could waste materials enter ground or surface waters? If so, generally describe.*

N/A – This is a non-project action that covers the entire city and is not site-specific. The City is subject to the Western Washington NPDES Permit. Future development will be required to obtain all relevant permits and be subject to development regulations in effect at the time of permit application.

(3) *Does the proposal alter or otherwise affect drainage patterns in the vicinity of site? If so, describe.*

N/A – This is a non-project action that covers the entire city and is not site-specific.

(4) *Proposed measures to reduce or control surface, ground, and runoff water impacts, if any.*

N/A – This is a non-project action that covers the entire city and is not site-specific. Land uses and activities within Lynnwood must comply with applicable requirements of Federal, State and local law. These regulations serve to mitigate impacts to water.

4. PLANTS

A. Check types of vegetation found on the site:

- i. Deciduous trees: Alder Maple Aspen
 Other:

N/A – This is a non-project action that covers the entire city and is not site-specific.

Deciduous trees are found throughout the City. Development is subject to tree regulations in LMC Chapter 17.15.

- ii. Evergreen trees: Fir Cedar Pine
 Other:

N/A – This is a non-project action that covers the entire city and is not site-specific.

Evergreen trees are found throughout the City. Development is subject to tree regulations in LMC Chapter 17.15.

iii. Shrubs:

N/A – This is a non-project action that covers the entire city and is not site-specific.

Landscaping regulations apply to new development at LMC Chapter 21.08.

iv. Grass:

N/A – This is a non-project action that covers the entire city and is not site-specific.

Landscaping regulations apply to new development at LMC Chapter 21.08.

v. Pasture:

N/A – This is a non-project action that covers the entire city and is not site-specific. The city is urban in nature, and pastureland would be limited.

vi. Crop or grain:

N/A – This is a non-project action that covers the entire city and is not site-specific. The city is urban in nature without croplands. There is no designated agricultural land of long-term significance in the city limits.

- vii. Wet soil plants: Cattail Buttercup Bulrush Skunk
cabbage

Other:

N/A – This is a non-project action that covers the entire city and is not site-specific.

viii. *Water plants:* *Water lily* *Eelgrass* *Milfoil*

Other:

N/A – This is a non-project action that covers the entire city and is not site-specific.

ix. *Other types of vegetation:*

N/A – This is a non-project action that covers the entire city and is not site-specific.

The City does require protection of critical areas and other native cover in native growth protection easements; approved areas are mapped here:

<https://www.lynnwoodwa.gov/files/sharedassets/public/public-works/environmental-photos/environmental-docs/native-growth-protection-areas-map.pdf>.

B. What kind and amount of vegetation will be removed or altered?

N/A – This is a non-project action that covers the entire city and is not site-specific. Future development will be required to obtain all relevant permits and be subject to development regulations in effect at the time of permit application.

C. List threatened or endangered species known to be on or near the site.

N/A – This is a non-project action that covers the entire city and is not site-specific. Future development will be required to obtain all relevant permits and be subject to development regulations in effect at the time of permit application.

D. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.

N/A – This is a non-project action that covers the entire city and is not site-specific.

E. List all noxious weeds and invasive species known to be on or near the site.

N/A – This is a non-project action that covers the entire city and is not site-specific.

Applicable Regulations

Future development would be subject to existing policies and regulations enacted to avoid, reduce, or minimize impacts on natural environment. These regulations include:

- City of Lynnwood Shoreline Master Program (LMC Chapter 17.20)

- LMC Chapter 21.08, Landscaping, specifies landscaping requirements development.
- Tree regulations in LMC Chapter 17.15.
- Landscaping in LMC Chapter 21.08.
- Environmentally Critical Areas Regulations that address wetlands, streams, and wildlife habitat areas (LMC Chapter 17.10)
- City of Lynnwood stormwater regulations and implementation of the National Pollutant Discharge Elimination System (NPDES) requirements

5. ANIMALS

A. Check any birds and animals which have been observed on or near the site or are known to be on or near the site:

i. Birds: Hawk Heron Eagle Songbirds
 Other:

ii. Mammals: Deer Bear Elk Beaver
 Other:

iii. Fish: Bass Salmon Trout Herring Shellfish
 Other:

N/A – This is a non-project action that covers the entire city and is not site-specific.

This is a citywide plan and there are many bird species that pass through the city as well as resident mammals and fish. LMC Chapter 17.10 contains regulations to protect birds, fish and mammals including their habitats.

B. *List any threatened or endangered species known to be on or near the site.*

N/A – This is a non-project action that covers the entire city and is not site-specific.

C. *Is the site part of a migration route? If so, explain.*

N/A – This is a non-project action that covers the entire city and is not site-specific.

Wildlife depends on diverse plant communities for cover, denning, rearing, foraging, and shelter from adverse weather. The urban environment that makes up most of the city includes considerable barriers to wildlife migration and limited areas of usable habitat. Wetlands,

streams, parks, conservation areas, and other remaining open spaces do provide some wildlife habitat and connectivity.

D. Proposed measures to preserve or enhance wildlife, if any.

N/A – This is a non-project action that covers the entire city and is not site-specific.

Land uses and activity within Lynnwood must conform to applicable Federal and State law regarding impacts to threatened or endangered species.

E. List any invasive animal species known to be on or near the site.

N/A – This is a non-project action that covers the entire city and is not site-specific.

6. ENERGY AND NATURAL RESOURCES

A. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

N/A – This is a non-project action that covers the entire city and is not site-specific.

The city is served with electric (Snohomish County Public Utility District No. 1) and natural gas power (Puget Sound Energy), which is used for heating primarily.

B. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

N/A – This is a non-project action that covers the entire city and is not site-specific.

C. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

N/A – This is a non-project action that covers the entire city and is not site-specific.

In general, the Housing Action Plan promotes compact urban development that would help promote energy conservation by reducing motorized trips. New construction must comply with the Washington State Energy Code, as adopted by the City (LMC Chapter 16.05 International Energy Conservation Code).

7. ENVIRONMENTAL HEALTH

- A. *Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, which could occur as a result of this proposal? If so, describe.*

N/A – This is a non-project action that covers the entire city and is not site-specific.

New development will be subject to City zoning for allowable uses and activities, and City codes for handling hazardous materials as well as State and Federal hazardous materials regulations.

- i. *Describe any known or possible contamination at the site from present or past uses.*

N/A – This is a non-project action that covers the entire city and is not site-specific. Based on a state database of confirmed and suspected contaminated sites, some sites within the city have known or possible contamination; cleanup has started on several sites. See: <https://apps.ecology.wa.gov/neighborhood/>.

- ii. *Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.*

See section above.

- iii. *Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.*

N/A – This is a non-project action that covers the entire city and is not site-specific.

Chemicals used or stored would be required to meet all local, state, and federal laws.

- iv. *Describe special emergency services that might be required.*

N/A – This is a non-project action that covers the entire city and is not site-specific.

- v. *Proposed measures to reduce or control environmental health hazards, if any:*

N/A – This is a non-project action that covers the entire city and is not site-specific.

- B. Noise

- i. *What types of noise exist in the area, which may affect your project (for example, traffic, aircraft, equipment, operation, other)?*

N/A – This is a non-project action that covers the entire city and is not site-specific. In general, Lynnwood receives noise from sources that include: freeways, highways, and arterial streets, and overflights associated with Paine Field.

- ii. *What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)?*

Indicate what hours noise would come from the site.

N/A – This is a non-project action that covers the entire city and is not site-specific. Future residential development would have activity associated with housing, and would contribute to transportation noise sources. Non-residential development that could be noise sources near residential uses would be required to comply with current City regulations (LMC Chapter 10.12). LMC Chapter 10.12 establishes limits on the noise levels and durations of noise crossing property boundaries. Permissible noise levels at a receiving land use depend on its environmental designation for noise abatement (EDNA) – Exhibit 2 identifies the EDNA classification of existing zones in the city.

Exhibit 2. Existing Zoning Classification for EDNA

Designation / District	EDNA
Residential 8400 Sq Ft (RS-8)	Class A
Residential 7200 Sq Ft (RS-7)	
Residential 4000 Sq Ft (RS-4)	
Public (P-1)	
Multiple Residential Low Density (RML)	
Multiple Residential Medium Density (RMM)	
Limited Business (B-2)	Class B
Neighborhood Commercial (B-3)	
Planned Commercial Development (PCD)	
Community Business (B-1)	
General Commercial (CG)	

Designation / District	EDNA
Planned Regional Shopping Center (PRC)	
City Center Core (CC-C)	
City Center West (CC-W)	
City Center North (CC-N)	
Mixed Use (MU)	
College District Mixed Use (CDM)	
Highway 99 Mixed Use (HMU)	
Business and Technical Park (BTP)	Class C
Light Industrial (LI)	

Source: LMC Chapter 10.12

LMC Chapter 10.08 includes nuisance provisions, and the SEPA review process allows the City to consider potential noise impacts for future development.

iii. Proposed measures to reduce or control noise impacts, if any.

N/A – This is a non-project action that covers the entire city and is not site-specific. Land use and activities in Lynnwood must conform to State and local regulations for environmental noise. New construction must conform to building and energy code requirements which help to attenuate noise for building occupants.

Applicable Regulations

- LMC Chapter 10.12 regarding ENDA and noise crossing property boundaries.
- LMC Chapter 10.08 regarding nuisances.
- Noise analysis and mitigation for highways ([WSDOT manual 446](#))

8. LAND AND SHORELINE USE

A. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

N/A – This is a non-project action that covers the entire city and is not site-specific. A variety of residential uses are allowed across the city at different densities. The Housing Action Plan

aims to encourage the creation of a mix of housing units as intended in the Growth Management Act.

B. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

N/A – This is a non-project action that covers the entire city and is not site-specific.

Lynnwood began as a timber and agricultural community. Those activities ceased decades ago. Lynnwood is an urban/suburban community of buildings, streets, parks, and similar features. There are no designated lands of long-term significance for farmlands or forest lands. If any lands use current use taxation for open space or other purposes they must meet state and county rules.

i. Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how.

N/A – This is a non-project action that covers the entire city and is not site-specific. As noted above, Lynnwood is within a developed urban growth area.

C. Describe any structures on the site.

N/A – This is a non-project action that covers the entire city and is not site-specific. The city has a variety of structures.

D. Will any structures be demolished? If so, what?

N/A – This is a non-project action that covers the entire city and is not site-specific. Due to the developed nature of the city some redevelopment that could occur under current or future zoning may require demolition.

E. What is the current zoning classification of the site?

This is a non-project action that covers the entire city and is not site-specific. The Plan covers all zoning districts within the city. See City of Lynnwood Zoning Map:

<https://www.lynnwoodwa.gov/files/sharedassets/public/development-and-business-services/planning-amp-zoning/zoning-plan-map-3282.pdf>.

