

**LYNNWOOD
CITY COUNCIL
Work Session**

Date: Monday, March 15, 2021

Time: 6:00 PM

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

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- | | | |
|---------|----------|---|
| 6:00 PM | A | Roll Call |
| 6:05 PM | B | Comments and Questions on Memo Items |
| 6:10 PM | C | Interview: Human Services Commission Applicant Christine Thomas |
| 6:20 PM | D | Briefing: City Center Update and Development Standards |
| 7:05 PM | E | Discussion: Special Event Permitting |
| 7:35 PM | F | Break |
| 7:45 PM | G | Briefing No. 2: Transportation, Pavement Preservation Program |
| 8:45 PM | H | Mayor Comments and Questions |
| 8:50 PM | I | Council Comments |
| 8:55 PM | J | Executive Session, If Needed |
- Adjourn

Memorandums for Future Agenda Items:

M-1 Construction Contract Award: 2021 Pavement Preservation Project

Memorandums for Your Information:

- FYI-1 FYI: Annual Report - PRCA Discount Fees/Promotions
- FYI-2 FYI: Parks & Recreation Board Annual Report
- FYI-3 FYI: Arts Commission Annual Report
- FYI-4 FYI: Human Services Commission Annual Report
- FYI-5 FYI: History & Heritage Board Annual Report

Contact: Executive Office (425) 670-5001

CITY COUNCIL ITEM A

**CITY OF LYNNWOOD
Executive**

TITLE: Roll Call

DEPARTMENT CONTACT: Leah Jensen

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM B

**CITY OF LYNNWOOD
Executive**

TITLE: Comments and Questions on Memo Items

DEPARTMENT CONTACT: Leah Jensen

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM C
CITY OF LYNNWOOD
Parks, Recreation, & Cultural Arts

TITLE: Interview: Human Services Commission Applicant Christine Thomas

DEPARTMENT CONTACT: Lynn D. Sordel

SUMMARY:

Position 4 of the Human Services Commission is currently vacant. The Mayor recommends Ms. Christine Thomas to fill the vacancy.

ACTION:

Interview Christine Thomas for position #4 of the Human Services Commission for a term expiring December 31, 2023.

BACKGROUND:

Ms. Thomas submitted her application on August 18, 2019, at a time when there were no vacancies on the Commission. She was interviewed by Director Sordel and the Mayor on February 22, 2021. Ms. Thomas attended meetings on February 12 and March 4.

Members of the Human Services Commission serve for three-year terms, per City ordinance.

The present status of the Human Services Commission is as follows:

Position 1-Vanessa Villavicencio-Term Expires December 31, 2022

Position 2-Kris Hildebrandt-Term Expires December 31, 2022

Position 3-Chris Collier-Term Expires December 31, 2023

Position 4-vacant-Term Expires December 31, 2023

Position 5-Pam Hurst-Term Expires December 31, 2023

Position 6-Michelle Reitan-Term Expires December 31, 2021

Position 7-Mary Anne Dillon-Term Expires December 31, 2021

ADMINISTRATION RECOMMENDATION:

Interview Christine Thomas.

DOCUMENT ATTACHMENTS

Description:

[Application](#)

Type:

Backup Material

BOARD & COMMISSION APPLICATION

Name: Christine Thomas

Address: [REDACTED]

City: Lynnwood State: WA Zip: 98036

Daytime Phone Number [REDACTED]

Secondary Phone Number: [REDACTED]

Email Address: [REDACTED]

Thank you for your interest in serving on a Lynnwood Board or Commission. Members of each of the panels are appointed for a specific period of time. Some panels may have a residency requirement. To help us get to know you and your interests better, please answer the questions that follow. Please feel free to use an attachment if you need more space than is provided. You may also submit a resume along with your application.

1. Are you a registered voter in the City of Lynnwood? Yes No
If no, are you registered to vote someplace else? Yes No
2. Please place a check next to the Board or Commission that you are interested in serving on. If you check more than one please prioritize.

- Arts Commission
- Civil Service Commission
- History & Heritage Board
- Human Services Commission
- Diversity, Equity & Inclusion Commission
- Park & Recreation Board
- Planning Commission
- Tourism Advisory Committee

3. Why do you want to serve in this position?

I want to be involved in the planning of human services in my community.



4. What do you perceive as the role of the Board or Commission in the community?

To find out what the true needs of the community are and to facilitate providing those services in the most efficient manner.

5. How would you represent the interests of the Community?

I would listen to what the community has to say about what their needs are and work to find the best solution.

6. What experience or education do you possess that you believe would be helpful?

I manage low income senior housing so I am aware of what their needs are. I have worked in affordable housing for many years.

7. What has been your experience with committees or boards in Lynnwood?
none

8. Is there anything else you would like to tell us?

I would like to serve the community and be a part of the process here in Lynnwood.

Please submit your application to:

Lynnwood City Hall
18900 44th Ave W, Lynnwood, WA 98036
jmoore@LynnwoodWA.gov | 425-670-5023

CITY COUNCIL ITEM D

CITY OF LYNNWOOD Economic Development

TITLE: Briefing: City Center Update and Development Standards

DEPARTMENT CONTACT: David Kleitsch, DBS Director; Karl Almgren, City Center Program Manager

SUMMARY:

This presentation provides an update regarding the potential to achieve the City Center Vision and the goals of the City Center Plan. The analysis addresses the development density that may be achieved within a planning time horizon of 2044, and the correlation to City Center development standards, environmental review, and the planned action ordinance. Information from this effort will support the Lynnwood Comprehensive Plan Update that has recently been initiated.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:

Should the adopted maximum development capacity of City Center be increased to attain the City Center Vision? Should the City Center Planned Action Ordinance be updated?

ACTION:

Receive a briefing and ask questions of staff.

BACKGROUND:

On February 1, 2021, City Council was briefed on the existing environmental thresholds, development regulations, and the massing study for the City Center. The analysis illustrates that the development density within the City Center is limited. This limitation conflicts with the Community Vision and the City Center Plan.

Attached to this agenda item is a staff memorandum and related documents that provides information regarding the City Center, the 2044 Massing Study, and a revised development scenario, 'Alternative C - Amended'.

PREVIOUS COUNCIL ACTIONS:

On February 1, 2021, City Council was briefed on the existing environmental thresholds, development regulations, and the massing study for the City Center.

KEY FEATURES AND VISION ALIGNMENT:

This item supports the Lynnwood Community Vision for developing a vibrant City Center which encourages a broad business base in sector, size and related employment; promotes high quality development; and promotes Lynnwood as an affordable place to live, work, and play. The City Center Plan and related documents serves to implement the Vision.

This items supports the Lynnwood Strategic Plan priorities: Priority 1 - Fulfill the Community Vision for the City Center and Lynnwood Link light rail; Priority 2 – Ensure financial stability and economic success; and Priority 5 - Pursue and maintain collaborative relationships and partnerships.

ADMINISTRATION RECOMMENDATION:

Receive a briefing regarding and ask questions of staff.

DOCUMENT ATTACHMENTS

Description:	Type:
Staff Report	Backup Material
Attachment 1: Massing Visuals of 2044 Massing Study	Backup Material
Attachment 2: City Center Level of Service Update March 8, 2021	Backup Material
Attachment 3: City Center Update and Developmetn Standards Update	Backup Material

MEMORANDUM

Date: March 3, 2021

To: Mayor Smith and City Council

From: Karl Almgren, City Center Program Manager

Subject: City Center and Development Standards Update

The City Center represents a significant component of the city’s economic development strategy to create a diversified and vibrant center. The Community Vision and Strategic Plan prioritizes the implementation of the City Center with the Lynnwood Link Extension. The City has continued to make strategic efforts to support attractive investments and fulfill the Community Vision.

On February 1st staff introduced the City Center Update and Development Standards item. This staff report provides an update to that introduction on the topics of:

- 2044 Massing Study
- Revised Development Scenario “Alternative C – Amended”

Additional follow up from questions from Council and Lynnwood Residents is included.

Background:

The City Center is a subarea of the designated Regional Growth Center. This designation structures growth strategies for housing and employment which implements the Lynnwood Comprehensive Plan. Work has begun on an update to the Lynnwood Comprehensive Plan for the planning horizon of 2044. The City Center and Development Standards Update is required to continue implementation of the Community Vision and align with the 2044 planning horizon.

On February 1st the Council was briefed on four key findings. This report will continue to add key findings.

Key Finding #1: The review by TSI [City’s Transportation Consultant] identified that 194th Street SW will not be required by 2035 based on development projections. Beyond 2035, it is likely that the street will be required to provide for better transportation circulation.

Key Finding #2: The Massing Study identified that the existing development capacity would likely lead to primarily low and mid-rise construction patterns if spread throughout City Center. If development was concentrated on fewer properties for mid- and high-rise construction, then the existing development regulations would prevent the remaining City Center area from redeveloping due to a cap of 9.1M SF total development (LMC

21.60.800). This is not consistent with the City Center Vision to promote mid- and high-rise construction throughout the sub-area.

Key Finding #3: The Planned Action Ordinance for housing is now obsolete. Currently, all housing units have been either constructed or under an approved project. This does not stop new housing from coming to the City Center, but any project would be required to be reviewed under SEPA and not the Planned Action Ordinance. The Planned Action Ordinance is a significant attractive element for developers as it provides higher predictability and certainty for project delivery. This is a cornerstone of conversations with investors and developers for City Center.

Key Finding #4: The Urban Land Institute (ULI) panel completed in December 2020 recommended providing amenities residents want to support attracting residents and investors to City Center. This includes a focus on what residents will likely be attracted to including quality public spaces, coffee shops, restaurants, and entertainment venues. This also includes residents who are seeking ways to engage their immediate neighborhood through walking or biking.

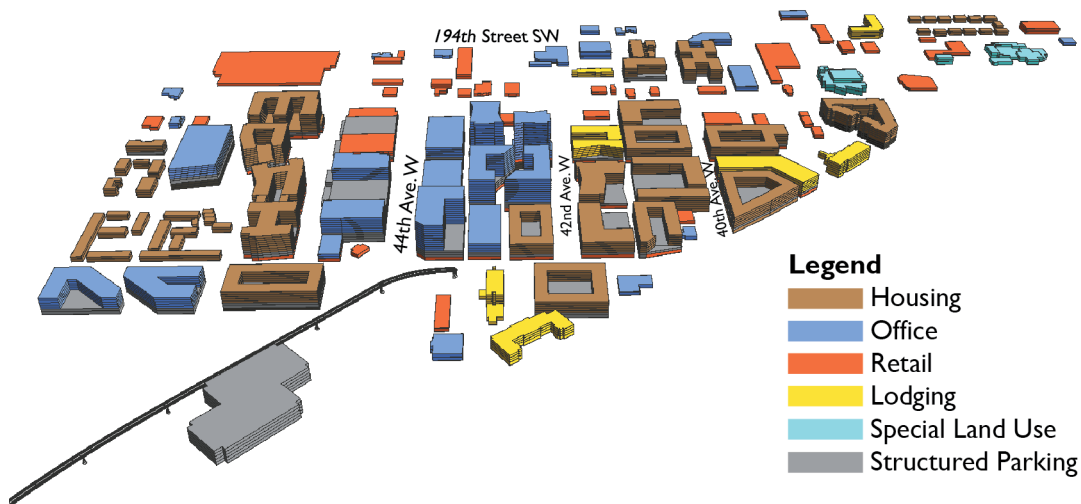
2044 Massing Study:

The Preferred Alternative massing study was a conceptual representation of 9.1 million square feet. This allocated development throughout the area regardless of existing uses with minor exceptions. A 2044 Massing Study revised the conceptual representation and applied development to specific locations based on intensities of current development.

The 2044 Massing Study was developed to redistribute the development capacity based on the following considerations:

1. 2044 is the planning horizon to coincide with the Comprehensive Plan update.
2. Regional housing demand will continue to drive investments and redevelopment.
3. Housing projects will develop as seven story buildings with structured parking.
4. Dwelling unit average sizes would be approximately 950 square feet, down from the City Center's assumption of 1,200 square feet per dwelling unit.
5. Office projects will develop at a variety of heights with structured parking.
6. Lodging is expanded as Lynnwood's central location and light rail service leverage more tourism opportunities.
7. Existing residential uses are not redeveloped.
8. Northline Village is fully developed.
9. Development projects were focused south of 196th Street SW for proximity to the Lynnwood Transit Center and Interurban Trail connectivity.
10. Retail tenant spaces average a depth of 70-feet at 60% the linear of the building frontage. Remainder of first floor would be for structured parking.
11. Alternative C's allowable development maximum of 12.3 million square feet was the development limit.

City Center - 2044 Massing Study



Note: Conceptual Visualization Only. The above massing study does not propose development on private property, nor does it limit development on private property. Properties not identified for redevelopment are still eligible for redevelopment in compliance with the Lynnwood Municipal Code.

Revised Development Scenario:

The 2044 Massing Study on the previous page allocates the land uses as follows:

		Final SEIS		2044
		'Preferred Scenario'	Alternative C	Massing Study
Land Use		Alternative B	Alternative C	'Alt. C – Amend.'
Non-Residential	Office	4.0M SF	6.0M SF	4.25M SF(1)
	Retail	1.5M SF	1.5M SF	1.5M SF
	Lodging(2)	NA	NA	850,000 SF
Residential	Housing	3,000 DU / 3.6M SF	4,000 DU / 4.8m SF	6,000 DU / 5.7M SF(3)
Total:		9.1M SF	12.3M SF	12.3M SF

SF – Square Feet; M SF – Million Square Feet; DU – Dwelling Unit

(1) Office use includes institutional uses.

(2) Lodging was added as a land use to distinguish from residential and non-residential uses.

(3) Dwelling units reduced from 1,200 SF per DU to 950 SF per DU based existing and currently planned construction of multifamily gross floor area.

The 2044 Massing Study amends Alternative C to allocate additional development of housing, lodging, and institutional uses. These new allocations come from the increased development of office from Alternative B to Alternative C. Alternative C – Amended would be incorporated into a revised Planned Action Ordinance for all development opportunities. This update can better position the City Center for investment.

New - Key Finding #5: Alternative C – Amended totaling 12.3 million square feet with can develop a City Center environment within the planning horizon of 2044. Additional development opportunities exist beyond 2044, though have not been evaluated.

To amend the Planned Action Ordinance, the City must verify the existing mitigation projects are adequate. This development scenario has been reviewed by the City’s transportation consultant, TSI. The attached memo identifies that the development scenario is within the City’s requirements for concurrency and level of service with the completion of the planned transportation mitigation projects. Additional review is still necessary to verify other impacts such as parks, utilities, and other topics are still adequate.

New - Key Finding #6: The existing planned transportation mitigation projects are adequate for Alternative C – Amended.

Additional Follow Up Since February 1st

On February 1st, Councilmembers and Lynnwood residents provided some questions regarding office uses, and the future grid street network.

What is the future grid street network?

The City Center includes a future grid street network that will reduce block size, improve connectivity, and provide for pedestrian mobility. This includes opportunities for pedestrian links as proposed with Lynnwood 40th. Some of these grid streets will be capital projects (42nd Avenue West) and some will be done concurrent with private redevelopment.

How would Fred Meyer be impact by new streets?

Redevelopment of Fred Meyer will be a private project like Northline Village. The private project would likely require internal circulation complementing a grid street pattern.

Are there any alternatives to 194th Street SW?

194th Street SW provides a new street to facilitate east-west movement from City Center to 33rd Avenue West. Without this connection, east-west demand will shift to other areas and may impact the level of service of the existing roadways. The City’s transportation consultant recommends 194th Street SW as the preferred option, but identified the following alternatives:

- Widen 196th Street SW again following completion of the current project.
- Widen 188th Street SW and disrupt single-family homes in the area. 188th Street SW effectiveness may be less due to out of direction travel required.
- New east-west roadway between 194th Street and 188th Street in existing single-family residential neighborhoods.

New - Key Finding #7: Alternatives to 194th Street SW are limited without impacting other surrounding areas.

New - Key Finding #8: 194th Street SW is required for Alternative B or Alternative C – Amended with a 2044 planning horizon.

Should we consider going higher than 12.3 million square feet?

The Alternative C – Amended allocates development to approximately 50% of the developable City Center land area. This level of development and intensity is sufficient for the 2044 planning horizon. Should development become foreseeable to exceed 12.3 million square feet, the City could reconsider the development scenario at that time.

What is the strategy for office development?

For nearly 20 years, the development of new multi-story office space in Puget Sound has been concentrated in two areas, Bellevue and Seattle. This trend is a result of rent revenue sustaining the cost of development. Outside of these market locations, the rent revenue and costs of development are out of balance. This factor has limited speculative office development in suburban markets.

The costs to develop an office project in Bellevue, Seattle, or Lynnwood are similar. The project will use comparable architecture, engineering, and construction firms to deliver the project. However, the difference in land values of these areas is compensated by the significant increase in rent value. This is the supports development in Seattle or Bellevue, but not Lynnwood.

Lynnwood is limited on the ability to address regional market impacts and substantially drive down the cost of development. However, the City can better its investment position compared to other communities. By continuing to plan for and build infrastructure for office development, Lynnwood can become an attractive location for employers. One method is to leverage the existing and future investments to establish a critical mass of new development. This will better suit office investments as companies look to areas with high access, trained workforce, and available area for development.

New - Key Finding #9: Leveraging existing development demand will better define the City Center as a place and attract employers.

The following four point office development strategy is summarized from previous studies and reports on the City Center:

1. Attract the Millennial demographic and workforce.¹
2. Solidify vision and planning fundamentals.²
3. Attract investors and developers through a setting that makes both the company and employee feel invited in a business/family friendly environment.¹
4. Be a municipal leader in reducing regulations and create an even more expedited process for permitting.³

Next Steps:

City Staff is seeking input from City Council on the 2044 Massing Study and Alternative C – Amended.

On March 25, 2021, City Staff will provide a City Center update to the Planning Commission.

Document Attachments:

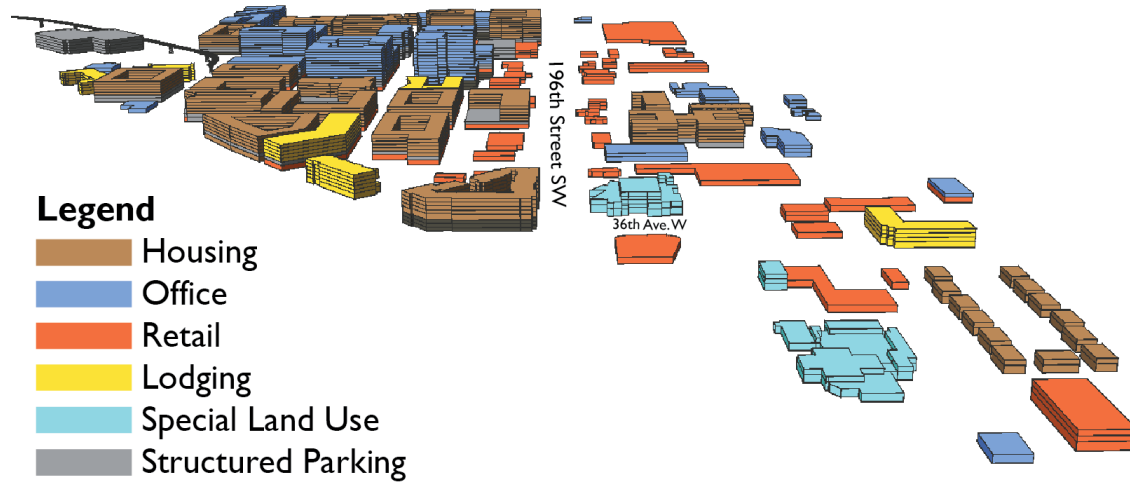
1. Massing Visuals of 2044 Massing Study
2. City Center Level of Service Update March 8, 2021
3. Staff Presentation

¹ CBRE, Lynnwood Office Market Overview (informal report), 2019.