F. What is the current comprehensive plan designation of the site?

N/A – This is a non-project action that covers the entire city and is not site-specific. See City of Lynnwood Comprehensive Plan Future Land Use Map:

<https://www.lynnwoodwa.gov/files/sharedassets/public/development-and-business-services/planning-amp-zoning/zoning-plan-map-3282.pdf> .

G. If applicable, what is the current shoreline master program designation of the site?

This Plan covers all areas of the city. The only area of the city designated shoreline is the Wastewater Treatment Plant.

H. Has any part of the site been classified as a critical area by the city or county? If so, specify.

N/A – This is a non-project action that covers the entire city and is not site-specific. See the City of Lynnwood Critical Areas Maps:

<https://www.lynnwoodwa.gov/Government/Departments/Public-Works/Environmental-and-Surface-Water-Education-and-Outreach/Critical-Areas-and-Tree-Regulations/Critical-Areas-Regulations>.

I. Approximately how many people would reside or work in the completed project?

N/A – This is a non-project action that covers the entire city and is not site-specific. Growth is planned consistent with the Comprehensive Plan and associated growth targets.

J. Approximately how many people would the completed project displace?

This is a non-project action that covers the entire city and is not site-specific. Some of the policy options in the Housing Action Plan would provide additional housing supply and preserve existing units that are safe and affordable.

K. Proposed measures to avoid or reduce displacement impacts, if any.

This is a non-project and non-site-specific action, however some policy options to reduce displacement include partnerships with affordable housing providers, faith-based organizations, and support for ongoing dialogue with the community.

- L. *Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.*

Some strategies in the Housing Action Plan would accommodate “missing middle” housing types in areas across the city. When the Housing Action Plan is implemented, the Land Use Code would be amended to include standards to minimize impacts on existing neighborhoods. Adoption of Land Use Code updates will take place as a separate action.

- M. *Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term significance, if any:*

N/A – This is a non-project action that covers the entire city and is not site-specific.

Lynnwood’s role as a Core City and a Regional Growth Center is consistent with [VISION 2050](#) regional growth strategy, focuses growth in a developed area with existing or pending investments in infrastructure, and helps to protect rural and resource lands from development.

9. HOUSING

- A. *Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.*

This is a non-project action that covers the entire city and is not site-specific. It is estimated that the City will need approximately 10,000 additional housing units to accommodate growth through 2044. At this time, additional data is not available. More information will be available when Snohomish County completes the 2021 Buildable Lands Report and through Countywide Planning Policy growth allocation updates.

- B. *Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.*

N/A – This is a non-project action that covers the entire city and is not site-specific.

Lynnwood is planning for a net increase in the number of dwellings within the community. The combination of Lynnwood’s policies and regulations, market forces, and individual private property owner decisions will determine which properties are redeveloped and whether housing units are eliminated.

C. *Proposed measures to reduce or control housing impacts, if any:*

This is a non-project and non-site-specific action intended to provide policy direction that encourages housing that meets the needs identified in the Housing Needs Assessment.

10. AESTHETICS

A. *What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?*

N/A – This is a non-project action that covers the entire city and is not site-specific. Changes to development standards will be further researched prior to implementation. If development or design standards are modified they will be reviewed at that time.

B. *What views in the immediate vicinity would be altered or obstructed?*

N/A – This is a non-project action that covers the entire city and is not site-specific. No specific changes that impact views are proposed at this time.

Proposed measures to reduce or control aesthetic impacts, if any.

N/A – This is a non-project action that covers the entire city and is not site-specific. New construction must comply with applicable design guidelines.

11. LIGHT AND GLARE

A. *What type of light or glare will the proposal produce? What time of day would it mainly occur?*

N/A – This is a non-project action that covers the entire city and is not site-specific.

B. *Could light or glare from the finished project be a safety hazard or interfere with views?*

N/A – This is a non-project action that covers the entire city and is not site-specific. Existing standards for shielding of lights such as those at LMC 21.17 will continue to apply.

C. *What existing off-site sources of light or glare may affect your proposal?*

N/A – This is a non-project action that covers the entire city and is not site-specific.

D. Proposed measures to reduce or control light and glare impacts, if any.

N/A – This is a non-project action that covers the entire city and is not site-specific. Regulations will apply to future development including LMC 21.17 addressing shielding as well as any design standards.

12. RECREATION

A. What designated and informal recreational opportunities are in the immediate vicinity?

N/A – This is a non-project action that covers the entire city and is not site-specific. The Parks Element and the Parks, Arts, Recreation & Conservation (PARC) Plan identifies recreational needs created by housing growth. This plan is updated periodically.

B. Would the proposed project displace any existing recreational uses? If so, describe.

N/A – This is a non-project action that covers the entire city and is not site-specific. It is not anticipated to displace recreational uses. Future development in the city would add population and would likely increase demand for parks and recreation facilities. Park impact fees would be collected for new development.

C. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any.

N/A - This is a non-project action that covers the entire city and is not site-specific.

Applicable Plans and Regulations

- The Lynnwood Comprehensive Plan contains a Parks and Open Space Element including goals and policies guiding parks and recreation services and facilities.
- The City's 2016 2016-2025 PARC Plan provides policies and recommended park and trail improvements.
- Park Impact fees are collected per LMC Chapter 3.107.

13. HISTORIC AND CULTURAL PRESERVATION

- A. *Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers known to be on or next to the site? If so, generally describe.*

N/A – This is a non-project action that covers the entire city and is not site-specific. As development occurs and is subject to SEPA review, cultural resources can be reviewed. An inventory of listed or eligible sites is available at the State of Washington Department of Archaeology and Historic Preservation (WISAARD): <https://wisaard.dahp.wa.gov/>.