² Urban Land Institute, 10 Minute Walk National Study Visit, 2020.

³ Smart Growth America, National Resources & Technical Assistance for Transit-Oriented Development, 2016.

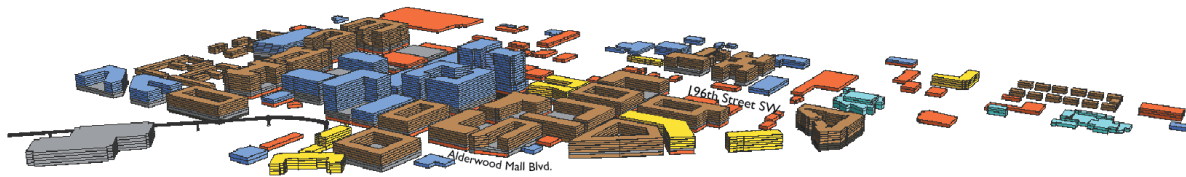
2044 Massing Study Viewing West Along 196th Street SW



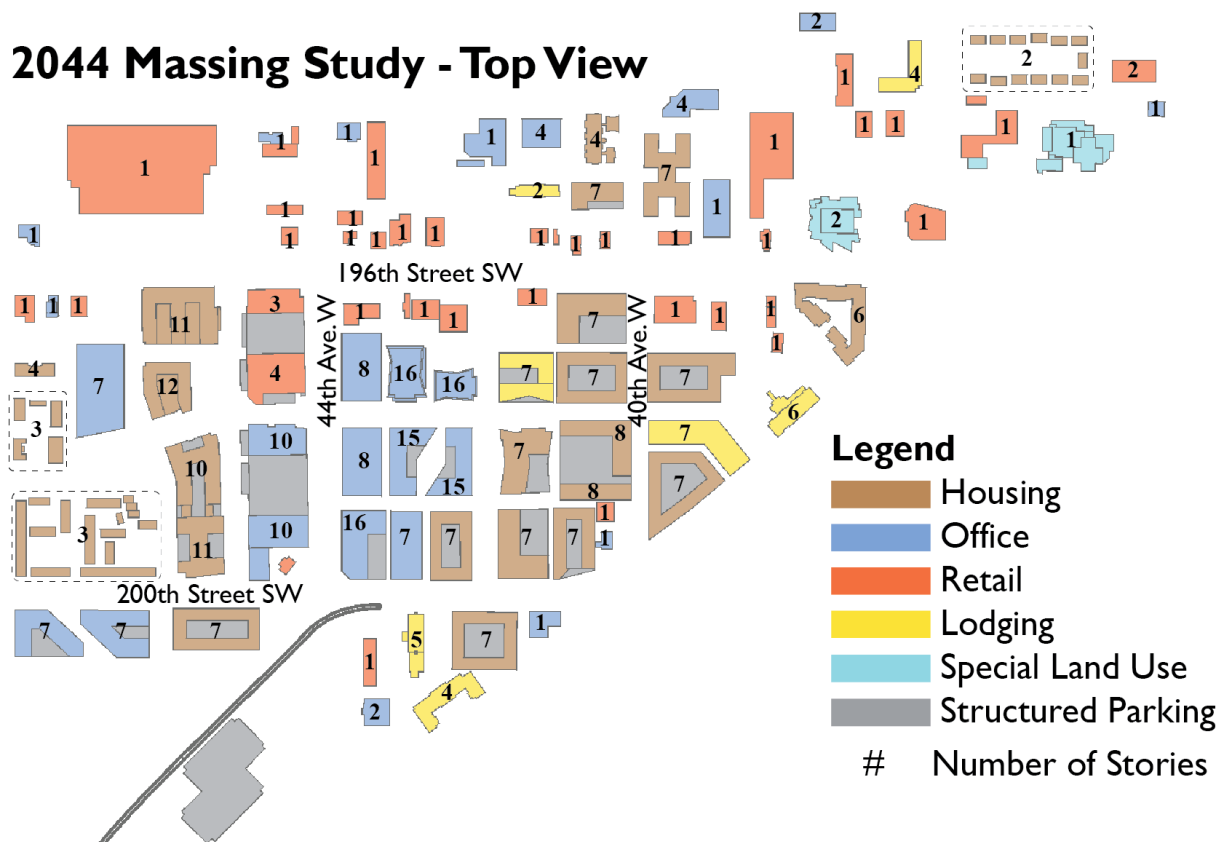
2044 Massing Study Viewing East Along 196th Street SW



2044 Massing Study - Viewing Northwest from I-5



2044 Massing Study - Top View



March 8, 2021

TO: Karl Almgren, AICP
City of Lynnwood

FROM: Andrew Bratlien, PE

SUBJECT: City Center Level of Service Update

This memorandum documents the travel demand and intersection operations analyses performed for the Lynnwood City Center EIS amendment.

BACKGROUND

The City of Lynnwood is evaluating an amendment to the 2004 Final Supplemental Environmental Impact Statement for the Lynnwood City Center Sub-Area Plan. The amendment would increase the residential development forecast for the City Center subarea to include an additional 2,667 dwelling units relative to the current Preferred Alternative. The purpose of this analysis is to identify any new transportation concurrency deficiencies and capital improvement projects which would be required to maintain City of Lynnwood transportation concurrency standards under the amended City Center development forecast.

SCENARIO DEVELOPMENT

Travel demand and intersection LOS were evaluated for four scenarios, including two 2044 City Center development alternatives and two 194th St SW improvement alternatives:

1. 2044 Alternative B SEIS “Preferred Alternative” without 194th St SW Extension
2. 2044 Alternative B SEIS “Preferred Alternative” with 194th St SW Extension
3. 2044 Alternative C - Amended without 194th St SW Extension
4. 2044 Alternative C - Amended with 194th St SW Extension

Land use and transportation network improvement assumptions for each scenario are described below.

LAND USE FORECASTS

The Final Supplemental EIS (SEIS) identified three development alternatives. The SEIS Alternative B “Preferred Alternative” included a total of 9.1 million square feet (sf) of City Center development, including 4M sf office space, 1.5M sf retail space, and 3,000 multifamily dwelling units. SEIS Alternative C represented a higher-intensity development forecast of 12.3 M sf, including 6M sf office space, 1.5M sf retail space, and 4,000 dwelling units.

City staff developed an “Alternative C - Amended” City Center development forecast which maintains the overall 12.3M sf capacity of Alternative C while increasing residential development capacity. Alternative C - Amended includes 4M sf office space, 1.5M sf retail space, 850,000 sf lodging, 250,000 sf institutional development, and a total of 6,000 multifamily dwelling units. This represents an increase of 3,000 multifamily units relative to Alternative B. The Final SEIS and modified development scenarios are summarized in **Table 1**.

Table 1. Summary of City Center Development Scenarios

Land Use		Final SEIS		Alternative C - Amended
		"Preferred Alternative" Alternative B	Alternative C	
Non-Residential	Office	4.0M SF	6.0M SF	4.0M SF
	Retail	1.5M SF	1.5M SF	1.5M SF
	Lodging	NA	NA	850,000 SF
	Institutional	NA	NA	250,000 SF
Residential	Multifamily	3,000 DU / 3.6M SF	4,000 DU / 4.8M SF	6,000 DU / 5.7M SF
Total		9.1M SF		12.3M SF

SF: square feet gross floor area; M SF: million square feet; DU: dwelling units

*Dwelling unit size was reduced from 1,200 SF/DU to 950 SF/DU based on existing and currently planned construction patterns

This analysis assumed full buildout of the City Center subarea by 2044. Citywide growth outside City Center was modeled according to the Lynnwood Comprehensive Plan land use forecast which reflects a 2035 analysis horizon. This approach was consistent with the Transportation Element and Land Use Element of the Comprehensive Plan.

Regional land use external to the City of Lynnwood was modeled according to Puget Sound Regional Council (PSRC) Land Use Vision 2 growth allocations for the areas surrounding Lynnwood. Regional growth forecasts were based on PSRC 2035 targets and linearly extrapolated to year 2044.

TRANSPORTATION NETWORK IMPROVEMENTS

The Lynnwood Comprehensive Plan identifies transportation capacity improvement projects which are anticipated to be needed to meet growing travel demand. This analysis assumed completion of the improvement projects shown in **Table 2** for all future scenarios.

Table 2. Baseline Transportation Improvement Projects

ID	Location	Improvement
<i>Comprehensive Plan Table T-7</i>		
1	36 th Avenue W from 164 th St to SR 99	Street widening
2	36 th Avenue W from Maple Rd to 164 th St SW	Street widening
5	Poplar Way from 196 th St SW to AMB	New bridge
6	52 nd Avenue W from 168 th St SW to 172 nd St SW	Street widening
7	204 th St SW from 68 th Ave W to SR 99	New extension
8	196 th St SW from 36 th Ave W to 48 th Ave W	Street widening
9	AMP & 182 nd Street SW	RIRO access control
12	36 th Avenue W & Maple Road	New traffic signal
14	33 rd Avenue W & Costco N Access	New traffic signal
17	196 th Street SW & Poplar Bridge	Prohibit EB LT
18	176 th Street SW & 52 nd Avenue W	New roundabout
19	188 th Street SW & 48 th Avenue W	New traffic signal
20	SR 99 & 204 th Street SW	New traffic signal
21	212 th Street SW & 66 th Avenue W	New roundabout
<i>Comprehensive Plan Table T-9</i>		
3	33 rd Avenue W from 33 rd Ave W to 184 th St SW	New extension
4	200 th Street SW from 64 th Ave W to 48 th Ave W	Street widening
6	42 nd Ave W from 194 th St SW to 44 th Ave W	New street



ID	Location	Improvement
7	45 th Ave W from 196 th St SW to 200 th St 198 th St SW from 45 th Ave W to 40 th Ave W	New private streets (City Center)
8	44 th Ave from I-5 to 194 th St	Street widening
9	200 th St SW from 40 th Ave W to 48 th Ave W	Street widening
12	194 th Street SW & 33 rd Avenue W	New traffic signal
13	194 th Street SW & 36 th Avenue W	New traffic signal
14	194 th Street SW & 40 th Avenue W	New traffic signal
15	42 nd Avenue W & 194 th Street SW	New traffic signal
16	194 th Street SW & 48 th Avenue W	New traffic signal
17	42 nd Avenue W & 196 th Street SW	New traffic signal
18	196 th Street SW & 50 th Avenue W	New traffic signal
19	198 th Street SW & 40 th Avenue W	New traffic signal
20	198 th Street SW & 44 th Avenue W	New traffic signal
21	42 nd Avenue W & 200 th Street SW	New traffic signal
22	44 th Avenue W & 200 th Street SW	New WB LT lane
-	Alderwood Mall Boulevard & 28 th Avenue W	New traffic signal

The Transportation Element of the Comprehensive Plan identifies the 194th St SW extension as a planned long-range (2035) improvement project. In addition to maintaining minimum LOS standards, based on the Comprehensive Plan travel demand and intersection LOS forecast, the project is intended to improve circulation, property access, and nonmotorized connectivity in the City Center subarea.

A 2017 pre-design study evaluated ten improvement alternatives and four different alignments for the 194th Street Extension. The study indicated flexibility regarding the year of construction for the street extension. However, if development density is increased or the rate of development accelerates, that flexibility will likely diminish.

This analysis evaluated the preferred alignment of the 194th Street SW extension for the 2044 Alternative B and 2044 Alternative C - Amended development forecasts.

Transit Usage

The Lynnwood citywide travel demand model was updated to include mode split consideration for the City Center Link light rail (LRT) station, which is scheduled to open in 2024, and the Sound Transit I-405 Bust Rapid Transit (BRT) service, which is scheduled to begin in 2025.

Transit-oriented development (TOD) near high-frequency transit service has been demonstrated to reduce vehicle trip generation by 37.4% in Redmond (R. Ewing et al. 2017). The *Trip Generation for Smart Growth* (SANDAG 2010) report documented a reduction in vehicle trip generation of between 5% and 50% for transit-oriented development, with an average trip generation reduction of 24%.

Vehicle trip generation reductions were applied to Transportation Analysis Zones (TAZs) in the vicinity of the Lynnwood Link station. Trip generation reductions ranged from 30% in the TAZs nearest the transit station to 5% in City Center TAZs to the north of 196th St SW or to the east of 40th Avenue W. This resulted in a total reduction of 1,040 PM peak hour vehicle trips relative to no vehicle trip generation reduction.

LEVEL OF SERVICE

Level of Service Definition

Level of service (LOS) is a qualitative description of the operating performance of an element of transportation infrastructure such as a roadway or an intersection. LOS is typically expressed as a letter score from LOS A, representing free flow conditions with minimal delays, to LOS F, representing breakdown flow with high delays. Intersection LOS is based on the average delay experienced by a vehicle traveling through an intersection. Delay at a signalized intersection can be caused by waiting for the signal or waiting for the queue ahead to clear the signal. Delay at roundabouts and stop-controlled intersections is caused by waiting for a gap in traffic or waiting for a queue to clear the intersection or roundabout.

Per City of Lynnwood policy, delay for signalized and stop-controlled intersections was calculated in Synchro 9 software using Highway Capacity Manual 2010 (HCM2010) methodology. Roundabout delay was calculated in Sidra 7 software using the Sidra capacity model, per WSDOT Sidra policy guidelines. This analysis used a signalized ideal saturation flow rate of 1,900 vehicles per hour per lane (vphpl), consistent with the Lynnwood Comprehensive Plan intersection LOS analysis.

Intersection level of service delay thresholds are summarized in **Table 3**. For signalized and all-way stop controlled intersections, level of service thresholds are based upon average control delay for all entering vehicles. For minor-approach-only stop controlled intersections, delay is reported for the movement with the worst (highest) delay.

Table 3. Intersection Level of Service Thresholds

LOS	Signalized and Roundabout Delay (sec/veh)	Unsignalized Delay (sec/veh)
A	≤10	≤10
B	>10 – 20	>10 – 15
C	>20 – 35	>15 – 25
D	>35 – 55	>25 – 35
E	>55 – 80	>35 – 50
F	>80	>50

Level of Service Policy

Lynnwood Municipal Code (LMC) 12.22.090 defines Level of Service Standards as shown in **Table 4**. State routes within city limits include SR 99 and SR 524 (196th St SW). Per LMC 12.22.090, concurrency failure occurs when 20 percent of signalized intersections citywide operate below their respective LOS standards.

Table 4. Minimum LOS Standards

Facility Type	Minimum LOS Standard
State Highways	LOS E/Mitigated ¹
City Center Arterials	LOS E
Non-City Center Arterials	LOS D
Local Streets	LOS C

¹Congestion should be mitigated (such as transit) when PM peak hour LOS falls below E.

Level of Service Results

Intersection LOS results are summarized in **Table 5** for each of the tested scenarios. LOS results for all signalized intersections are attached.

Table 5. Minimum LOS Standards

Development Scenario	Network Scenario	Signalized Intersection LOS Deficiencies		Passes Concurrency?
		Number	Percent	
2044 PM Alternative B	w/o 194 th St	16	21%	No
2044 PM Alternative B	w/ 194 th St	12	15%	Yes
2044 PM Alternative C - Amended	w/o 194 th St	17	23%	No
2044 PM Alternative C - Amended	w/ 194 th St	12	15%	Yes

In Alternative B without the 194th St SW extension, a total of 16 signalized intersections (21%) will operate below minimum LOS, triggering the 20 percent transportation concurrency failure threshold. The construction of the 194th St SW extension will mitigate LOS deficiencies at four signalized intersections, reducing the total signalized LOS deficiencies to 15% of the citywide total. The 194th St SW extension project is required to satisfy transportation concurrency.

In Alternative C - Amended without 194th St SW, a total of 17 signalized intersections (23%) will operate below the minimum LOS standard, triggering the 20 percent transportation concurrency failure threshold. The 194th St SW extension will mitigate LOS deficiencies at five signalized intersections, reducing the total signalized LOS deficiencies to 15% of the citywide total and satisfying the concurrency standard. The 194th St SW extension project is required to satisfy transportation concurrency.

194TH ST SW ALTERNATIVES

The 194th St extension project will provide a new east-west route through City Center, relieving demand and preserving mobility on adjacent parallel east west routes while also improving property access along the corridor. This analysis supports the findings of previous studies which have indicated that the 194th St SW extension is necessary to maintain minimum LOS standards and City Center mobility concurrent with City Center subarea buildout.

Several alternatives to the 194th St extension have been considered:

- **196th Street SW** is programmed for widening to include a 7-lane section with Business Access and Transit (BAT) lanes. To provide similar east-west capacity to the 194th St SW extension, 196th SW would likely require a 9-lane section. This would be undesirable for several reasons, including right-of-way constraints, nonmotorized accessibility, safety considerations, and a reduced sense of place for the City Center subarea.
- **188th Street SW** is a 4-5 lane major collector located approximately 1,900 feet to the north of 194th St SW. 188th St SW terminates at the Alderwood Mall entrance to the east of 33rd Ave W.
 - 188th St SW provides direct access to single-family residential development between 44th Ave W and 36th Ave W. To provide similar capacity benefits to a 194th St SW extension, the roadway would require widening to a 7-lane section. This would require right-of-way

acquisition from multiple property owners and would result in significant disruption to single-family homes in the area.

- The location of 188th St SW to the north of City Center limits the roadway's effectiveness as a possible east-west alternative route for City Center demand. Drivers would be less likely to use 188th St as an alternative to 196th St due to the out-of-direction travel required to reach the street. This alternative is not recommended.
- **Other east-west streets** between 194th St SW and 188th St SW are functionally classified local streets serving single-family residential neighborhoods. Increasing capacity on these routes would be inconsistent with the City's functional classification plan, and significantly impact livability in these neighborhoods and is not recommended.

The 194th Street SW extension is the preferred option for improving east-west mobility and connectivity through City Center.

FINDINGS

The analysis indicated that the 194th St SW extension project will be required to support full buildout of the City Center Alternative B and Alternative C - Amended development forecasts. This finding assumes construction of the transportation improvement projects identified in Table 2, which are consistent with the Lynnwood Comprehensive Plan.