- B. *Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.*

N/A – This is a non-project action that covers the entire city and is not site-specific. Potential impacts to landmarks, features, or Native American occupied sites if any would be considered at time of permit application. The State of Washington Department of Archaeology and Historic Preservation identifies the potential for cultural resources through an online map (WISAARD): <https://wisaard.dahp.wa.gov/>.

- C. *Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.*

N/A – This is a non-project action that covers the entire city and is not site-specific. Public notice of land use actions are sent to area tribes and the Washington State Department of Archeology and Historic Preservation.

- D. *Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.*

N/A – This is a non-project action that covers the entire city and is not site-specific. Public notice of land use actions are sent to area tribes and the WA State Office of Archeology and Historic Preservation. New construction must comply with applicable Federal and State requirements regarding historic and cultural resources.

Applicable Plans and Regulations

- The City adopted historic preservation regulations in Chapter 21.80 LMC.

- The City's design guidelines encourage development that is sensitive to the context and surroundings and would take into consideration nearby historic resources and lands.

See citywide design guidelines here:

<https://www.lynnwoodwa.gov/files/sharedassets/public/development-and-business-services/planning-amp-zoning/applications-and-checklists/5.-citywidedesignguidelinescomplete.pdf>

- Through the SEPA process, impacts on historic and archaeological resources would be considered.
- The following federal laws would be applicable:
 - The Archaeological Resource Protection Act of 1979 protects archaeological resources and sites that are on public and tribal lands and assists in information sharing among entities seeking to preserve these resources.
 - The National Historic Preservation Act of 1966, as amended, establishes national standards for designating historic and culturally significant properties and establishes the authority of the State Historic Preservation Officer. Section 106 USC 470(a)(d) of this law establishes a program that requires federal agencies to consider effects to historic properties caused by federally sponsored undertakings.
 - The Archaeological and Historic Preservation Act of 1974 governs archaeological and other historic and cultural resources found in federal construction activities, including the construction of dams.
 - The Native American Graves and Repatriation Act governs the protection, preservation, and repatriation of Native American remains and cultural artifacts found in Native American burial sites.
- The following state laws and directives would be applicable:
 - Under SEPA, DAHP is the specified agency with the technical expertise to consider the effects of a proposed action on cultural resources and to provide formal recommendations to local governments and other state agencies for appropriate treatments or actions. DAHP does not regulate the treatment of properties that are found to be significant; a local governing authority may choose to uphold the DAHP recommendation and may require mitigation of adverse effects to significant properties.
 - The Governor's Executive Order 05-05 requires state agencies with Capital Improvement Projects to integrate DAHP, the Governor's Office of Indian Affairs, and concerned tribes into their capital project planning process. This Executive Order affects any capital construction projects and any land acquisitions for purposes of capital construction.

- RCW 27.44 Indian Graves and Records provides protection for Native American graves and burial grounds, encourages voluntary reporting of said sites when they are discovered, and mandates a penalty for disturbance or desecration of such sites.
- RCW 27.53 Archaeological Sites and Resources governs the protection and preservation of archaeological sites and resources and establishes DAHP as the administering agency for these regulations.
- RCW 68.60 Abandoned and Historic Cemeteries and Historic Graves provides for the protection and preservation of abandoned and historic cemeteries and historic graves.

14. TRANSPORTATION

- A. *Identify public streets and highways serving the site and describe proposed access to the existing street system. Show on site plans, if any.*

The Housing Action Plan applies citywide. The City is served by a network of federal, state, and local roads and highways. See:

<https://www.wsdot.wa.gov/data/tools/geoportal/?config=FunctionalClass>.

- B. *Is site or affected geographical area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?*

This is a non-project action that covers the entire city and is not site-specific. The City is served by Community Transit and Sound Transit. Community Transit's operations can generally be separated into fixed-route and flexible transit options. The fixed-route options are subdivided into Local service and Commuter Service and consist of local transit routes, SWIFT BRT service on Highway 99, in-county commuter routes, inter-community commuter routes serving primarily Seattle and the Eastside, commuter service to the University of Washington, and flexible transit options. Sound Transit (ST) provides regional transit service in the central Puget Sound region. With a combination of express buses, commuter rail service and light rail service, ST provides transit services between Seattle and Everett (on the north), Tacoma (on the south) and Kirkland, Bellevue and other communities to the east, as well as between urban centers throughout the region.

- C. *How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?*

N/A – This is a non-project action that covers the entire city and is not site-specific. Review of parking standards may occur as part of implementation of the Housing Action Plan. This action would be analyzed through a separate process.

- D. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle, or state transportation facilities, no including driveways? If so, generally describe (indicate whether public or private).*

The city's overall transportation needs will be reviewed as part of its Transportation Plan, Capital Facilities Plan, and Comprehensive Plan update.

- E. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.*

N/A – This is a non-project action that covers the entire city and is not site-specific. Occupants of future development will use several transportation modes.

- F. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage or volume would be trucks (such as commercial and nonpassenger vehicles). What data of transportation models were used to make these estimates?*

N/A – This is a non-project action that covers the entire city and is not site-specific. Future development proposals will analyze this information.

- G. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on the roads or streets in the area? If so, generally describe.*

N/A – This is a non-project action that covers the entire city and is not site-specific. No such impact is expected.

- H. Proposed measures to reduce or control transportation impacts, if any.*

N/A – This is a non-project and non-site-specific action. At a planning and project level, the City applies several policies, rules, and standards.

Applicable Policies and Regulations:

- Comprehensive Plan Transportation Element
- LMC Title 11 Traffic including Commute Trip Reduction Plan

- LMC Title 12 Streets and Sidewalks, including Transportation Concurrency Management
- LMC 21.18 Off-Street Parking
- Lynnwood Standard Plans

15. PUBLIC SERVICES

A. *Would the project result in an increased need for public services (for example, fire protection, police protection, health care, schools, other)? If so, generally describe.*

Future population and employment growth under current plans or potential Housing Action Plan strategies could result in new dwellings and residents that would increase demand for public services. Future growth would be served according to the Comprehensive Plan and levels of service, as well as the Capital Facilities Plan. Prior to enacting Housing Action Plan strategies, the City would evaluate proposals such as part of the 2024 Comprehensive Plan update.

B. *Proposed measures to reduce or control direct impacts on public services, if any.*

This is a non-project and non-site-specific action and no measures are needed. Increases in demand for public safety services will occur gradually over time. New construction related to population and employment growth will be accompanied by increased assessed value and impact fees. New construction would also be required to provide adequate public facilities in accordance with City levels of service and capital facilities plan. The capital facilities plan is updated every six years and the Comprehensive Plan is updated every eight years.

16. UTILITIES

A. *Check utilities currently available at the site:*

- Electricity
 Natural gas
 Water
 Refuse service
 Telephone
 Sanitary sewer
 Septic system
 Other:

All of the City of Lynnwood is served by utilities.

Facilities	Description
	Lynnwood's water system includes approximately 168 miles of water mains, two pressure reducing stations, two reservoirs, one booster

Facilities	Description
Water	pump station and other related appurtenances. Alderwood Water & Wastewater District (AWWD) services portions of Lynnwood in the northeast and southeast.
Sewer (Wastewater)	Lynnwood’s wastewater system is comprised of approximately 100 miles of gravity pipe. These gravity lines are fed into six existing sewer lift stations which then pump into gravity interceptors, and eventually to the Wastewater Treatment Plant (WWTP) which is located on the Puget Sound. Alderwood Water & Wastewater District (AWWD) services portions of Lynnwood in the northeast and southeast.
Electrical Power	Provided by Snohomish County Public Utility District No. 1 (SNOPUD).
Telecommunications (Cable, Internet & Phone)	Several companies provide telecommunication services within Lynnwood, including AT&T, Comcast, DirecTV, Dish Network, Frontier FiOS, among others. Most major wireless service carriers are available within Lynnwood and are governed by the Washington Utilities and Transportation Commission (WUTC).
Solid Waste	Garbage and recycling services are provided by Waste Management NW for residents east of Highway 99, and by Republic Services for residents west of Highway 99. Snohomish County is the solid waste management planning authority for all jurisdictions within the County.

is a summary of the capital facilities and utilities providing service within the City of Lynnwood.

Exhibit 3. Utilities in Lynnwood, 2015

Facilities	Description
Water	Lynnwood’s water system includes approximately 168 miles of water mains, two pressure reducing stations, two reservoirs, one booster pump station and other related appurtenances. Alderwood Water & Wastewater District (AWWD) services portions of Lynnwood in the northeast and southeast.
Sewer (Wastewater)	Lynnwood’s wastewater system is comprised of approximately 100 miles of gravity pipe. These gravity lines are fed into six existing sewer lift stations which then pump into gravity interceptors, and eventually to the Wastewater Treatment Plant (WWTP) which is located on the Puget Sound. Alderwood Water & Wastewater

Facilities	Description
	District (AWWD) services portions of Lynnwood in the northeast and southeast.
Electrical Power	Provided by Snohomish County Public Utility District No. 1 (SNOPUD).
Telecommunications (Cable, Internet & Phone)	Several companies provide telecommunication services within Lynnwood, including AT&T, Comcast, DirecTV, Dish Network, Frontier FiOS, among others. Most major wireless service carriers are available within Lynnwood and are governed by the Washington Utilities and Transportation Commission (WUTC).
Solid Waste	Garbage and recycling services are provided by Waste Management NW for residents east of Highway 99, and by Republic Services for residents west of Highway 99. Snohomish County is the solid waste management planning authority for all jurisdictions within the County.

Source: Lynnwood Comprehensive Plan, 2015.

B. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity, which might be needed.

N/A – This is a non-project and non-site-specific action. Future development under current or future plans would be required to meet utility standards. Service providers are given an opportunity to review development applications through notices of application and future SEPA review procedures.

C. SIGNATURE

I/We certify that the information provided in this environmental checklist, including all submittals and attachments, is true and correct to the best of my/our knowledge. I understand that the lead agency is relying on them to make its decision.

Signature of Applicant/Agent:  Date: 2/16/2021

Please print name: Kristen Holdsworth, AICP

D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS

(do not use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

This is a non-project action that covers the entire city and is not site-specific. At this time no impacts are anticipated. Specific implementing actions will be further evaluated for impacts prior to adoption.

Proposed measures to avoid or reduce such increases are:

Future development will be required to obtain all relevant permits and be subject to development regulations in effect at the time of permit application.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

This is a non-project action that covers the entire city and is not site-specific. At this time no impacts are anticipated. Specific implementing actions will be further evaluated for impacts prior to adoption.

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

Future development will be required to obtain all relevant permits and be subject to development regulations in effect at the time of permit application.

3. How would the proposal be likely to deplete energy or natural resources?

This is a non-project action that covers the entire city and is not site-specific. At this time no impacts are anticipated. Specific implementing actions will be further evaluated for impacts prior to adoption.

Proposed measures to protect or conserve energy and natural resources are:

Future development will be required to obtain all relevant permits and be subject to development regulations in effect at the time of permit application.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild

and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, flood plains, or prime farmlands?