LYNNWOOD
WASHINGTON

A great deal more

*City Center Update and
Development Standards*
City Council
March 15, 2021

*David Kleitsch, Development & Business Services Director
Karl Almgren, City Center Program Manager*

D-17



Agenda:

- Recap of February 1st
- 2044 Massing Study
- Revised Development Scenario
- Follow Up from February 1st
- Next Steps



February 1st Recap

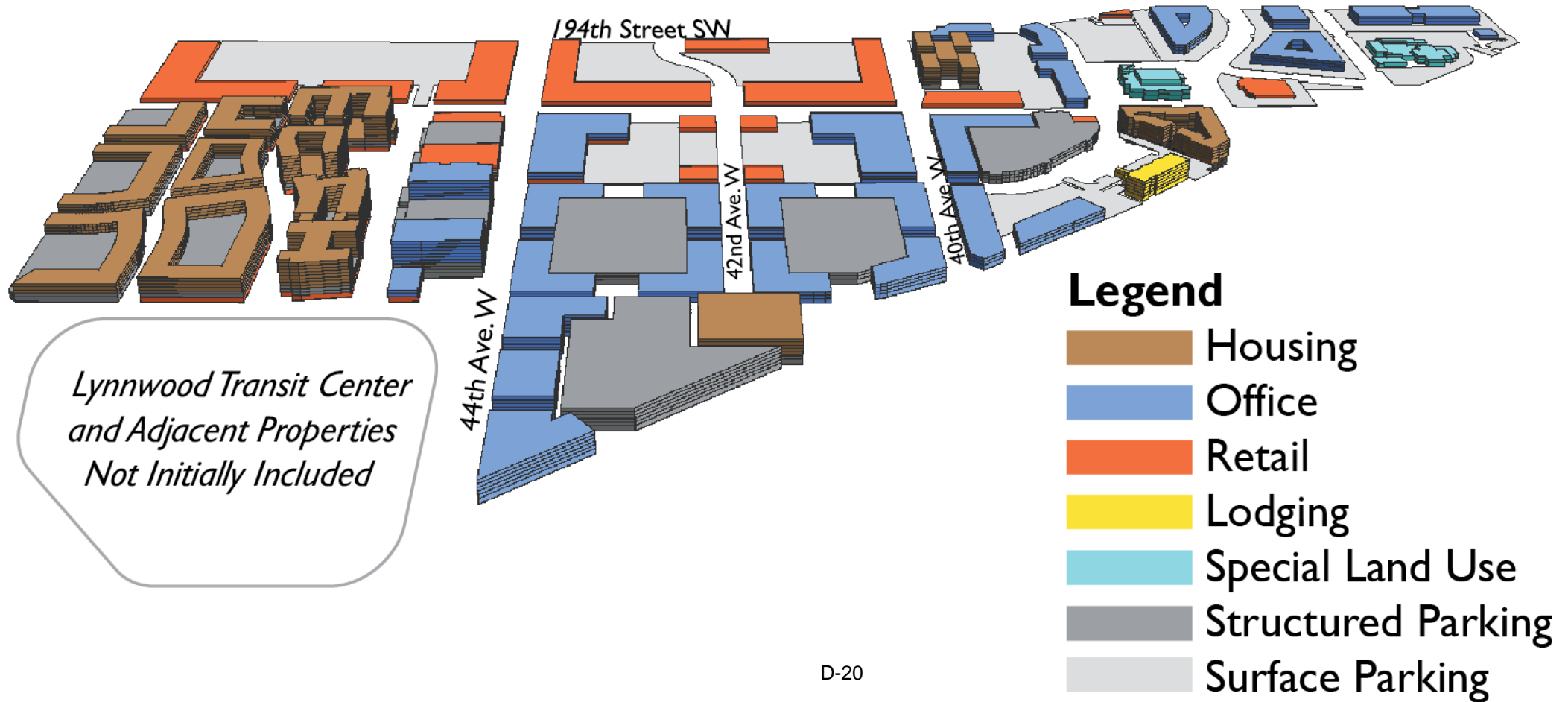
Key Findings

1. 194th Recommended as Long-Range Project, not required by 2035
2. Development Capacity Leads to Low- and Mid-Rise Construction Patterns.
3. Planned Action Ordinance (PAO) for Housing is Obsolete. Marketability for City Center Investments Decreased.
4. Provide Amenities Residents Want, to Support Attracting Residents and Investors to the City Center. Residents are seeking ways to engage their neighborhood through walking or biking.



Massing Study

City Center Model - 3D View



D-20

Comprehensive Planning

Growth Management Act

- Adoption by June 30, 2024
- 2044 Planning Horizon
- Regional Growth Center
 - City Center Subarea Plan

Strategies for Continued Implementation

- EIS/Planned Action Ordinance

June 22, 2015

CITY OF LYNNWOOD
WASHINGTON

Comprehensive Plan

D-21



Part 1: Recap Of February 1st

Part 2: 2044 Massing Study & Development Scenario

Part 3: Follow Up



2044 Massing Study

Considerations:

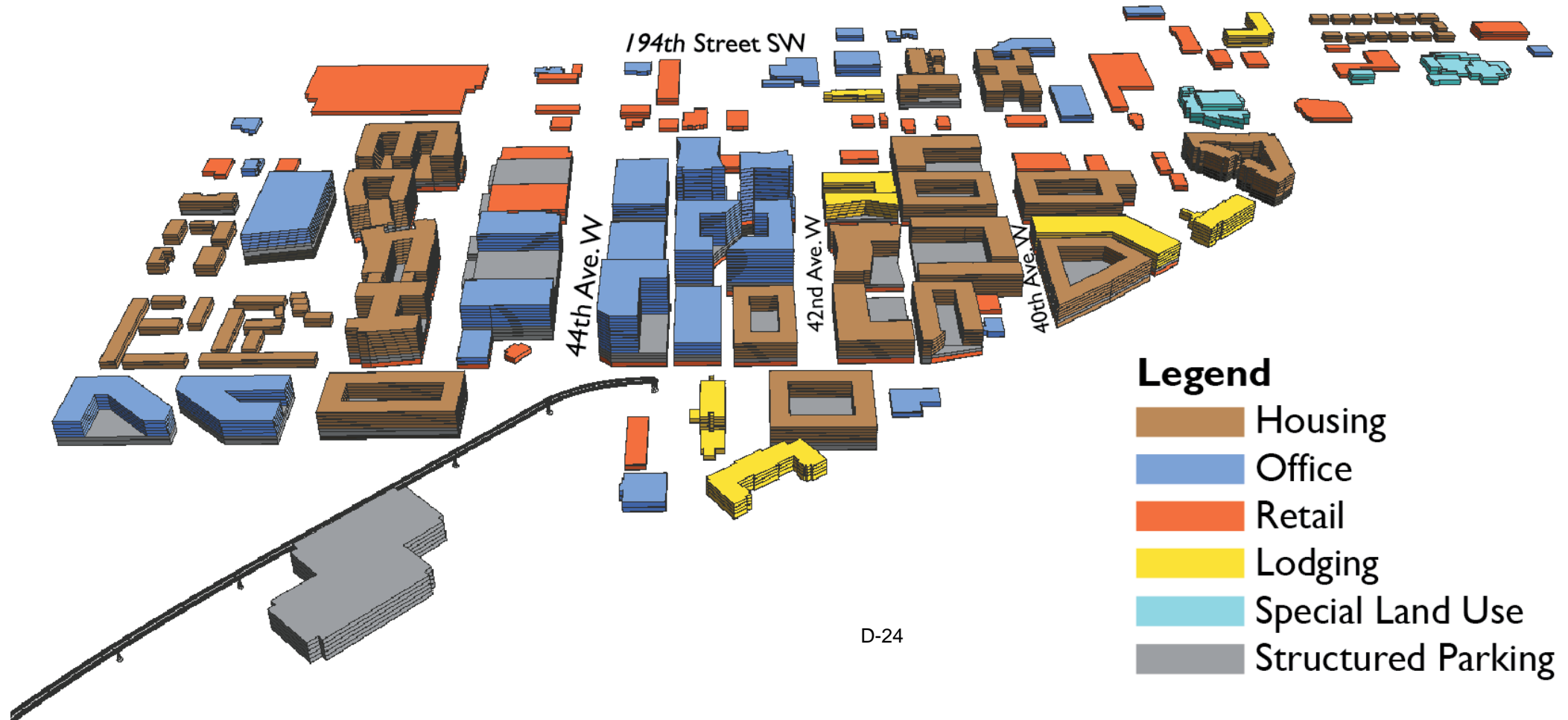
Timeline	Development Capacity	Locations	Existing Development	Scale	Land Uses
2044 Planning Horizon	12.3M SF	Proximity to City Center Station	Northline Village Complete Residential Remains	7-Stories with structured parking Smaller Size Dwelling Units Office Heights Vary Retail Assumptions	Housing Continues Lodging Expands Office Develops Retail Street frontage

D-23



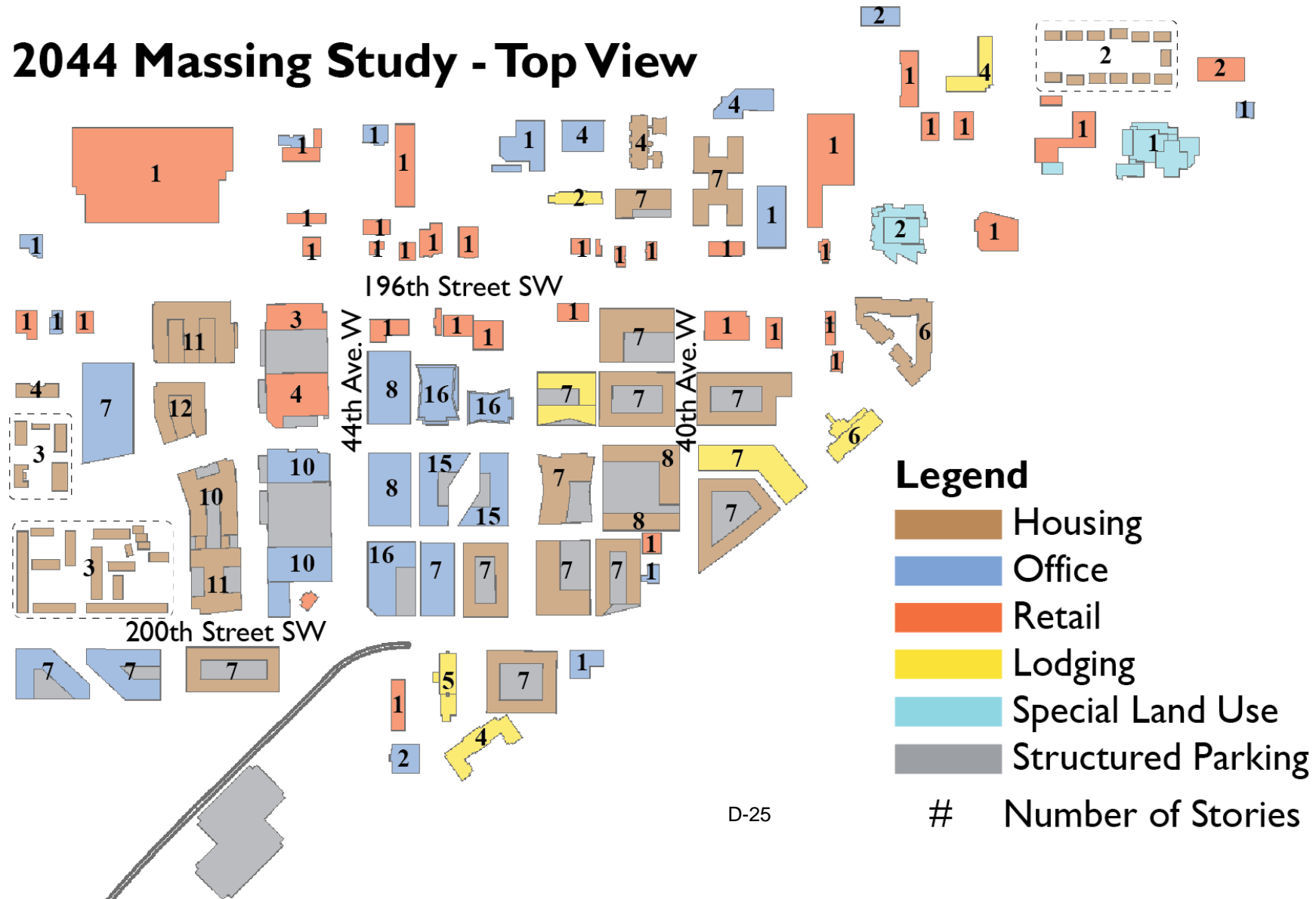
Massing Study

City Center - 2044 Massing Study





Massing Study

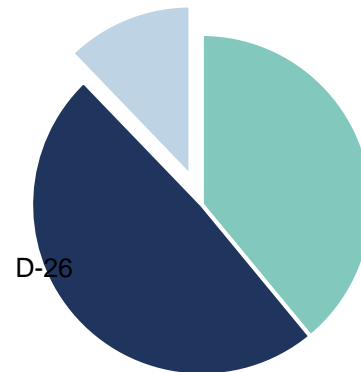
2044 Massing Study - Top View



Revised Development Scenario

City Center Development Alternatives (Alt.)

	Alt. B "Preferred Alt." - Medium Intensity	Alt. C - High Intensity	Alt. C - Amended
Residential Dwelling Units	3,000	4,000	6,000
Residential SF 	3,600,000 SF	4,800,000 SF	5,700,000 SF
Office SF 	4,000,000 SF	6,000,000 SF	4,250,000 SF
Retail SF 	1,500,000 SF	1,500,000 SF	1,500,000 SF
Lodging SF 	-	-	850,000 SF
Total SF	9,100,000 SF	12,300,000 SF	12,300,000 SF





New - Key Finding #5:

- Alternative C – Amended of 12.3M SF can develop a City Center within planning horizon of 2044.



Planned Action Ordinance

Existing Mitigation Projects

- Verify if Projects are Adequate
 - Utilities
 - Parks and Open Space

Transportation

- Initial Review Completed
- Existing Planned Mitigation is Adequate for Level of Service.



Photo by [Nabeel Syed](#) on [Unsplash](#)





New - Key Finding #6:

- The existing planned transportation mitigation projects are adequate for Alternative C – Amended.



Part 1: Recap Of February 1st

Part 2: 2044 Massing Study & Development Scenario

Part 3: Follow Up



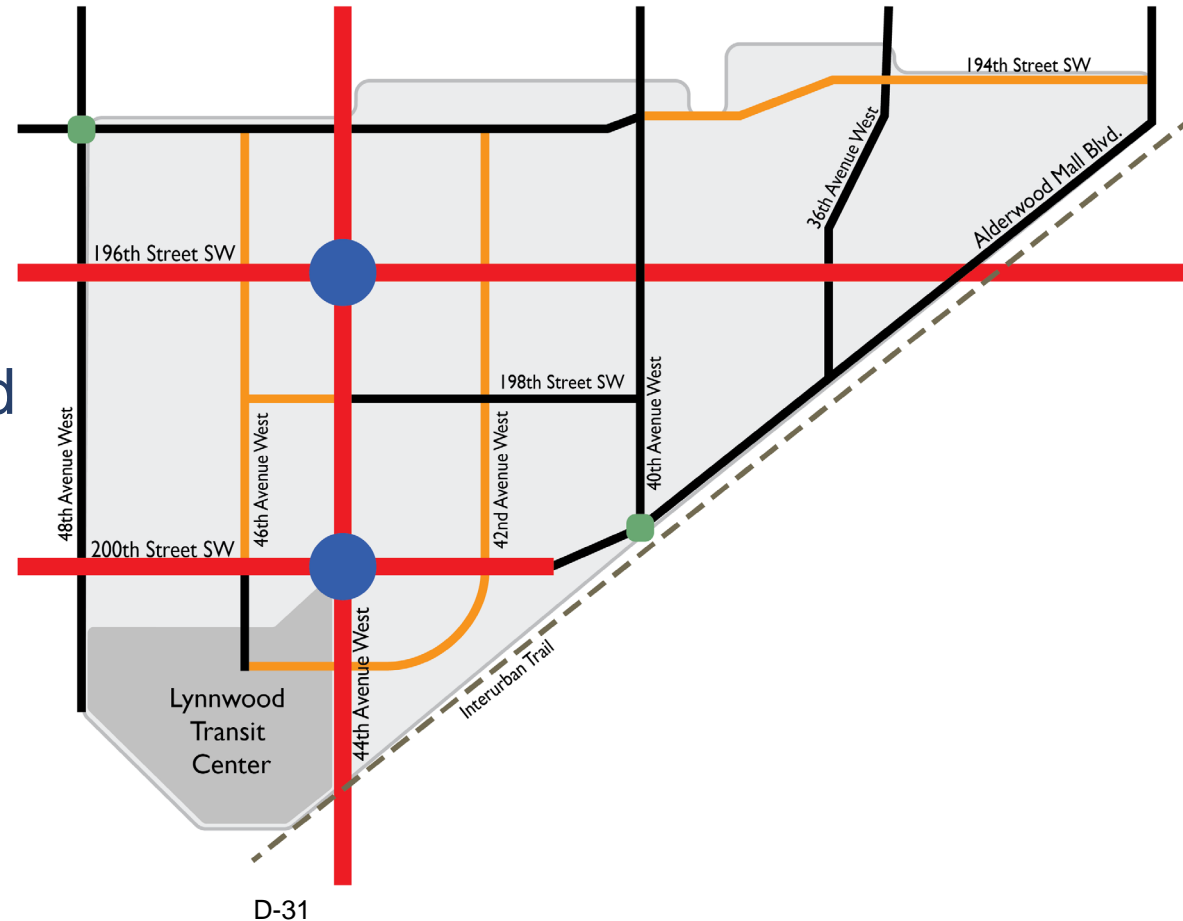
Follow Up Since February 1st

Future Grid Street Network

- Vehicle and Pedestrian Connectivity

Fred Meyer Property

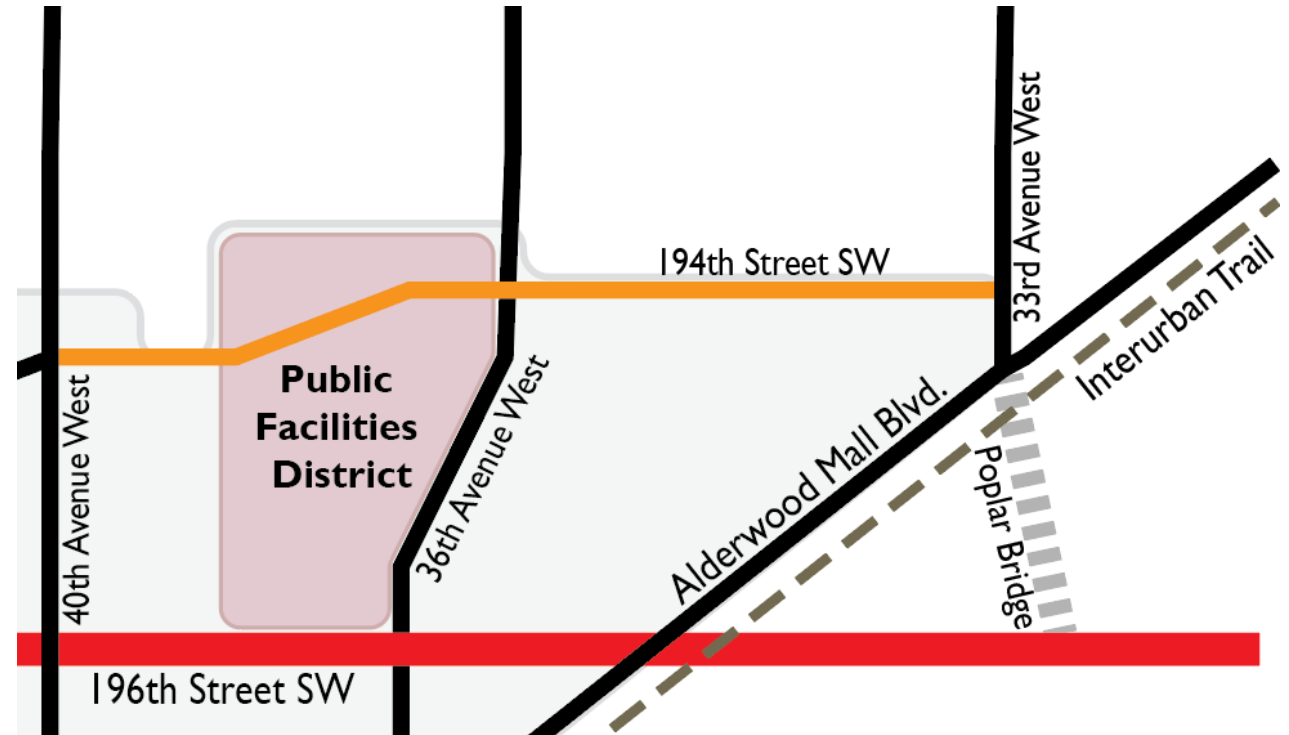
- Private redevelopment would require internal circulation



Follow Up Since February 1st

194th Street SW Alternatives

- Other Options?
- Less impact to other areas?