This is a non-project action that covers the entire city and is not site-specific. At this time no impacts are anticipated. Specific implementing actions will be further evaluated for impacts prior to adoption.

Proposed measures to protect such resources or to avoid or reduce impacts are:

Future development will be required to obtain all relevant permits and be subject to development regulations in effect at the time of permit application.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

As previously stated, Lynnwood's only land with Shoreline designation is the Wastewater Treatment Plant. No changes are proposed at this location.

This is a non-project action that covers the entire city and is not site-specific. At this time no impacts are anticipated. Specific implementing actions will be further evaluated for impacts prior to adoption.

Proposed measures to avoid or reduce shoreline and land use impacts are:

Future development will be required to obtain all relevant permits and be subject to development regulations in effect at the time of permit application.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Additional housing supply is likely to increase demands on transportation, public services, and utilities.

Proposed measures to reduce or respond to such demand(s) are:

Future development will be required to obtain all relevant permits and be subject to development regulations in effect at the time of permit application. Impact fees will be collected for new development. The city's overall needs will be reviewed as part of its Transportation Plan, Capital Facilities Plan, and Comprehensive Plan update.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

Conflicts are not anticipated. Strategies will not be implemented until further review. The Housing Action Plan supports local, state, and federal policy objectives to increase access to housing that is affordable. This plan is in alignment with the Lynnwood Comprehensive Plan, Countywide Planning Policies, State Growth Management Act and other applicable requirements.

CITY COUNCIL ITEM 90.3-B

**CITY OF LYNNWOOD
Parks, Recreation, & Cultural Arts**

TITLE: Briefing: Human Services Commission

DEPARTMENT CONTACT: Lynn D. Sordel

SUMMARY:

The Human Services Commission is pleased to provide a comprehensive briefing of its work accomplished over the past two years. Each commissioner will present an action item to be accomplished during FY 21-22. In addition, Chairman Chris Collier will present four additional items that represent future issues for the Commissioners, our valued community partners and staff to work through. Finally, Director Sordel will present current and future roles suggested for the City.

BACKGROUND:

The Human Services Commission is comprised of seven community members including five residents and two non-residents. One of the primary functions of the Commission was to create a strategic plan for human services. The presentation will provide the foundation of this plan, as the work accomplished to date has been productive and meaningful. There are over 15 community based organizations that have participated in the studies conducted with the Commission.

DOCUMENT ATTACHMENTS

Description:	Type:
PowerPoint Presentation	Backup Material



Human Services Briefing to Lynnwood City Council

City of Lynnwood Human Service Commission

May 10, 2021

Introductions

Commission Members

Chair: Chris Collier

Vice Chair: Vanessa Villavicencio

Pam Hurst

Michelle Reitan

Mary Anne Dillon

Kris Hildebrandt

Christine Thomas

Liaisons

City Council Member Ruth Ross

PRCA Director Lynn Sordel

Approaching the Work

Community Provider Information

Determining Outcomes

Developing a Community Vision
and the City's role





Steps to Understanding the City's Role

Spring 2019

The City of Lynnwood Human Service Commission initiated a Community Survey



Top five needs (moderate or strong need)

1. Free gathering spaces for the community (44%)
2. Affordable medical care (34%)
3. Affordable dental care (31%)
4. Accessing reliable transportation (28%)
5. Accessing medical care (27%)

From Human Service Survey, Spring 2019



Steps to Understanding the City's Role

November 2019

The City of Lynnwood Human Service Commission initiated a Social and Human Needs Survey



Key Partners

Community Health Centers of Snohomish County

Compass Health

Domestic Violence Services of Snohomish County

Edmonds Community College

Edmonds School District

Homage Senior Services

Korean Women's Association

Lahai Health

Latino Educational Training Institute

Medical Teams International

Premera

Project Access Northwest

SeaMar Community Health Center

Snohomish County Health District

South Snohomish County Fire and Rescue—EMS Division

Swedish Edmonds

Volunteers of America

YWCA

Verdant Health Commission



Steps to Understanding the City's Role

2020-Current

- Developing Strategies for 2021-22
 - Executive Summary from Dr. Robin Fenn's report
 - Reconvening of Key Partners
 - Analyze and Prioritizing Opportunity Areas



Community & Human Service Needs Current Opportunities

Commissioner Michelle Reitan

	FY 2021-22 Opportunities with Existing Resources	Who will be responsible for completing this?	By when?	How?	What current resources are being used (e.g., staff, funding, etc.?)
#1	Conduct regular partner meetings between COL and community service providers	Lynn Sordel	Winter 2020 In progress	Regular email communications and meeting time	Staff time

Community & Human Service Needs Current Opportunities

Commissioner Christine Thomas

	FY 2021-22 Opportunities with Existing Resources	Who will be responsible for completing this?	By when?	How?	What current resources are being used (e.g., staff, funding, etc.?)
#2	Outreach to South County municipalities and engage them with regular partner meetings	Misty Burke Mary-Anne Grafton	Spring 2021 In progress	Convening cities to discuss community & human Service priorities Invite to regular partner meetings	Staff time

Community & Human Service Needs Current Opportunities

Chair Chris Collier

	FY 2021-22 Opportunities with Existing Resources	Who will be responsible for completing this?	By when?	How?	What current resources are being used (e.g., staff, funding, etc.?)
#3	Create online provider directory for COL website	Mary-Anne Grafton Misty Burke	Summer 2021 Upcoming	Create a central directory including mission and website for unified access	Staff time