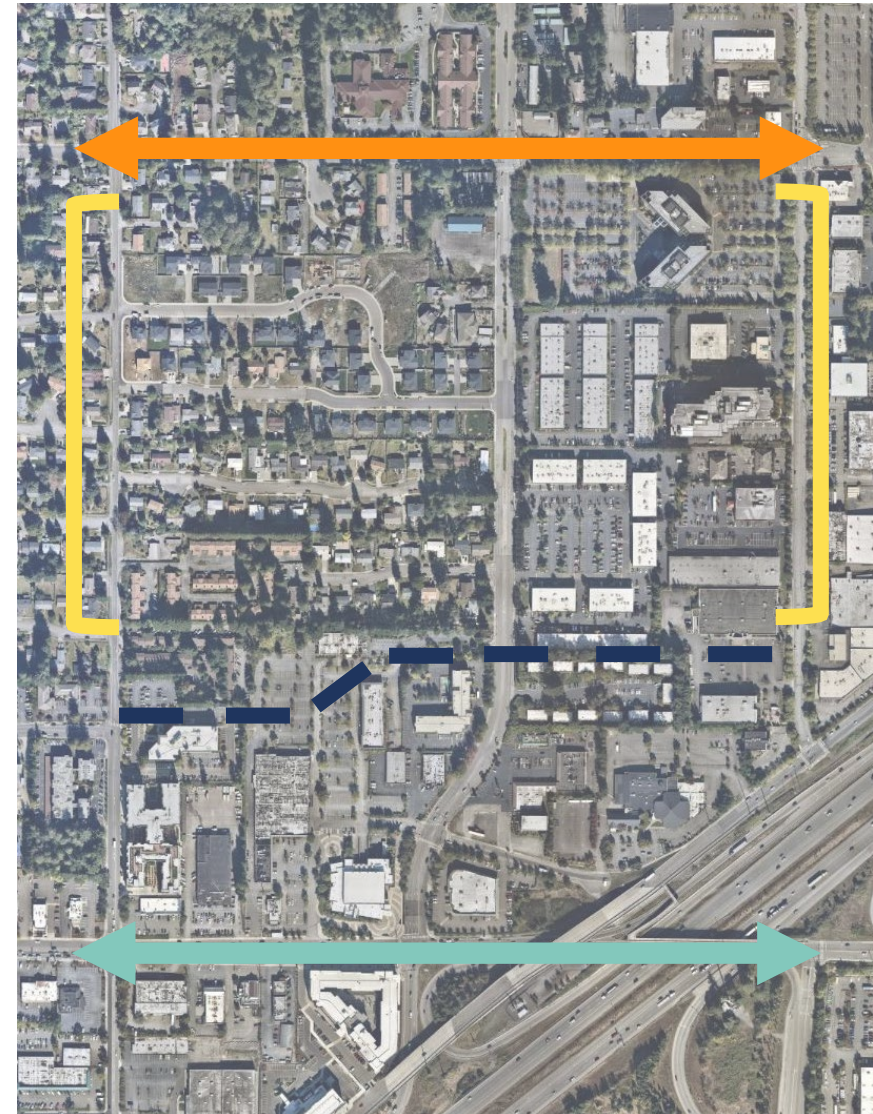


Follow Up Since February 1st

194th Street SW Alternatives

- Widen 196th Again (9 Lanes)
- Widen 188th Street SW
- New East-West Between 188th & 194th

194th Street SW Preferred Option



D-33





New - Key Finding #7:

- Alternatives to 194th Street SW are limited without impacting other surrounding areas.

New - Key Finding #8:

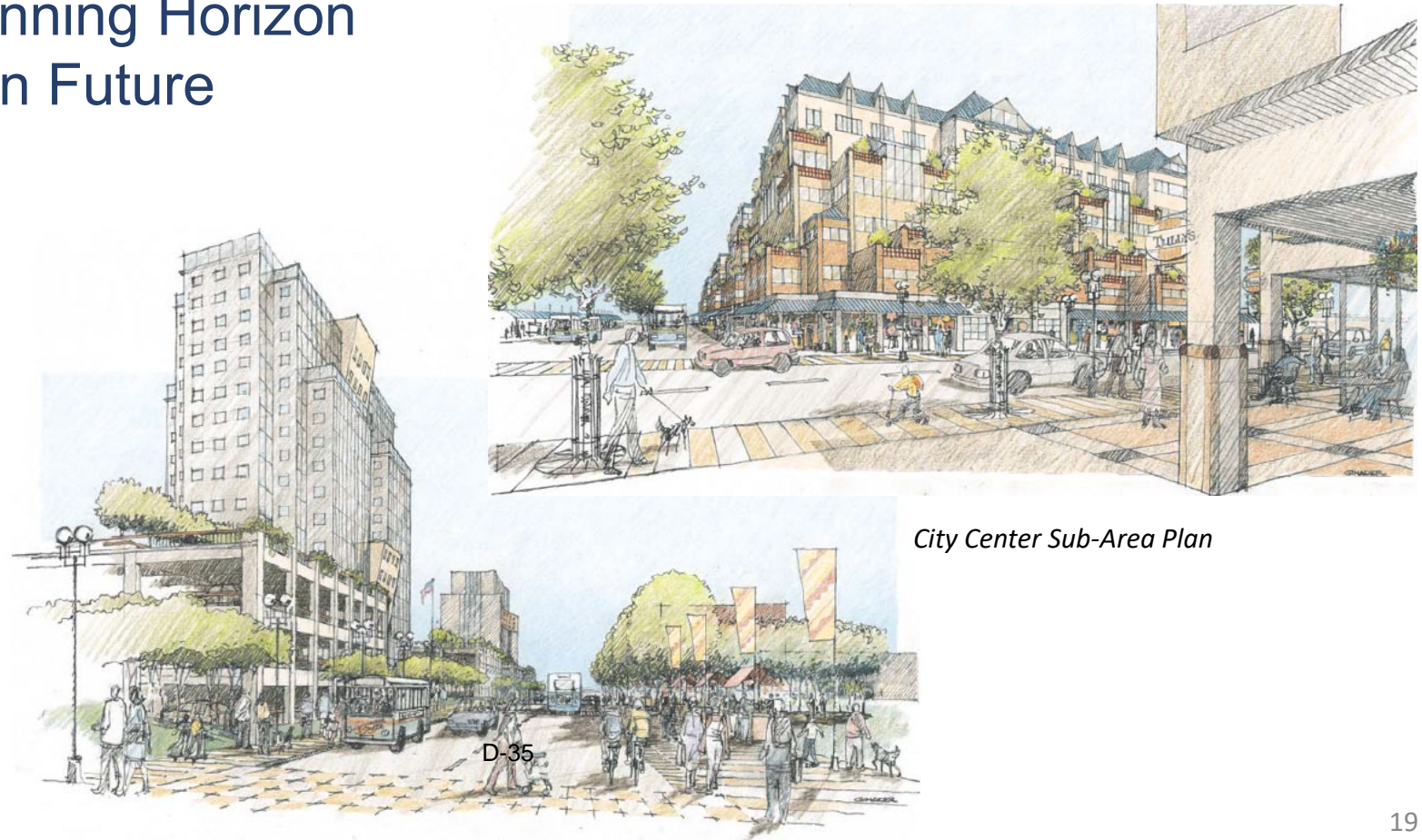
- 194th Street SW is required for Alternative B or Alternative C – Amended with a 2044 planning horizon.



Follow Up Since February 1st

How Much is Enough?

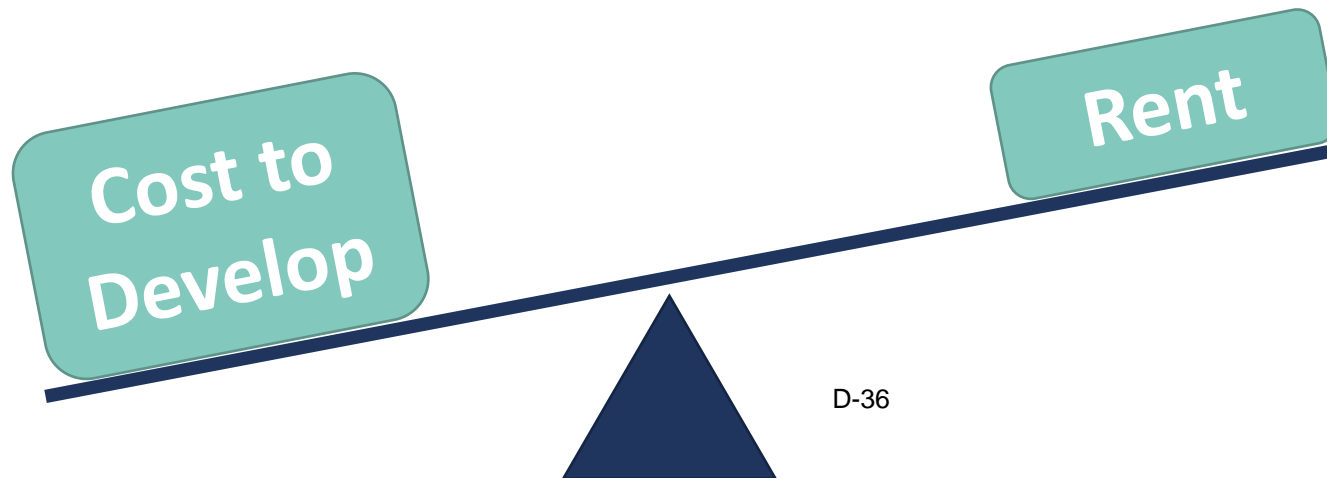
- 12.3M SF provides for 50% of developable City Center land area
- Sufficient for 2044 Planning Horizon
- Opportunity to Adjust in Future



Follow Up Since February 1st

Office Development

- Seattle & Bellevue Centric Since 2005
- Cost to Develop Similar in Submarkets
- Rent Values are Not Similar
- Limited Opportunity to Impact Regional Market



D-36



New - Key Finding #9:

- Leveraging existing development demand will better define the City Center as a place and attract employers.



Follow Up Since February 1st

Office Development Strategy

1. Attract the Millennial demographic and workforce.
2. Solidify vision and planning fundamentals.
3. Attract investors and developers through a setting that makes both the company and employee feel invited in a business/family friendly environment.
4. Be a municipal leader in reducing regulations and create an even more expedited process for permitting.



CBRE, Lynnwood Office Market Overview (informal report), 2019.

Urban Land Institute, 10 Minute Walk National Study Visit, 2020.

Smart Growth America, National Resources & Technical Assistance for Transit-Oriented Development, 2016.

Next Steps:

- Input on 2044 Massing Study and Alternative C - Amended
- March 25th - Planning Commission Update



CITY COUNCIL ITEM E
CITY OF LYNNWOOD
Parks, Recreation, & Cultural Arts

TITLE: Discussion: Special Event Permitting

DEPARTMENT CONTACT: Sarah Olson, Misty Burke, Robert Mathias

SUMMARY:

The purpose of this agenda item is to discuss a staff proposal to update regulations for special events. The City's Special Event Code is codified as Chapter 5.30 LMC.

Staff briefed Council in July of the need for a process improvement to the event permit process, fees, and code. This presentation will be recommendations on proposed changes seeking Council concurrence and advance the project to the implementation phase.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:

Does the Council support staff recommendations to amend the permit process to provide for variation of event permit process, review times, and fee structures for different types of events which will require an update to the special event code?

ACTION:

This is for discussion only. If changes are proposed, it will require a public hearing and adoption of an ordinance to update 5.30 LMC.

BACKGROUND:

City staff has identified the need to update all of Title 5 LMC--so that its provisions are: 1) consistent with Our Community Vision; 2) improve the customer experience; and 3) facilitate greater efficiency.

Chapter 5.30 LMC (Special Events Code) was last updated in 2015 to address the need for new regulations for event classifications, fees, banner signs, mobile food trucks and markets. However, since all events regardless of size, scope, and burden on public right-of-ways are processed the same, the code and permitting process is overly onerous for simple events and not robust enough for large community gatherings. We have mitigated this as much as possible through improved online service processes, handbook information, and navigation services provided by the Community Event & Outreach Coordinator. Despite our efforts, compliance is difficult to achieve with success.

An inter-departmental team of employees have met to review and process map the permitting process of the special event regulations and have started to identify solutions to improving review and permitting for events which will preserve public safety. The workgroup includes staff from Community Development, Economic Development, Fire, Parks, Police, and Public Works.

By nature, special events are diverse and sometimes unique. Examples of special events can include: parades; political demonstrations; large parking lot sales; carnivals; marathons; etc. Activities that occur within facilities designed for that use are not a special event. For example, a trade show at the Convention Center is not regulated as a special event, nor is a regular sporting event at a public school.

Staff would like to discuss at this briefing a proposed structure for event permit determination, addition of a new temporary use permit, revisions to fee structures and refundable deposits, and permit time of review.

If Council concurs with the staff proposal, a code amendment will be drafted and final implementation will begin.

PREVIOUS COUNCIL ACTIONS:

July 20, 2020: Staff presented to Council on the need for a process improvement to the special events code and permitting process. Council indicated support for process improvement project to advance.

May 26, 2020: City Council passed a motion eliminate application fees for commercial special events for the remainder of 2020.

May 26, 2015: City Council adopted Ordinance 3128 relating to special events and special event permitting, adopting a new Chapter 5.30 and repealing Chapter 5.32 and Chapter 5.34 LMC.

<http://archive.lynnwoodwa.gov/Assets/Departments/Administrative+Services/Clerk/Ordinances/Ordinance+3128.pdf>

April 2014: The City Council approved new regulations for commercial banners. Prior to that action, banners were only permitted in conjunction with a special event permit.

FUNDING:

N/A

ADMINISTRATION RECOMMENDATION:

Support inter-departmental team to develop an ordinance to amend Chapter 5.30 LMC.

DOCUMENT ATTACHMENTS

Description:	Type:
Event Permitting Proposal	Presentation

Special Event Permitting

Process Improvement Proposal

Council Presentation 3/15/2021

Misty Burke, Community Programs Coordinator

Sarah Olson, PRCA Deputy Director

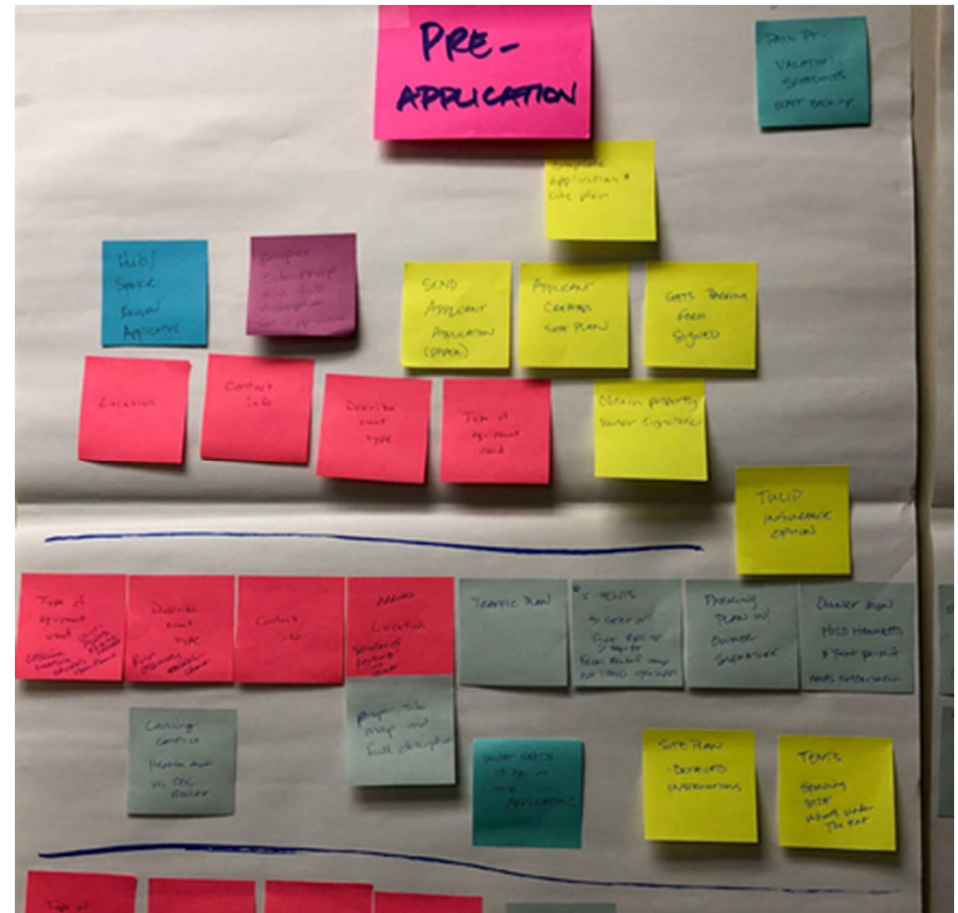
Robert Mathias, DBS Deputy Director

Proposed Process Improvement

- Event Permit Determination Workflows
- Fee Structures – Special Event & Temporary Use
- Deposit Requirements
- Application Submittal Deadlines