Community & Human Service needs Current Opportunities

Commissioner Mary Anne Dillon

	FY 2021-22 Opportunities with Existing Resources	Who will be responsible for completing this?	By when?	How?	What current resources are being used (e.g., staff, funding, etc.?)
#4	Develop and implement new community events focused on direct health and social services involving providers serving Lynnwood	PRCA Healthy Communities LPD Community Health & Safety	Fall 2021 Upcoming	Event programming in collaboration with community partners	Staff Time Sponsorships by local business and foundations

Community & Human Service Needs Current Opportunities

Vice Chair Vanessa Villavicencio

	FY 2021-22 Opportunities with Existing Resources	Who will be responsible for completing this?	By when?	How?	What current resources are being used (e.g., staff, funding, etc.?)
#5	Invite partners to HSC Commission and Joint Boards Meetings	Lynn Sordel Leah Jensen	Fall 2021 Upcoming	Send invitations	Staff Time

Community & Human Service Needs Current Opportunities

Commissioner Kris Hildebrandt

	FY 2021-22 Opportunities with Existing Resources	Who will be responsible for completing this?	By when?	How?	What current resources are being used (e.g., staff, funding, etc.?)
#6	Convene and facilitate listening sessions focused on community and human services to share information and legislative priorities.	Lynn Sordel	Summer 2022 Upcoming	Engage State legislators, City Council, JBCC, COL Mayor, staff, community members, business and partnering agencies	Staff time Convention Center Food & Beverage Sponsorships

Community & Human Service Needs Current Opportunities

Commissioner Pam Hurst

	FY 2021-22 Opportunities with Existing Resources	Who will be responsible for completing this?	By when?	How?	What current resources are being used (e.g., staff, funding, etc.?)
#7	Reimagine Fair on 44th to enhance health and safety service offerings at the event	PRCA Healthy Communities LPD Community Health & Safety	Fall 2022 Upcoming	Event coordination in collaboration with community partners	Staff Time Sponsorship funds; local business and foundations

Community & Human Service Needs Future Opportunities

Chair Chris Collier

	FY 2023-24 Opportunities	Who will be responsible for completing this?	By when?	How?	What future resources will be needed (e.g., staff, funding, etc.?)
#8	Consider hiring a Community & Human Services Coordinator	Lynn Sordel	TBD	Per Community and Human Services Plan	Necessary staff and funding to meet approved BFO outcomes

Community & Human Service Needs Future Opportunities

Chair Chris Collier

	FY 2023-24 Opportunities	Who will be responsible for completing this?	By when?	How?	What future resources will be needed (e.g., staff, funding, etc.?)
#9	Initiate marketing strategy sharing Community and Human Service Initiatives, partners & City strategies	Lynn Sordel	TBD	Per Community and Human Services Plan	Necessary staff and funding to meet approved BFO outcomes

Community & Human Service Needs Future Opportunities

Chair Collier

	FY 2023-24 Opportunities	Who will be responsible for completing this?	By when?	How?	What future resources will be needed (e.g., staff, funding, etc.?)
#10	Develop measurable health and social services objectives tied to the City of Lynnwood strategic plan and budgeting process	Lynn Sordel	TBD	Per Community and Human Services Plan	Necessary staff and funding to meet approved BFO outcomes.

Community & Human Service Needs Future Opportunities

Chair Chris Collier

	FY 2023-24 Opportunities	Who will be responsible for completing this?	By when?	How?	What future resources will be needed (e.g., staff, funding, etc.?)
#11	Develop evaluation tools assessing the efficacy and impact of health and social services activities in the community	Lynn Sordel	TBD	Per Community and Human Services Plan	Necessary staff and funding to meet approved BFO outcomes

Path
Forward

Current & Future Roles Suggested For the City of Lynnwood

Planners

Facilitators

Funders



Community & Human Services Mission and Vision

Mission: The City of Lynnwood creates a healthy community by creating and supporting programs and policies, ensuring people have equitable access to social, human and community needs.

Vision: All people in Lynnwood have access to the means to live healthy, vibrant lives.

Community Goals

Community members are safe, welcomed and included in social, civic, and economic life.

Individuals and families can meet their basic human needs.

People can access resources to achieve quality physical and mental well-being.

Children are healthy and ready to start school.

Youth are healthy, successful in school, and have a positive attachment to the community.

Older adults thrive in our age-friendly and supportive community.

Housing security is achieved for all.

Veterans' unique social and human service needs are recognized and supported in the community.

Scaffolding

Continue learning about the City and deepening understandings for community needs in FY 2023-24

Engage partners and the HSC in developing strategies for FY 2023-24

Act within the City's role to leverage resources for best outcomes

Build support structure for community providers within defined roles

CITY COUNCIL ITEM 90.3-B

CITY OF LYNNWOOD City Council

TITLE: Discussion: Interview questions for candidates

DEPARTMENT CONTACT: Council President George Hurst

SUMMARY:

President Hurst will lead a discussion about questions to ask at the upcoming interviews for the vacant council position.

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM 90.3-C

CITY OF LYNNWOOD Executive

TITLE: Update - Council Agenda Software Implementation

DEPARTMENT CONTACT: Karen Fitzthum, Interim City Clerk; Lisa Harrison, Council Executive Assistant

SUMMARY:

The Interim City Clerk is working to implement a new software tool for creating and publishing the City Council agenda. The current software Novus is out of date, and the new system, Peak Agenda, is in testing now.

The council will see a draft of agenda as well as a draft of minutes as they will look with the new system. We are soliciting feedback on the content and style and where possible incorporate that feedback into the system.