Event Permit Issues

- What's the Problem?
- Every event is considered a special event
- Process is onerous regardless of size/complexity
- Process is not robust or adequate for true special events
- Process is complex, hard to understand, and not easy to navigate
- Flat Rate Fee Schedule not reflective of staff and resource demand Requires code update to fix
- Most commercial events are not applying and out of compliance.
- Part of DBS and Permitting continual process improvement strategy

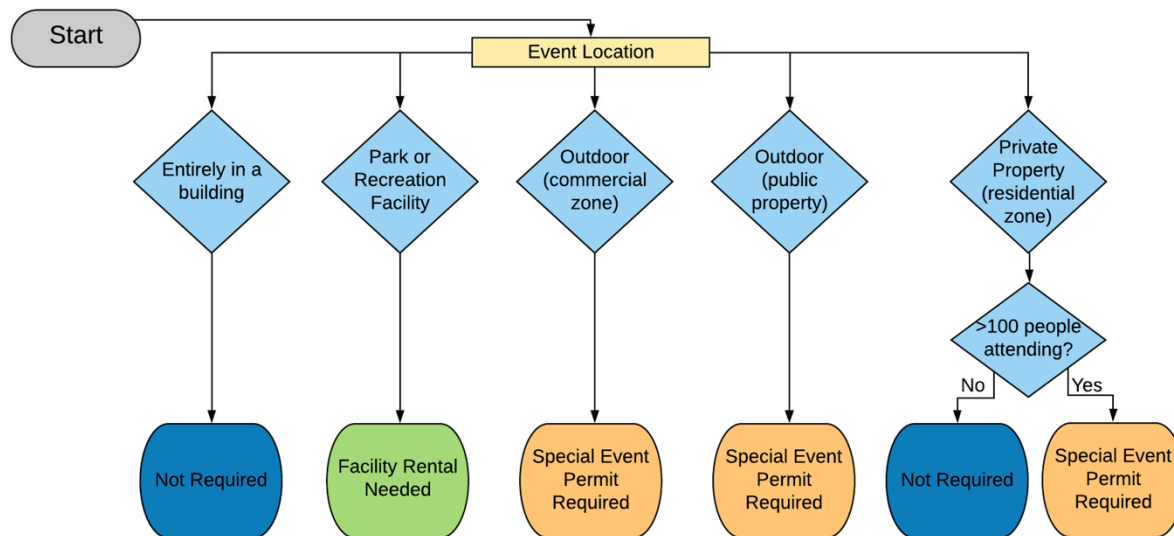
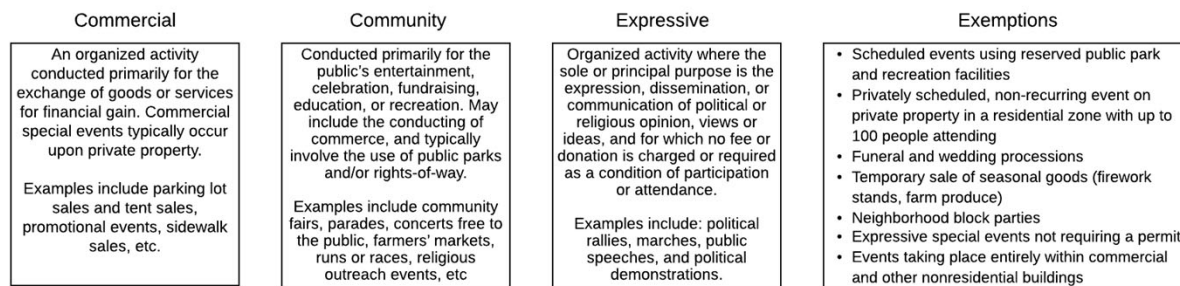


Process Recommendations

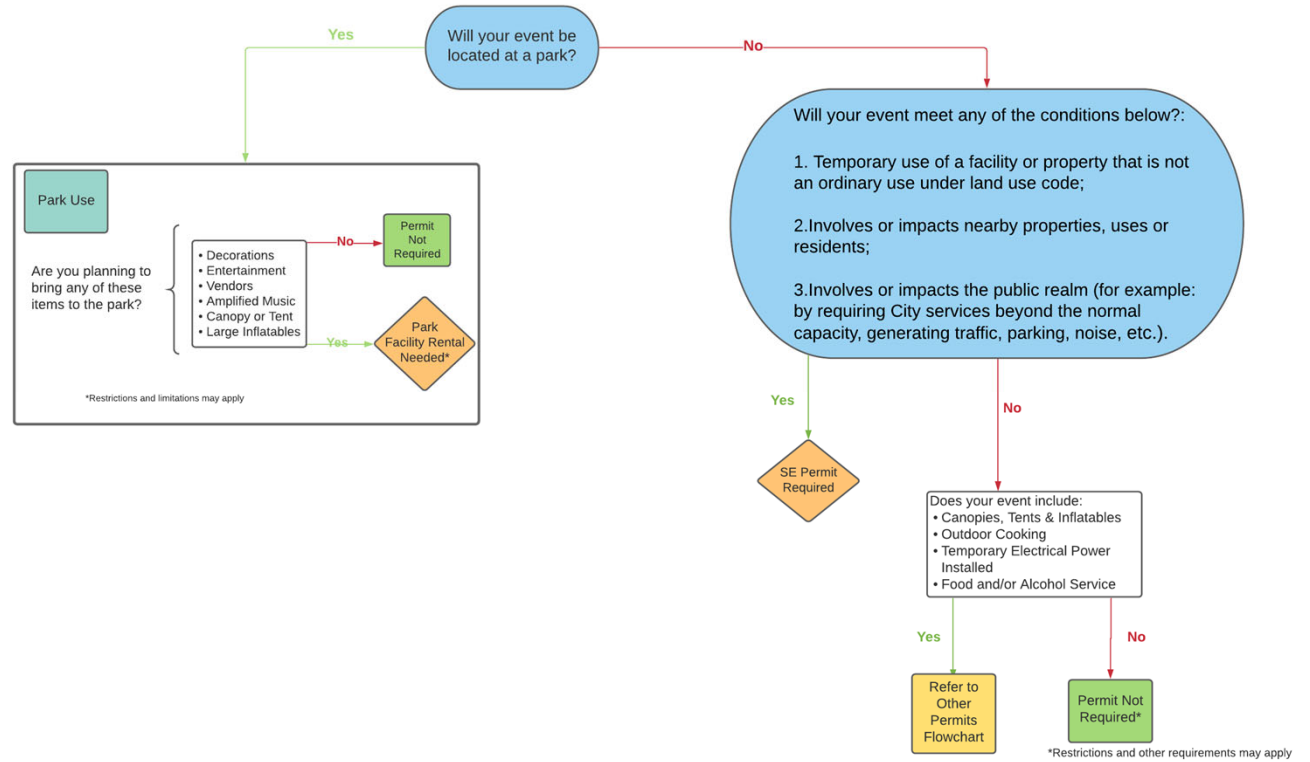
- Create Characteristic Rubric to determine permits needed such as:
 - Location
 - Size
 - Components
 - Impacts
 - City Resources
 - Type of Activity (e.g. Expressive)
- Scalable Processing & Reviews
 - Over-the-counter (online portal) Options
 - Provide more robust planning for special events (lengthen from 21 days)



Current Structure

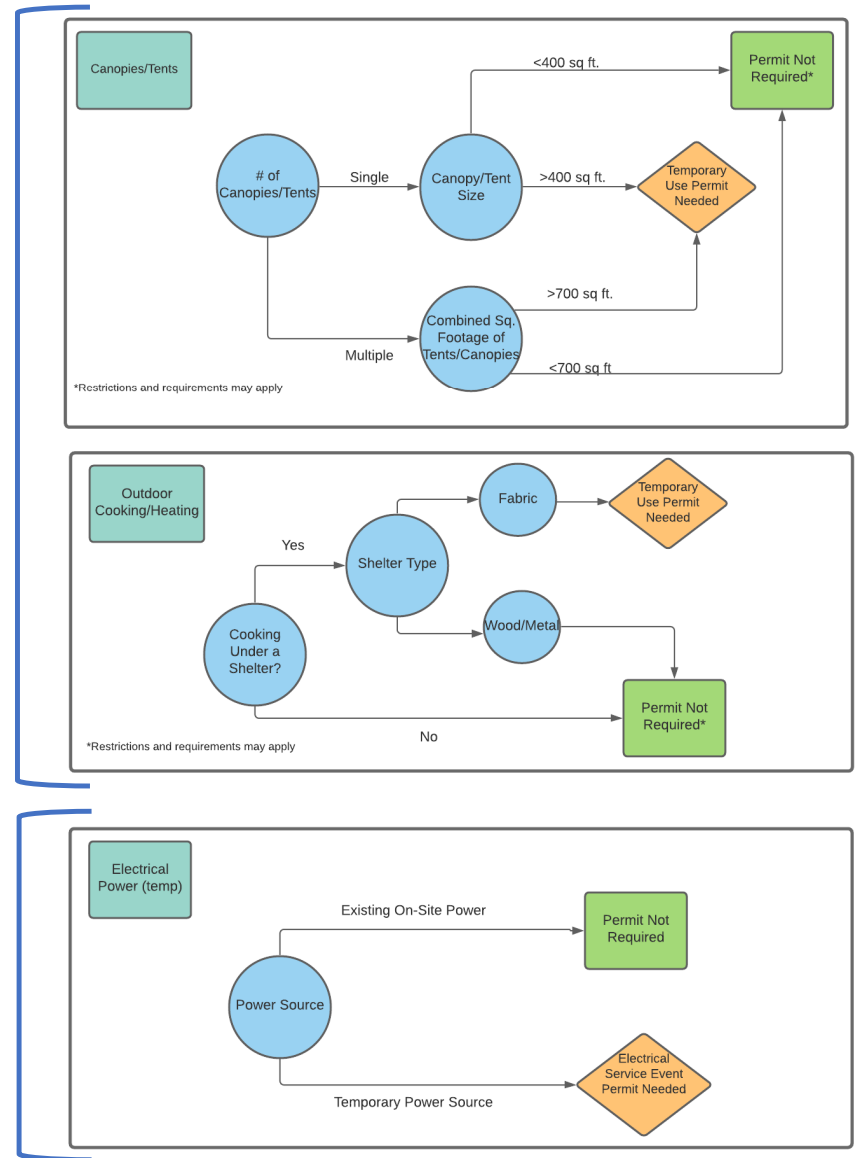


Proposed Event Permit Determination Workflow



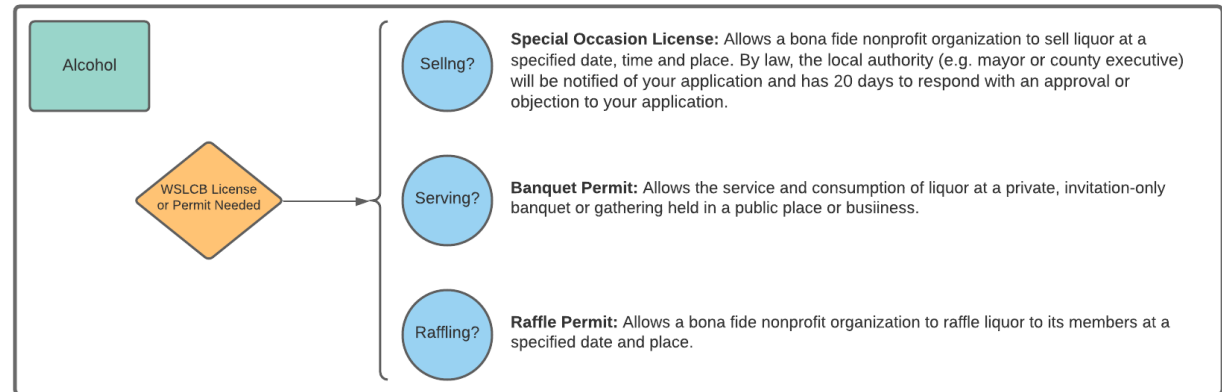
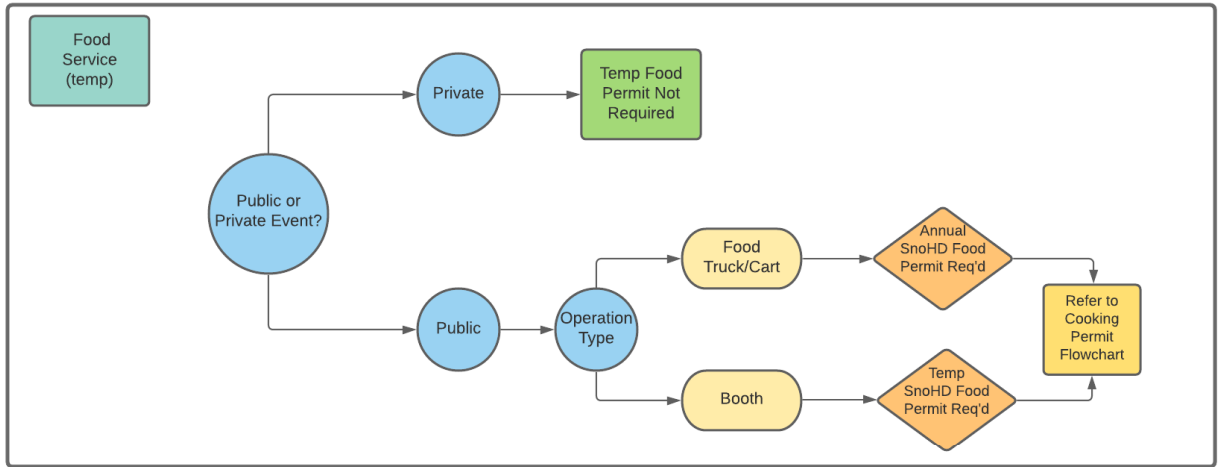
Proposed Event Permit Determination Workflow

Proposed Temporary Use



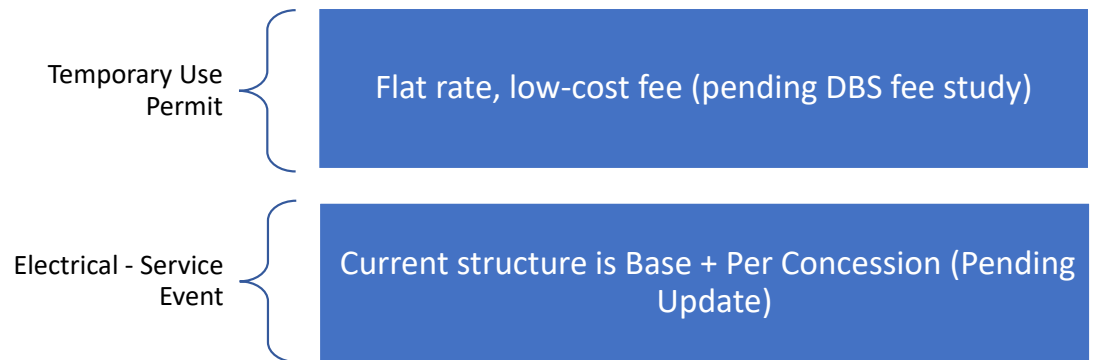
Existing Electrical

Other Agency Permits



Temporary Use Permits – Fee Structure & Application Timeline

FEES



APPLICATION APPROVAL TIMELINE

Current

Timeframe	Application Status	Appeal Status	Fee Surcharge
>21 Bus. Days Prior to Event	Completed Applications Accepted for Review	Have the right to appeal denied application	N/A
10-21 Bus. Days Prior to Event	Completed Applications Accepted for Review	Waive the right to appeal denied application	50%
<10 Business Days Prior to Event	Application will not be accepted		N/A

Proposed

Timeframe
3 Business Days

Special Event Permit – Fee Structure Options

Current	<ul style="list-style-type: none">• Application Fee \$170• Each additional like event \$56• Refundable Deposit \$250
Cost Recovery (Full or Partial)	<ul style="list-style-type: none">• Application Fee• Review Fee (billable rate)• Inspection Fees (billable rate)
Tiered Flat Rate	<ul style="list-style-type: none">• Application Fee• Review Fee• Inspection Fees

Special Event Permit – Refundable Deposits

Current

- Collect \$250 Refundable Deposit at time of application submittal

Recommend

- Eliminate deposit
- Update Special Event Permit agreement conditions
- Require certificates of insurance

Refundable Deposits

- Deposits collected for cost recovery of:
 - City Services
 - Administrative Overhead Restoration
 - Cleanup
- Costs \$90 to process refund

Special Event Permits – Application Timeline

Current

Timeframe	Application Status	Appeal Status	Fee Surcharge
>21 Bus. Days Prior to Event	Completed Applications Accepted for Review	Have the right to appeal denied application	N/A
10-21 Bus. Days Prior to Event	Completed Applications Accepted for Review	Waive the right to appeal denied application	50%
<10 Business Days Prior to Event	Application will not be accepted		N/A

Recommend

Timeframe	Application Status	Appeal Status	Fee Surcharge
60-90 Days Prior to Event	Completed Applications Accepted for Review	Have the right to appeal denied application	N/A
30 Days Prior to Event	Completed Applications Accepted for Review	Waive the right to appeal denied application	50%
<14 Days Prior to Event	Application will not be accepted		N/A

Next Steps

- DBS Fee Study
- Code Amendment (LMC Chapter 5)
- Proposed Fee Updates
- Create New Permit Types
- Implement New Process and Permits
- Outreach to Businesses and Organizers
- Evaluate implementation for ongoing process improvement

CITY COUNCIL ITEM F

**CITY OF LYNNWOOD
City Council**

TITLE: Break

DEPARTMENT CONTACT: George Hurst, Council President

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM G

CITY OF LYNNWOOD Public Works

TITLE: Briefing No. 2: Transportation, Pavement Preservation Program

DEPARTMENT CONTACT: David Mach and Amie Hanson

SUMMARY:

This briefing will provide an overview of the Pavement Preservation Program, a component of Lynnwood's transportation operations and maintenance activities. The presentation will describe recent and upcoming annual paving projects and factors affecting paving costs and selection of projects.

This presentation is the 2nd transportation related briefing of 2021 following a couple of other similar briefings in the Fall of 2020. Several other briefings on transportation topics are planned for this year.

ACTION:

No action required, briefing only.

BACKGROUND:

Between 2018 and 2021, Lynnwood has spent more than \$2.1 million per year on paving construction projects. These projects have included a 2018 project using chip seal to improve paved surfaces followed by three projects involving grinding the existing paved surface and replacing with an overlay of new asphalt (grind and overlay) and significant amounts of full depth replacement, requiring removal of existing roadway profile and replacement of crushed base materials and asphalt. Where needed, such as 68th Ave W (2020 paving project), the pavement was replaced with a thicker asphalt section to meet Lynnwood's need for more robust pavement needs due to changes in traffic.