The schedule for implementation would provide the first agenda in Peak for the June 1st Work Session of the Council.

BACKGROUND:

A task group reviewed several alternatives to the existing software system and selected Peak agenda as the option with the best functions and ease of use. This system allows for better collaboration between staff on items where they share content, provides for tracking of roll call and votes during council meetings, and provides a module for generating minutes.

The public, media, and staff will be able to sign up to get an email alert when a new council agenda item is published if they choose.

FUNDING:

The cost of the subscription to this software is included in the 2021-2022 budget.

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM 100-A

**CITY OF LYNNWOOD
City Clerk**

TITLE: Scheduling Motion: Council Vacancy Special Meeting

DEPARTMENT CONTACT: Council President George Hurst

SUMMARY:

In order to take action on the vacancy process council needs a special business meeting on the subject.

DOCUMENT ATTACHMENTS

Description:

[scheduling motion](#)

Type:

Backup Material

**Maker of Motion:
Council President Chair George Hurst**

Scheduling Motion

Motion:

I move to schedule a Special Business Meeting on Monday May 17, 2021 immediately following the Work session via zoom. The purpose is to take action on the vacant Council position appointment process.

Seconded by _____

Passed/Failed _____

CITY COUNCIL ITEM 100-B

**CITY OF LYNNWOOD
Executive**

TITLE: Memo Regarding Sound Transit Realignment

SUMMARY:

The attached memo to City Council regarding Sound Transit Realignment.

DOCUMENT ATTACHMENTS

Description:	Type:
Memo Regarding Sound Transit Realignment	Memo

MEMORANDUM

Date: May 5, 2021
To: Lynnwood City Council
From: Mayor Nicola Smith
RE: Sound Transit Realignment Proposal

Dear Council,

I'm sure you are all aware, Sound Transit is facing financial challenges of lower revenues and higher costs. While light rail projects now under construction remain on track (ST2), the COVID-19 recession and rising real estate and construction costs have created major challenges for completing the voter-approved ST3 projects. Over the next several months, the Sound Transit Board will be working to create a plan to respond to these financial challenges. There is currently a public input process underway to gather feedback on the realignment process and we need Snohomish County input.

Along with my fellow Snohomish County Representatives of the Sound Transit Board, County Executive Dave Somers, and Everett City Council Member Paul Roberts, we are working hard to fight for our County's needs and priorities through the realignment process.

Last June, the Sound Transit Board adopted Board Policies M2020-36 and M2020-37 to address the realignment of the Sound Transit system based off core criteria. I wanted to provide you with a brief overview of the core criteria and process proposal submitted by your Snohomish County Board Members.

ST Realignment Proposal Based on Core Criteria

A proposal to address realignment of the Sound Transit (ST) system based on adopted Board Policies M2020-36 and M2020-37.

I. Core Criteria

The realignment criteria in M2020-36 include: Ridership Potential, Socio-Economic Equity, Connecting Centers and Completing the HCT Spine. These four core criteria are primary to realignment. They were identified as "core principles" in the original ST-3 plan. What is more, they are surrogates for responding to climate change, decarbonizing the Puget Sound region's transportation system, building infrastructure that provides alternatives to automobiles, and connecting the centers where future population and employment growth are planned. The other criteria contained in M2020-36 (Project Tenure, Outside Funding, Advancing Logically Beyond the Spine and Phasing Compatibility) represent logical extensions of these core criteria and also support completion of the spine.

The realignment information provided by ST staff in the Board's 12/20 "Briefing Book" and in presentations, show that the application of the core criteria favor completing the spine in terms of serving the most people, and connecting the region's centers. Completing the spine from Lynnwood to Everett, Federal Way to Tacoma and to Ballard all score well among all core criteria. The realignment process should proceed based on prioritizing these four core criteria.

II. Seek Additional Funding

Motion M2020-37 requests ST staff to develop realignment scenarios that seek additional funds from state and federal sources. The projects that score well based on prioritizing the core criteria provide a strong case - if not the strongest case - for funding. The core criteria are logical in terms of serving the greatest number of people, connecting the centers, and addressing social equity. The Biden Administration's Build Back Better infrastructure and climate initiatives will likely prioritize these same values for infrastructure funding.

MEMORANDUM

The core criteria also address potential funding from the State. They are consistent with the purpose of the enabling legislation creating Sound Transit.

Additional funding should be broadly interpreted to include funding from other sources, other jurisdictions and third parties, rather than from Sound Transit sources. A project that has additional funding may be considered for earlier advancement. Actively managing costs and risks should be prioritized to maximize limited resources.

III. Respond to the climate crisis

There is no more urgent matter facing society than responding to the climate crisis. A key element of this response requires the decarbonization of the transportation system. The time to accomplish this is consistent with the time frame contemplated for ST-3. The core criteria serve this purpose well, prioritizing ridership, connecting centers, socio-economic equity and the spine. Building the ST system provides alternatives to automobile transportation.

IV. Meet the needs of the region

The core criteria best meet the overall needs of the region. Building the spine connects the region as originally anticipated by the legislature in the creation of ST.

V. Prioritize the essential operational elements

The OMF North and South, Seattle Tunnel and 405 Bus Base are essential elements of the system and should be prioritized in the realignment process.

Recommendation: Prioritize the realignment process based on core criteria.

Sound Transit is building infrastructure for the next 100 years and beyond. The core criteria are the bones of the region's transportation system. Sound Transit should complete the initial mission for which it was created, and do so in a manner that recognizes the climate crisis we face, meeting the transportation needs of the greatest number of people in the region as soon as possible.