These projects have been completed to improve overall paving conditions in the City (as measured by the Pavement Condition Index (PCI)) and to address road surfaces in poor condition. Lynnwood's paving costs are significantly impacted by whether the project is focused on rehabilitating the existing road surface or replacing the roadway:

	<u>Miles Paved</u>	<u>Costs per Mile</u>
2018 Chip Seal Project	13.1	\$214,000/Mile
2019 Grind and Overlay/Spot Full Depth Replacement	0.5	\$3,400,000/Mile
2020 Grind and Overlay/Partial Reconstruction	0.4	\$5,300,000/Mile
2021 Overlay/Partial Reconstruction	0.9	\$2,400,000/Mile

Each of these factors impacts our paving needs and how far (in miles) Lynnwood's paving dollars go:

Type of Rehabilitation – Level of effort required to make improvements can significantly affect costs, which range from approximately \$3/ft (maintenance) to more than \$450/ft (full depth replacement).

Pavement Condition Index (PCI) – An index with a scale from 0 to 100, with 100 being best possible condition. This is used to numerically describe general pavement condition, considering the type, extent, severity of surface distress, and ride smoothness. Without intervention such as maintenance, the PCI decreases over time due to traffic and weathering. A pavement evaluation is conducted to determine a PCI for individual streets and, often, an average PCI for the City. This can be used to set paving goals and funding targets. Lynnwood’s current PCI is 63 (based on a pavement evaluation conducted in 2017 and estimates of degradation since then).

Type of Streets – Both low traffic, residential streets and higher traffic, arterial roadways in Lynnwood are subject to worsening paving conditions due to weathering and traffic loading. Recent paving projects have focused on arterials that require more intensive construction to make improvements. At the same time, there are residential streets that could benefit from improvement, ranging from chip seal-type surface maintenance to reconstruction. The program has focused on prioritizing intensive construction projects on arterials over residential streets that might require the same intensive rehabilitation method.

Changing Needs Over Time – As mentioned earlier, recent paving projects have included an evaluation of traffic loading in addition to maintenance needs. Areas with increased traffic require thicker asphalt sections to meet current and future needs.


Funding – Paving costs increase not only due to inflation but because the type of rehabilitation, which becomes more intensive as the roadway surface degrades, and due to sites requiring a more robust pavement section than present.

The next phase for Paving Program management is to update our pavement evaluation and develop PCI goal and future funding recommendations.

FUNDING:

DOCUMENT ATTACHMENTS

Description:	Type:
Powerpoint, paving program	Backup Material



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City of Lynnwood Pavement Preservation Program

March 2021

1

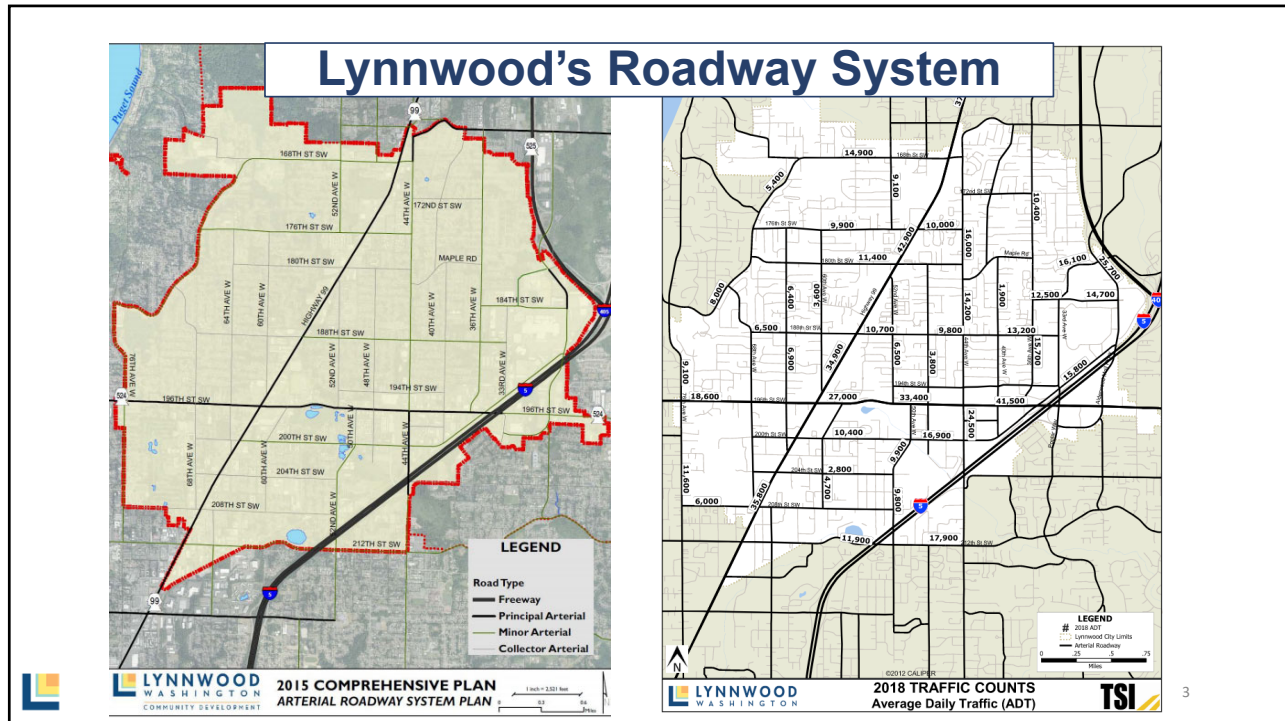
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Components of Transportation

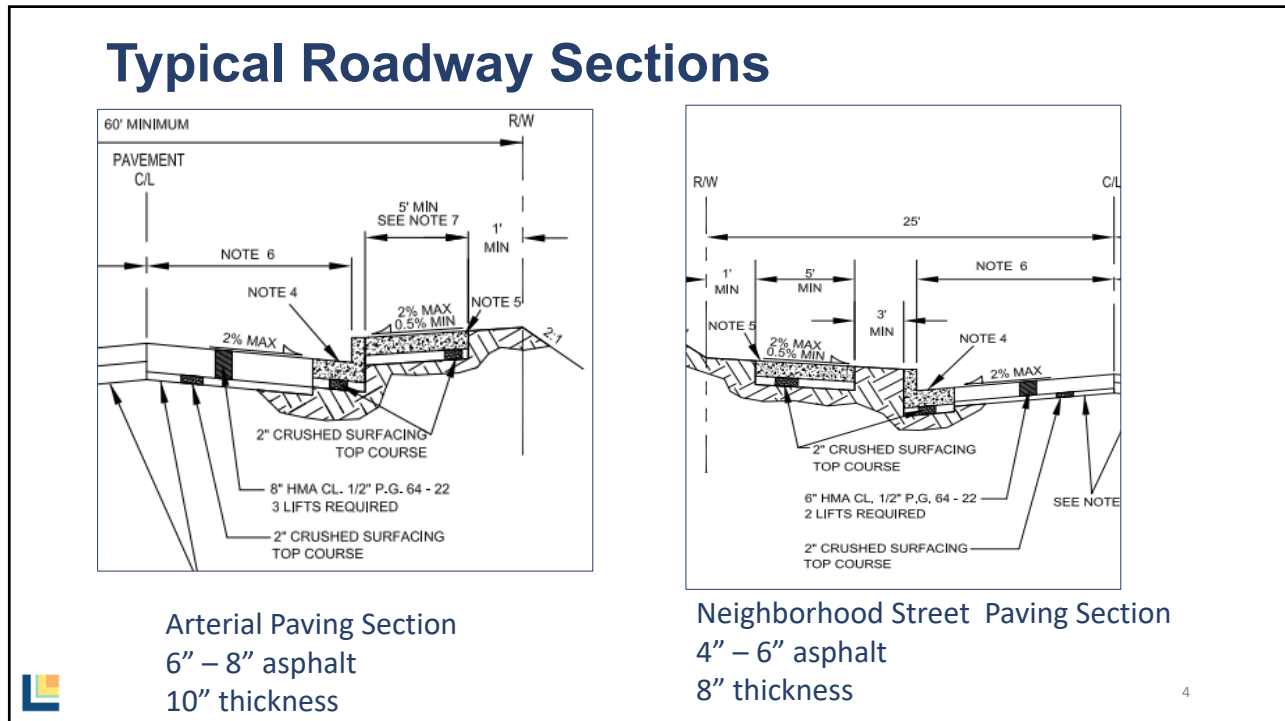
<p>Operations and Maintenance</p> <p>Traffic Signal Maintenance</p> <ul style="list-style-type: none"> •Traffic operations center •Signal timing •Routine maintenance <p>Traffic Signal Rebuild Program</p> <ul style="list-style-type: none"> •Signal poles •Cabinets •Wiring •Push buttons <p>Street Maintenance</p> <ul style="list-style-type: none"> •Potholes/Crack sealing •Lane Striping/Traffic Signs •Vegetation Control 9/8/20 <p>Pavement Program 3/15/21</p> <ul style="list-style-type: none"> •Chip seal •Overlays <p>ADA Program/Sidewalks</p> <ul style="list-style-type: none"> •ADA Transition Plan 9/21/20 •Sidewalk maintenance/repair 9/21/20 	<p>New Capital Projects</p> <p>Nonmotorized</p> <ul style="list-style-type: none"> •New sidewalks/trails •Bike lanes Scriber Creek Trail 2/16/21 <p>Transportation Capital Projects 196th St Project</p> <ul style="list-style-type: none"> •Capacity 11/16/20 •Safety •Economic 	<p>Funding</p> <ul style="list-style-type: none"> •Traffic Impact Fees •Transportation Benefit District •Grants •Real-Estate Excise Tax •Economic Development Investment Fund •City general funds
<p>Traffic Planning/Policy</p> <ul style="list-style-type: none"> •Growth forecasting/modeling •Level of Service •Traffic Safety Plan •Complete Streets Policy •Active Transportation Plan •Park Access Study •School Safety Study 9/16/20 		<p>Red dates represent dates discussed with Council</p>

2

2



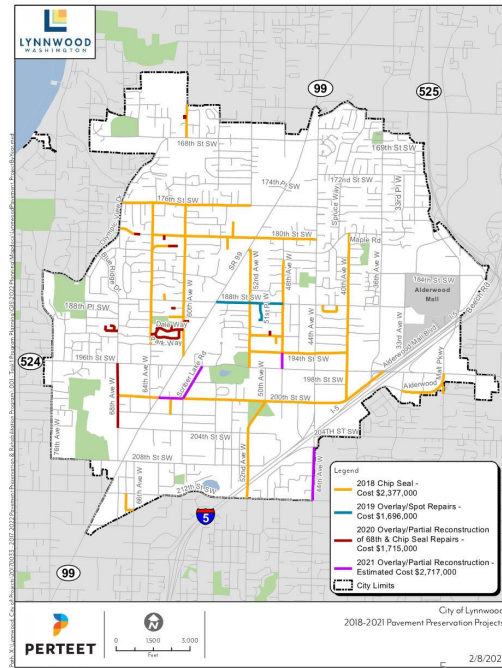
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2017-2022 Program Recap

- IMS pavement condition assessment survey in 2016
- City's annual cost range: \$1.7M/year to \$2.7M/year



5

Pavement Overlays How are we doing?

- **Pavement Overlays History**
 - 1971 : 1.6 miles
 - 1972 : 2.8 miles
 - 1973 : 2.8 miles
 - 2018: 13.1 miles (chip seal); \$2.8M Total; \$214K/mile
 - 2019: 0.5 miles (188th from Hwy 99 to 48th); \$1.7M Total; \$3.4M/mile
 - 2020: 0.4 miles (68th from 202nd to 196th); \$2.1M Total; \$5.3M/mile
 - 2021: 0.9 miles (4 sites); \$2.1M total; \$2.4M/mile
- **Current Budget 2021-22**
 - \$4Million per biennium
- **Analyzed Need**
 - \$5 to \$7 Million per biennium (or more)
 - In near-term, this analysis will be conducted

6

General approach to paving programs

PROGRAM CONSIDERATIONS:

- Types of rehabilitation
- Level of Service metric– PCI threshold
- Types of Streets
 - Residential
 - Arterial
- Changing needs over time
- Funding



7

Rehabilitation background/overview

- Maintenance (inexpensive)
 - Crack sealing (\$3 per foot)/FOG sealing
- Rehabilitation/Preservation (moderately expensive)
 - Chip seal (\$15 per foot)
 - Grind & overlay (\$ 160 per foot)
- Full depth replacement (very expensive)
 - 10 to 12 inches in depth (\$440 to \$485 per foot)

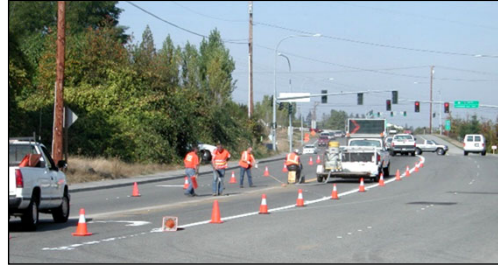


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8

G-6

Maintenance



9

9

Pavement Chip Seals

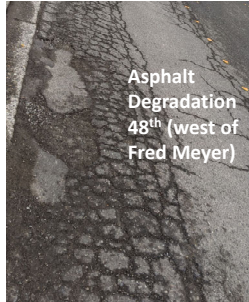


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10

G-7

Pavement Overlays



11

11

PCI = Pavement Condition Index

Indicator of general condition of pavement. Measures the type, extent, and severity of surface distress, and also smoothness of ride and comfort.



36th Ave West at 192nd
PCI = 74
Chip Seal Candidate



44th Ave West at 20800 Block
PCI = 54
Grind/Overlay 2021 program



48th Ave West north of 196th
PCI = 33
Full-Depth Reconstruction
2021 program



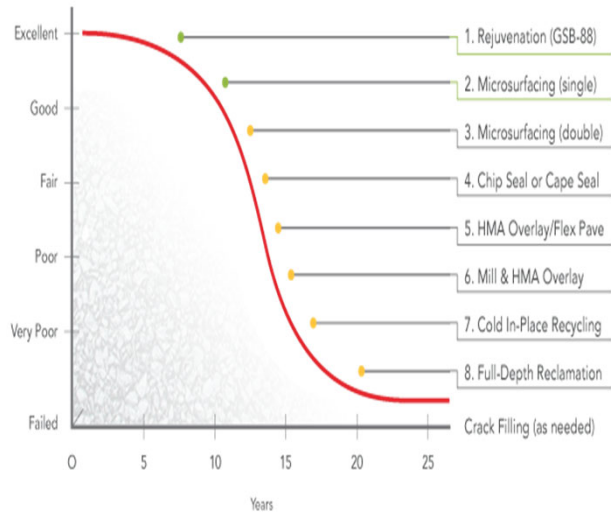
12

12

PCI comparison

Shoreline:	PCI = 82
Mukilteo:	PCI = 79
Edmonds:	PCI = 72
Redmond:	PCI = 71
Burien:	PCI = 71
Bothell:	PCI = 68
Monroe:	PCI = 65-69
Lynnwood:	PCI = 63

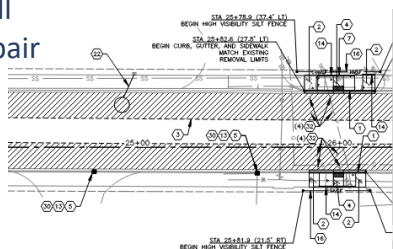
National Average PCI
60 to 65



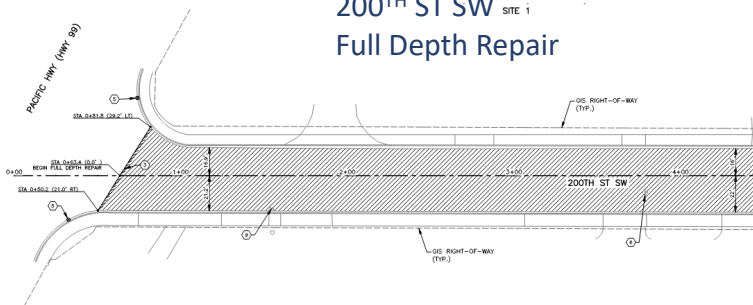
13

2021 PAVING PROJECT

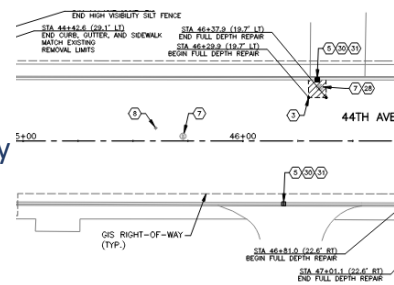
Scriber Lake Rd & 48th AVE W
Mostly Full Depth Repair



200th ST SW SITE 1
Full Depth Repair



44th Ave W
Grind and Overlay



14

Upcoming annual projects – focus on arterials:

- 2021: Partial Reconstruction/Overlay
 - Estimated cost – \$2,135,000
 - Arterial
- 2022: 76th Ave W - Overlay
 - In partnership with Edmonds
 - Estimated cost – \$1,000,000 (Lynnwood portion)
 - Minor arterial
- 2023: TBD
- 2024: Alderwood Mall Parkway – Overlay/Spot Repairs
 - Grant funded = \$750,000
 - Estimated cost = \$2,400,000
 - Principal arterial



15

15

Residential paving – potential projects

183rd St. SW

- 400-ft of roadway
- Estimated construction cost:
 - Option 1, grind/overlay = \$188,000
 - Option 2, subgrade restoration = \$502,000
- Issue is subgrade failure
- Opportunity to partner with waterline replacement



16

16

G-10

Residential paving – potential projects

204th St. SW

- 465-ft of roadway
- Estimated construction cost =\$260,000
- Currently a gravel road
- Need to include stormwater facilities



Google Maps Image

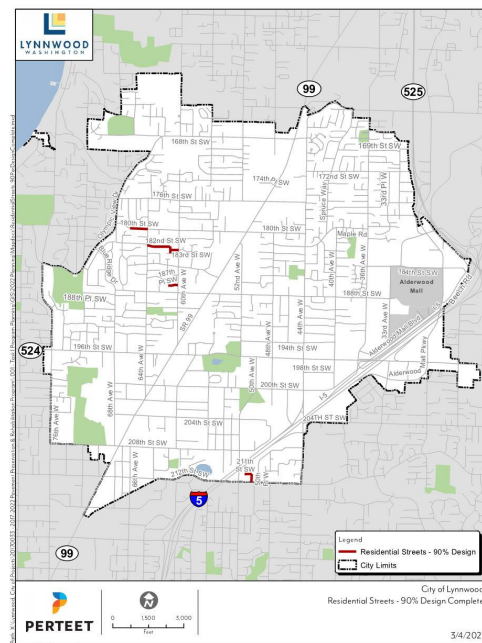


Residential paving – potential projects

Priority residential streets

- 7 locations
- Grind and overlay
- Estimated construction cost = \$960,000

182nd St. SW at 64th Ave W



Traffic changes over time, pavement needs change over time

Highest loading impacts:

- Busses, heavy vehicles

1 truck = 20,000 cars



48th Ave. W north of 196th
14 years of use



19

19

Annual budget impact

When pavement maintenance is deferred, costs increase substantially because the roadway base needs to be fully reconstructed instead of just overlaid

City's annual budget =
\$1,875,000

8 miles

Chip Seal miles of road

0.75 miles

Overlay/partial reconstruction miles of road

10.7 x more!



20

20

Next Steps

- 2021 Conduct pavement evaluation:
 - Assess street conditions City-wide
 - Assess arterials, loading, and historic pavement standards
 - Review existing PCI target
- Revisit Council (late 2021/early 2022) to:
 - Discuss findings of evaluation
 - Recommend changes to PCI target, if needed
 - Make recommendations to you for 2023-2027 Program funding



21

21

Thank you!



22

22

G-13

CITY COUNCIL ITEM H

**CITY OF LYNNWOOD
Executive**

TITLE: Mayor Comments and Questions

DEPARTMENT CONTACT: Mayor Smith

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM I

CITY OF LYNNWOOD City Council

TITLE: Council Comments

DEPARTMENT CONTACT: George Hurst, Council President

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM J

**CITY OF LYNNWOOD
Executive**

TITLE: Executive Session, If Needed

DEPARTMENT CONTACT: Leah Jensen

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM M-1

CITY OF LYNNWOOD Public Works

TITLE: Construction Contract Award: 2021 Pavement Preservation Project

DEPARTMENT CONTACT: David Mach and Amie Hanson

SUMMARY:

The purpose of this agenda item is to contract with Central Paving, LLC for the 2021 Pavement Preservation Project. A request for authorization will cover the bid amount of \$1,941,001.50 and a construction contingency. This request is to cover pavement and ramp construction at four sites in the City. This project includes improvements for pavement through full depth repair and mill and overlay. This project also includes curb ramps, pedestrian push buttons, pedestrian signals, and plastic pavement markings.

ACTION:

Authorize the Mayor to enter into and execute on behalf of the City, a contract with Central Paving, LLC for the 2021 Pavement Preservation and Rehabilitation Project, not to exceed a total contract value of \$2,135,102.

BACKGROUND:

The Pavement Preservation & Rehabilitation Program focuses on preserving the City's pavement structure and integrity based on the monitored Pavement Condition Index and backlog. In 2018, construction of a chip seal project was completed on 12 lane-miles of roadway through this Program. In 2019, construction was completed along 188th St SW and a residential cul-de-sac (51st Pl SW) using a combination of full-depth repair and grind and overlay. In 2020, construction was completed along 68th Ave W and at various residential cul-de-sacs.

This year's construction project was developed based on an assessment of pavement conditions throughout City of Lynnwood, evaluation of requirements to rehabilitate specific locations and a need to improve existing curb ramps to meet current ADA requirements. The selected street locations include:

- 200th Ave W from SR-99 to Scriber Lake Road
- Scriber Lake Road from 200th Ave W to 196th Ave W (SR 524)
- 44th Ave W from 212th Ave W to 20800 block
- 48th Ave W from 196th Ave W (SR-524) to Veterans Way

This Project also includes repairing traffic signals at the intersection of 200th Ave W and Scriber Lake Rd and minor drainage improvements at the 44th/20800 block intersection.

PREVIOUS COUNCIL ACTIONS:

Business Meeting February 2, 2021 – Interlocal Agreement – City of Edmonds – 76th Ave Overlay Project

Business Meeting January 25, 2021 – Final Acceptance: 2020 Pavement Preservation Project

Business Meeting August 10, 2020 – Final Acceptance: 2019 Pavement Preservation Project M-1-1

Business Meeting March 23, 2020 – Construction Contract Award: 2020 Pavement Rehabilitation and Preservation Project

Business Meeting June 10, 2019 90.1-A Construction Contract Award: 2017-2022 Pavement Preservation & Rehabilitation Program – 2019 Overlay and Curb Ramp Project

Business Meeting February 25, 2019 90.1-A Final Acceptance: 2018 Chip Seal Paving Project

Business Meeting April 23, 2018 90.1-B 1) Construction Contract Award; 2) Consultant On-Call Construction Engineering Services Contract: 2017-2022 Pavement Preservation & Rehabilitation Program

Business Meeting July 24, 2017 90.1-N Consultant Contract: 2017-2022 Pavement Preservation & Rehabilitation Program

Business Meeting April, 11, 2016 90.3-B 1) Ordinance and Financial Plan; 2) Contract: Pavement Management – System Ratings Project

FUNDING:

The project costs are consistent with the adopted 2021-2022 biennial capital budget.

The revenues contributing to Fund 360 for the \$2,135,102 originate from the following funds:

- Fund 412, Utilities: \$88,725
- Fund 150, Transportation Benefit District: \$2,046,377

KEY FEATURES AND VISION ALIGNMENT:

The Lynnwood Community Vision states that the City is to “be a welcoming city that builds a healthy and sustainable environment.”

The 2021 Pavement Preservation Project supports that vision and results in an important improvement to the City’s infrastructure that links City of Lynnwood programs, policies, comprehensive plans, mission, and ultimately the Community Vision. This project provides improved streets along with accessible pedestrian amenities and ramps which support the goals of being a welcoming city that builds a healthy and sustainable environment; investing in efficient, local and regional transportation systems; and being responsive to the wants and needs of our citizens.

DOCUMENT ATTACHMENTS

Description:	Type:
2021 Paving Project - Bid Summary	Backup Material

BID RECORDING FORM

PROJECT NAME: 2021 Paving

READER: Ashley Tillery

DATE OF OPENING: Febraury 24, 2021

RECORDER: Katie McKee

TIME OF OPENING: 2:00 PM

BID #: 3210

ENGINEER'S ESTIMATE: \$2,853,000.00

CONTRACT: 3210

Note: The following Bid results are for Contractor information only. These results will undergo further review by Lynnwood in determination of award to the lowest responsive and responsible bidder.

BIDDING COMPANY	ADDRESS	BID SECURITY	SIGNED OFFER	ADDENDUMS RECEIVED 1, 2 & 3	PROJECT TOTAL BASE BID
1 Central Paving	1410 W Dolerway RD, Ellensburg, 98926	X	X	X	\$ \$1,941,001.50 1,935,001.50
2 JB Ashphallt	2228 95th Pl W, Edmonds 98020	X	X	X	\$ 2,017,767.00
3 Granite Construction	1525 E Marine View Dr, Everett 98201	X	X	X	\$ 2,067,512.00
4 Cadman Materials, Inc.	7554 185th Ave NE, Redmond 98052	X	X	X	\$ 1,958,744.00
5 SRV Construction, Inc.	PO Box 507, Anacortes 98221	X	X	X	\$ 2,286,550.50
6 Lakeside Industries, Inc.	PO Box 247, Monroe 98272	X	X	X	\$ 2,199,999.00
7 Award Construction, Inc.	980 Willeys Lake Rd, Ferndale 98248	X	X	X	\$ 2,446,603.00

CITY COUNCIL ITEM FYI-1
CITY OF LYNNWOOD
Parks, Recreation, & Cultural Arts

TITLE: FYI: Annual Report - PRCA Discount Fees/Promotions

DEPARTMENT CONTACT: Lynn D. Sordel, Joel Faber

SUMMARY:

In November 2009, City Council authorized a revision to the Department's Fee Policy regarding promotional offerings for recreation programs, facilities and Golf Course, and requested an annual reporting of these promotions. The purpose of the promotions, such as frequent play passes, coupon or fee discount specials, and package deals/specials, is to attract new customers, promote participation during off-peak facility hours, encourage activity registration and generate revenue, retain current customers, and/or measure the effectiveness of display, coupon or other promotional advertising or marketing efforts. There are no promotions to report for 2020.

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM FYI-2
CITY OF LYNNWOOD
Parks, Recreation, & Cultural Arts

TITLE: FYI: Parks & Recreation Board Annual Report

DEPARTMENT CONTACT: Lynn Sordel

SUMMARY:

The Annual Report of the Parks & Recreation Board is attached.

DOCUMENT ATTACHMENTS

Description:

[Parks & Recreation Board Annual Report](#)

Type:

Backup Material

Parks and Recreation Board 2020 Annual Report

2020 Board Members

Holly Hernandez*, Vice Chair	Position 1	Expires 12/31/21
Mike Gladysz	Position 2	Expires 12/31/21
Katie McKeown	Position 3	Expires 12/31/22
Baba Darboe*	Position 4	Expires 12/31/22
Whitney Stohr	Position 5	Expires 12/31/22
Nick Coelho, Chair	Position 6	Expires 12/31/23
	Position 7	Expires 12/31/23

Councilmember Julieta Altamirano-Crosby City Council Liaison

Boardmember Rich O'Connor resigned in January 2020.
 Boardmember Monica Thompson resigned in March 2020.
 *Member lives in municipal urban growth area

Parks and Recreation Board and the Annual Report

The Lynnwood Parks and Recreation Board was established on April 27, 1961 (Ordinance No. 80). Ordinance No. 2081, which repealed Ordinance 80 and Ordinance 502, was adopted on April 9, 1996. Lynnwood Municipal Code Title 2, Chapter 2.28 provides the general organizational and procedural provisions. Ordinance 3150, which amended Chapter 2.28, was adopted on August 10, 2015.

The Parks and Recreation Board serves as an “advisory body” to the City of Lynnwood. The Board’s duties include advising and making recommendations to the Mayor, City Council, staff and other Boards and Commissions in the City of Lynnwood with regard to parks, open space and recreation services and programs for the City of Lynnwood and the City’s urban growth area. The Parks, Recreation and Cultural Arts Department provides a comprehensive system of parks, open space and recreation facilities that serves the needs of residents and visitors of Lynnwood.

This Annual Report provides a summary of the Parks and Recreation Board’s work during the year, including significant discussion issues, actions and recommendations. It is intended primarily for the Mayor and City Council, but may also be of interest to other commissions, organizations and individuals who may have an interest in parks and recreation.

Boardmembers attended various meetings throughout the year to advocate for department initiatives.

Monthly Summary of Board Activities and Accomplishments

January 8, 2020

- ✓ Approval of 2019 Parks & Recreation Board Annual Report.
- ✓ Capital Projects update and discussion.
- ✓ PARC Plan Update discussion.

February Meeting Canceled

February 12, 2020 – Joint Board and Commission Meeting

March 4, 2020

- ✓ Election of Boardmember Coelho to Chair for 2020.
- ✓ Presentation and discussion regarding Connect Lynnwood Plan and Park Access Plan.
- ✓ Discussion regarding Capital Facilities Plan.
- ✓ Discussion regarding naming request for trolley at Heritage Park.

April Meeting Canceled – Stay at Home Order

May Meeting Canceled – Stay at Home Order

June Meeting Canceled – Stay at Home Order

July 15, 2020

- ✓ Approval to change August 5 meeting start time to 6:00pm.
- ✓ Presentation and discussion regarding 2020 budget status and Covid-19 response.
- ✓ Presentation and discussion regarding park usage and satisfaction surveys.
- ✓ Presentation and discussion on capital projects.

August 5, 2020

- ✓ Approval to change September meeting to September 9 at 6:00pm.
- ✓ Presentation and discussion regarding Park Access Plan/10-Minute Walk.
- ✓ Presentation and discussion regarding 2021-2022 budget.

September 9, 2020

- ✓ Approval to change October meeting start time to 6:00pm.
- ✓ Presentation and discussion regarding parks projects, budget and issues/challenges.

October 7, 2020

- ✓ Approval to change November and December meeting start times to 6:00pm.
- ✓ Presentation and discussion regarding the 2021-2022 budget for the department.

November 4, 2020

- ✓ Discussion regarding the 2021-2022 general fund budget.
- ✓ Presentation and discussion regarding the 2021-2022 capital budget.
- ✓ Authorization for Boardmember Coelho to make a statement on behalf of the board at the Budget Public Hearing on November 9.

December 2, 2020

- ✓ Presentation and discussion regarding PARC Plan update.
- ✓ Approval of Q1 2021 meeting schedule.
- ✓ Election of Boardmember Coelho to Chair for 2021.
- ✓ Election of Boardmember Hernandez to Vice Chair for 2021.

CITY COUNCIL ITEM FYI-3
CITY OF LYNNWOOD
Parks, Recreation, & Cultural Arts

TITLE: FYI: Arts Commission Annual Report

DEPARTMENT CONTACT: Sarah Olson, Fred Wong

SUMMARY:

The Annual Report of the Arts Commission is attached.

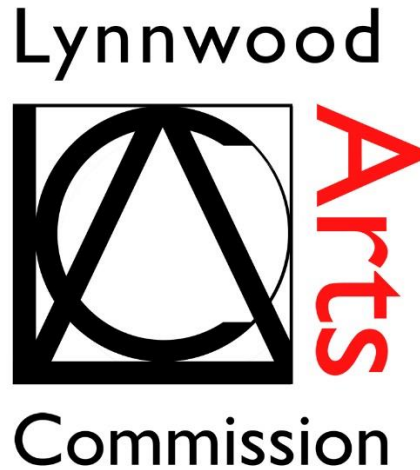
DOCUMENT ATTACHMENTS

Description:

[Arts Commission Annual Report](#)

Type:

Backup Material



2020 Annual Report

Arts Commission (AC) and the Annual Report

The Lynnwood Arts Commission was established on February 1, 1988 (Ordinance No. 1605). Ordinance No. 1724, which repealed portions of Ordinance 1605 related to length of terms, was adopted on October 23, 1989. Lynnwood Municipal Code Title 2, Chapter 2.26 provides the general organizational and procedural provisions was updated on August 10, 2015 (Ordinance NO. 3150).

The Arts Commission serves as an “advisory body” to the City of Lynnwood. The Commission’s duties include advising and making recommendations to the Mayor, City Council, staff and other Boards and Commissions in the City of Lynnwood with regard to arts and creative activities in the city, furthering the learning in creativity and the arts, and other duties directed by the Mayor.

This Annual Report provides a summary of the Art Commission’s work during the year, including significant discussion issues, actions and recommendations. It is intended primarily for the Mayor and City Council, but may also be of interest to other commissions, organizations and individuals who may have an interest in the arts and the creative life in Lynnwood.

The Commission’s Mission is to support universal access to diverse arts to enrich our community’s quality of life and economic vitality by:

- Advocating for lifelong learning in creativity and the arts.
- Promoting artists and arts opportunities.
- Encouraging openness and inclusion.
- Building community and a sense of place.

2020 Accomplishments

200+ hours of volunteer time.

Signal Box Wraps:

- ALL ARE WELCOME box at 184th and Alderwood Mall Parkway completed. Collaboration of Arts Commission and Diversity, Equity, Inclusion Commission. Virtual ribbon cutting online.
- BIG HAIR & BLUE EYE SHADOW signal box on hold

Public Art:

The commissioners leveraged partnerships and collaboration projects to help Lynnwood have more public art.

- LOVE Lynnwood sculpture at Lynnwood Convention Center in progress. Approaching final design. Soon to begin permitting process.
- Mural at South Lynnwood Park completed by artist Gabrielle Abbott. Titled “Grateful Stewart”. In researching the design, Abbott had an artist residency at College Place Elementary School. She also created online video lessons, and connected with Snohomish Tribe, Edmonds Community college and other community members.
- Interurban tunnel – mural, proposed and completed by Girl Scout Eva Villavicencio with the help of a few of her friends. They painted both sides of the tunnel with dancing figures and musical notes. The mural titled, “Social (Dis)Dance” was part of her Girl Scout Gold Award project.
- Community Justice Center Public Art – working with architecture team and police staff.

Galleries:

The commissioners credited the gallery committee for their excellent work this past year, in 4 gallery spaces: City Hall Lobby, City Hall Chamber Hallway, Recreation Center and Senior Center.

- Galleries have been closed since March 2020 due to COVID restrictions.
 - City Hall Gallery exhibited 4 artists.
 - City Hall Chamber Hallway has been successfully curated by the Korean American Artists Association of Washington State (KAAW).
 - Lynnwood Recreation Center Youth Art Exhibits exhibited 2 youth artists.
 - Senior Center Gallery, demonstration farm exhibit continues. The exhibit has been well received and been used as an educational destination to learn about local history.

Public Engagement and Events:

The commissioners increased public engagement to Lynnwood's creative community.

- Successfully held the second Lynnwood "State of the Arts". Virtual presentation to the public co-hosted by Diversity Equity and Inclusion Commission, and Team REAL (Racial Equity Advancing Lynnwood, city employees). Theme is Racial equity & Social Justice and the arts.
- Successfully ran a Lynnwood Art of Food and Wine Event on Feb 8, 2020. Attendance of 523. Additional on-site wine sales of more than \$11,500.
- Won \$2000 from Edmonds Arts Festival Foundation to support an art project.
- Successfully implemented EGGSplore Lynnwood of 10 artist eggs at 10 locations. EGG Hunt cut short by COVID restrictions. Online EGG auction raised \$1,110, donated to Lynnwood Food Bank.
- Created art activities for Meet Me at the Park.
- Continue to update an online interactive map of Lynnwood art and historical locations: www.DiscoverLynnwood.com.
- Held Arts Commission retreat to focus on Racial equity & Social Justice and the arts.
- Assisting Lynnwood Convention Center on a new mural.
- Attended Joint Boards and Commissions meeting on February 12.
- Helped the development of mural at Lynnwood Convention Center.
- Canceled due to COVID restrictions:
 - Commission meetings from March to May.
 - City Art Galleries from March.
 - Shakespeare in the Park.
 - EGGSplore EGG Hunt cut short. Party/In-person auction canceled.
 - Mural artist Gabrielle Abbott residency at College Place Elementary cut short.
 - Participation in Fair on 44th

Mural at South Lynnwood Park

The mural "Grateful Stewart" is created by artist Gabrielle Abbott. In researching the design, Abbott had an artist residency at College Place Elementary School. She also created online video lessons, and connected with Snohomish Tribe, Edmonds Community college and other community members.



ALL ARE WELCOME Traffic Signal Box wrap at 184th & Alderwood Mall Parkway

This project was a proud collaboration of Arts Commission and Diversity, Equity, Inclusion Commission. Virtual ribbon cutting online, <https://www.youtube.com/watch?v=BtWif8XtDIM&t=15s>

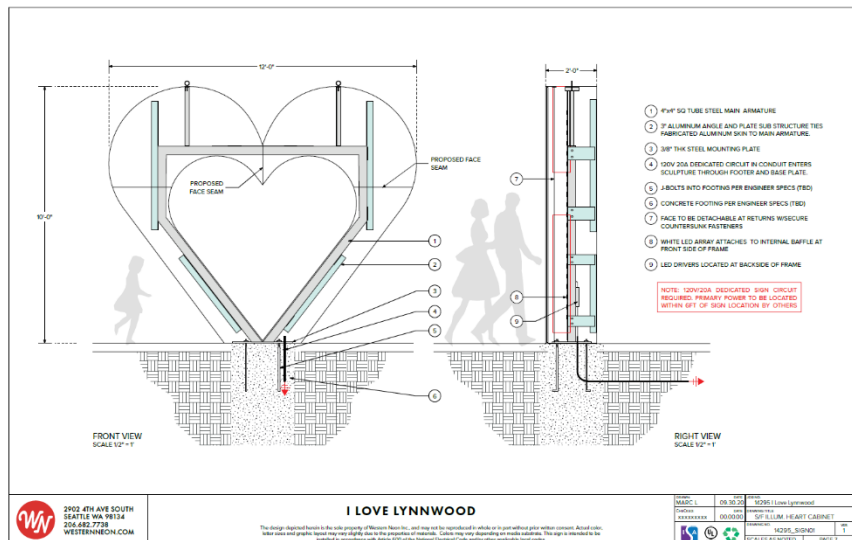


(FUTURE) LOVE Lynnwood sculpture

In progress. To be located at the Lynnwood Convention Center. A welcoming gesture for people coming into our city. A partnership between City, Lynnwood PFD, Lynnwood Convention Center, and Lynnwood Parks & Recreation Foundation. Artist is BK Choi.



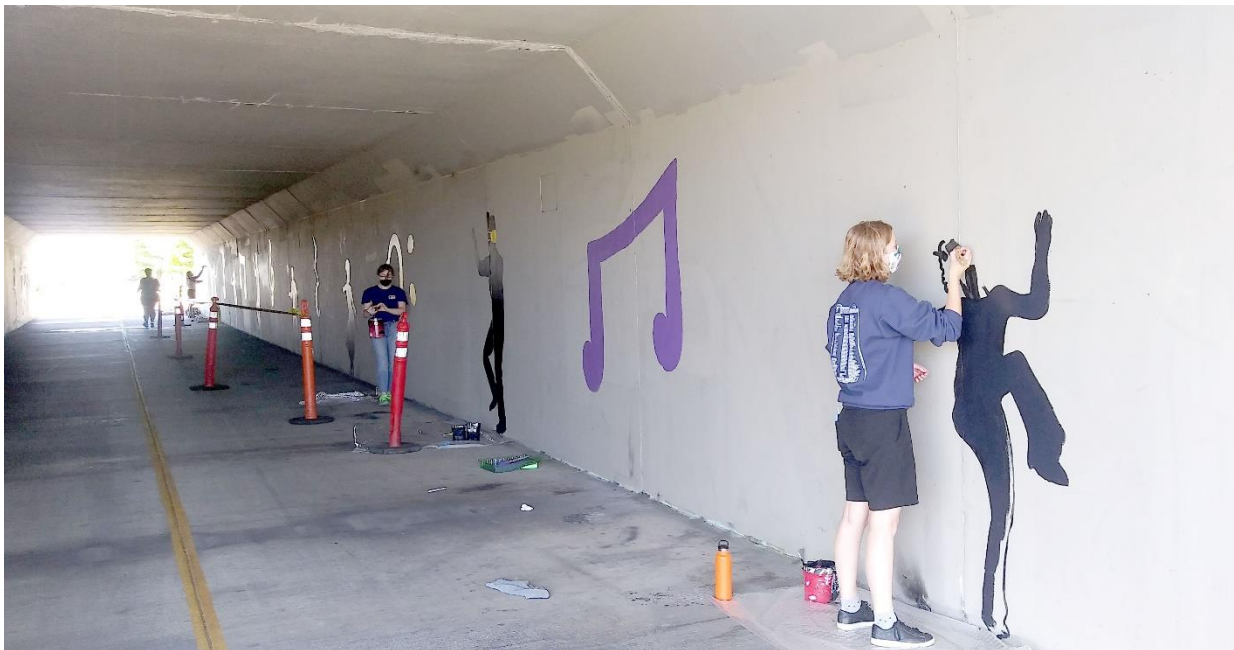
Rendering of sculpture



Design/fabrication document

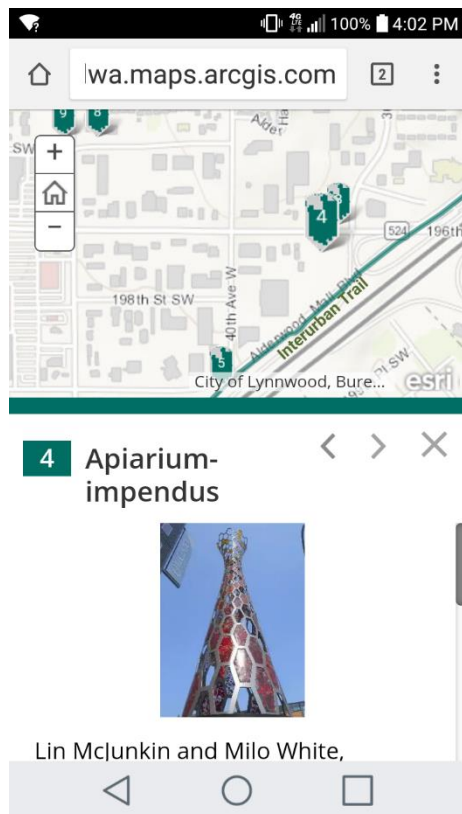
Mural at Interurban Tunnel

Girl Scout Eva Villavicencio and her friends painted both sides of the tunnel with dancing figures and musical notes. The mural titled, "Social (Dis)Dance" is part of her Girl Scout Gold Award project.



History + Art on your Phone

www.DiscoverLynnwood.com receives the latest updates to continue as a FUN way to learn about history, art, and what's happening in Lynnwood. On smartphone or computer.



www.DiscoverLynnwood.com

#4 shows the sculpture commissioned by CityCenter Apartments, working in partnership with the Arts Commission

The Art of Food & Wine – Fundraising Event

the art of
FOOD & WINE



LYNNWOOD

SATURDAY, FEBRUARY 8, 2020 • 5 - 9PM

WWW.LYNNWOODFOODWINE.COM

the art of
FOOD & WINE

Lynnwood Convention Center

SATURDAY, FEBRUARY 8, 2020 • 5 - 9PM

Come enjoy an evening out with friends to taste regional wines and savor exquisitely prepared gourmet food. Listen to live music and experience interactive art demonstrations, too!

This fun community event raises funds for public art projects in Lynnwood.

21+ only, IDs will be required for entrance.

TICKETS ON SALE NOW!

early bird pricing ends January 31st

Foodies Only - \$15/\$20

includes 10 food bites

Wine Lovers Only - \$25/ \$30

includes 10 wine tastings

The Full Deal - \$40/\$50

includes 10 food bites and 10 wine tastings



more info & tickets at
LynnwoodFoodWine.com



523 people attended
\$11,500+ in additional
on-site wine sales



EGGS-plore Lynnwood

10 artists, 10 locations

Online Auction generated \$1,110, that was donated to Lynnwood Food Bank



2020 Commissioners

Elizabeth Lunsford	Position 1	Expires 12/31/21
Barry Miller	Position 2	Expires 12/31/21
Teodora Popescu (appointment on 9/28)	Position 3	Expires 12/31/22
Robert Gutcheck	Position 4	Expires 12/31/22
Rhiannon Kruse (appointment on 12/14)	Position 5	Expires 12/31/22
Lynn Hanson	Position 6	Expires 12/31/20
Raniere	Position 7	Expires 12/31/20
Councilmember Ruth Ross	City Council Liaison	

*Commissioners Lynn Hanson and Raniere extended their term to 2023.

--We gave over 200 hours of volunteer time in 2020.--

2020 Attendance

2020 Hours	21-Jan	12-Feb	18-Feb	17-Mar*	21-Apr*	19-May*	16-Jun	21-Jul	18-Aug	15-Sep	29-Sep**	15-Oct ⁺	20-Oct	17-Nov	15-Dec
Elizabeth Lunsford	√	E	√				√	√	√	√	√	√	√	√	√
Barry Miller	√	E	E				√	√	E	E	√	√	√	√	√
Teodora Popescu (appt 9/28)	N/A	N/A	N/A				N/A	N/A	N/A	N/A	√	√	√	√	√
Robert Gutcheck	√	√	√				E	√	√	√	√	√	√	√	E
Rhiannon Kruse (appt 12/14)	N/A	N/A	N/A				N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	√
Lynn Hanson	√	√	E				√	√	√	√	√	√	√	√	√
Raniere	√	√	√				√	√	√	√	√	√	√	√	√

* March, April, May meetings canceled due to COVID restrictions.

** Sep 29 – Retreat

⁺ Oct 15 – State of the Arts

CITY COUNCIL ITEM FYI-4
CITY OF LYNNWOOD
Parks, Recreation, & Cultural Arts

TITLE: FYI: Human Services Commission Annual Report

DEPARTMENT CONTACT: Lynn D. Sordel

SUMMARY:

The Annual Report of the Human Services Commission is attached.

DOCUMENT ATTACHMENTS

Description:	Type:
Annual Report	Backup Material

Human Services Commission 2020 Annual Report

2020 Human Services Commissioners

Vanessa Villavicencio	Position 1	Expires 12/31/2022
Kris Hildebrandt	Position 2	Expires 12/31/2022
Chris Collier, Vice Chair	Position 3	Expires 12/20/2020
Sandi Farkas, Chair	Position 4	Expires 12/21/2020
Pam Hurst	Position 5	Expires 12/31/2020
Michelle Reitan	Position 6	Expires 12/31/2021
Mary Anne Dillon	Position 7	Expires 12/31/2021
 Council member Jim Smith	 Council Liaison	 Expires 12/31/2020

Position 4 filled by Chair Farkas, expired in December of 2020. Ms. Farkas did not seek a subsequent term on the Commission. Position 4 is vacant at the time of this report. Recruitment to fill vacancy is in process.

Council liaison positions on the Human Services Commission expire after one year of service. Council member Smith's term expired on December 31, 2020.

Human Services Commission Annual Report

The Human Services Commission is an advisory commission of the city of Lynnwood. The commission shall focus on meeting the needs of Lynnwood's lower income residents, the homeless, seniors, veterans, victims of abuse, youth and the needs the Commission finds to be underserved. The Commission shall have the power and responsibility to perform the following functions:

- Provide advice and recommendations to the major and City Council regarding meeting the human services needs of the greater Lynnwood Community;
- Prepare and maintain the Lynnwood Human Services plan for adoption by the City Council;
- Prioritize community human service needs;
- Evaluate proposals that would seek to use City resources to meet human service needs;
- Evaluate program success in meeting service goals; and
- Advocate for funding and other resources required to meet identified service needs. (Ord. 3248, 2017; Ord. 3164, 2015)

This Annual Report provides a summary of the Human Services Commissions' actions and recommendations during 2019. It is intended primarily for the Mayor and City Council but may also be of interest to other boards and commissions, organizations and individuals who may have an interest in human services needs in the City.

Monthly Summary of the Human Services Commissions' Activities and Accomplishments

January 16, 2020: Meeting cancelled due to inclement weather.

February 6, 2020

- Commissioner Farkas elected as Chair for 2020
- Commissioners voted to elect the Vice Chair position at the March 5, 2020 meeting
- The 2020 meeting schedule approved with revisions
- The 2020 Annual Report approved with revisions
- Commissioners received an update on the progress of the needs assessment survey which was developed in 2019 by Dr. Robin Fenn and deployed in summer of that year. An analysis of the data was scheduled for April of 2020.

March 19, 2020: Meeting cancelled due to a restriction on the Open Public Meeting Act that resulted from the COVID-19 public health crisis.

April 2, 2020: Meeting cancelled due to a restriction on the Open Public Meeting Act that resulted from the COVID-19 public health crisis.

May 7, 2020: Meeting cancelled due to a restriction on the Open Public Meeting Act that resulted from the COVID-19 public health crisis.

June 4, 2020: Meeting cancelled due to a restriction on the Open Public Meeting Act that resulted from the COVID-19 public health crisis.

July 16, 2020: Meeting cancelled due to a restriction on the Open Public Meeting Act that resulted from the COVID-19 public health crisis.

August 6, 2020

- Dr. Robin Fenn met with Commissioners to present the findings of the focus group component of the Role of the City of Lynnwood in Access to and Affordability of Primary Care, Behavioral Health and Dental Health Services (Fenn Report) conducted in January and February of 2020. Commissioners elected to devote most of their September 3rd meeting to discuss the Fenn Report and consider next steps.

September 3, 2020

- City staff members presented a comprehensive overview of the Healthy Communities Action Plan (HCAP). Staff answered questions regarding the HCAP.
- Commissioners resumed discussion on the Fenn Report and determined areas of focus to guide their work.
- Commissioners discussed the August 27, 2020 Housing Action Plan (HAP) presented by the Community Development department. Feedback on the HAP was positive; Director Sordel agreed to provide updates at future HSC meetings.

October 1, 2020

- Commissioners elected to convene a meeting of the community healthcare stakeholders/partners, who were interviewed for the Fenn Report as the next steps in their work. Commissioners agreed to meet on October 19th to discuss an outline for a meeting with community healthcare stakeholders/partners.

- Director Sordel reported on his meeting with Verdant Health Commission CEO Lisa Edwards. The two met to discuss the areas of the Fenn Report that were of interest to Verdant's Board of Directors.

October 19, 2020

- A special meeting of the Human Services Commission was called to develop an outline for a meeting with community stakeholders/partners. The questions were formulated and a general format for the meeting was discussed.

November 5, 2020

- Commissioner Farkas announced that she would not seek to renew her term on the Commission when it expires on December 31, 2020.
- Commissioners worked on the details of their first meeting with community stakeholders/partners.

December 10, 2019

- Commissioners continued formulating plans for a meeting with stakeholders/partners. February 2021 was tentatively selected for the meeting. Commissioners discussed the topics for the agenda and agreed to finalize details at their January 7, 2021 meeting.
- Commissioner Collier was elected as Chair and Commissioner Villavicencio was elected as Vice Chair for 2021.

CITY COUNCIL ITEM FYI-5
CITY OF LYNNWOOD
Parks, Recreation, & Cultural Arts

TITLE: FYI: History & Heritage Board Annual Report

DEPARTMENT CONTACT: Sarah Olson, Fred Wong

SUMMARY:

The Annual Report of the History & Heritage Board is attached.

DOCUMENT ATTACHMENTS

Description:

[History & Heritage Board Annual Report](#)

Type:

Backup Material



2020 Annual Report

History & Heritage Board (HHB) and the Annual Report

The Lynnwood HHB was established on August 10, 2015 (Ordinance No. 3150). Ordinance No. 3150 repealed Ordinance 2445 related to creation of the former Historical Commission which took effect June 1, 2003. Lynnwood Municipal Code Title 2, Chapter 2.30 provides the general organizational and procedural provisions.

The HHB serves as an “advisory body” to the City of Lynnwood. The Board’s duties include advising and making recommendations to the Mayor, City Council, staff and other Boards and Commissions in the City of Lynnwood with regard to historical, cultural, and heritage recognition, promotion and preservation activities of historic sites, buildings, artifacts, and parks; partnering on exhibits, events and operations of Heritage Park and the Interurban Trail; and performing such other duties as the mayor or council may direct.

This Annual Report provides a summary of the HHB’s work during the year, including significant discussion issues, actions and recommendations. It is intended primarily for the Mayor and City Council, but may also be of interest to other commissions, organizations and individuals who may have an interest in history, heritage, and culture.

The Board’s Mission is “Connecting community members to the history and heritage of Lynnwood to build a positive sense of place” by:

- Collaborating with community partners to collect and promote the history and heritage of Lynnwood.
- Recognizing history and heritage sites through signage, markers, historic registry and interpretive information.
- Advocating to preserve nature, parks, sites, buildings, and artifacts, and for City policies and legislations that are informed by an understanding of history and heritage.

2020 Accomplishments

- Completed the renaming of the Interurban Car 55 located at Heritage Park to “The Spirit of Walter V. Shannon” (the last Interurban motorman). Name painted on Trolley.
- Printed updated history brochures: 10,000 Heritage Park and 5,000 Historic Tour brochures.
- Began Lynnwood’s People of Interest project to honor people and businesses that made a difference in Lynnwood.
- School Bus Grants to continue in 2021.
- Attended Joint Boards and Commissions meeting on February 12.
- Helped the continued development of LOVE Lynnwood sculpture.
- Helped the development of mural at Lynnwood Convention Center.
- Partnership with the Arts Commission.
- Continued Photo exhibit at Senior Center about the Demonstration Farm.
- Used Wickers Gallery as community space for LAMHA program of Living Voices.
- Applied to Snohomish County Heritage Grant.
- Canceled due to COVID restrictions:
 - Board meetings from March to June
 - History & Heritage Days (June 13, July 11, August 8)
 - Participation in Fair on 44th
 - Maplewood School field trip visit to Heritage Park (with use of School Bus Grant)

Step Into The Past At

Heritage Park

Lynnwood, Washington



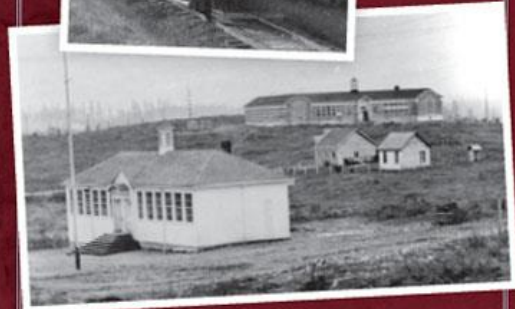
Top: The last remaining car from the Seattle to Everett Interurban Railway, Car 55, serves as the centerpiece of Heritage Park.

Bottom: Alderwood Manor Mercantile in the 1920s. The interurban corridor and the Alderwood Manor station can be seen behind the store.

Lynnwood, Washington

Tour of Historic Sites

www.DiscoverLynnwood.com



Top: The last remaining car from the Seattle to Everett Interurban Railway, Car 55, serves as the centerpiece of Heritage Park.

Bottom: Site of the W.A. Irwin School, often called Alderwood Grade School. The brick school building opened in 1921 and closed in 1962.

Trolley Renaming

Renaming of the Interurban Car 55 located at Heritage Park to “The Spirit of Walter V. Shannon”
Shannon’s (the last Interurban motorman)



History + Art on your Phone

www.DiscoverLynnwood.com receives the latest updates to continue as a FUN way to learn about history, art, and what's happening in Lynnwood. On smartphone or computer.



2020 Board members

Crys Donovan, Vice Chair*	Position 1	Expires 12/31/20
Josh Brown*	Position 2	Expires 12/31/20
Vacant	Position 3	Expires 12/31/21
Vacant	Position 4	Expires 12/31/21
Jeanne Rogers, Secretary	Position 5	Expires 12/31/22
Gary Rogers*	Position 6	Expires 12/31/20
Cheri Ryan, Chair	Position 7	Expires 12/31/21
Councilmember Shannon Sessions	City Council Liaison	

*Board members C Donovan, J Brown and G Rogers have extended their term to 2023.

2020 Attendance

	14- Jan	11- Feb	12- Feb	10- Mar*	14- Apr*	12- May*	9- Jun*	14- Jul	11- Aug	8- Sep	13- Oct	10- Nov	8- Dec
Crys Donovan # 1	E	√	√					√	E	√	E	√	E
Josh Brown # 2	√	√	√					√	√	√	√	√	√
Jeanne Rogers # 5	√	√	√					√	√	√	√	√	√
Gary Rogers # 6	√	√	√					√	√	√	√	√	√
Cheri Ryan # 7	√	√	√					√	E	√	√	√	√

*March, April, May, June meetings canceled due to COVID restrictions.