



AGENDA
Lynnwood Planning Commission
Diversity, Equity and Inclusion Commission
Human Services Commission
Meeting
Thursday, November 12, 2020 — 6:30 pm
Online via Zoom

A. CALL TO ORDER – ROLL CALL

B. APPROVAL OF MINUTES

1. September 24, 2020

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

D. PUBLIC HEARINGS

E. WORK SESSION TOPICS

1. Housing Action Plan Potential Strategies

F. OTHER BUSINESS

1. Planning Commission Scope and Rules Discussion

G. COUNCIL LIAISON REPORT

H. PLANNING MANAGER'S REPORT

I. COMMISSIONERS' COMMENTS

J. ADJOURNMENT

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

Joining Planning Commission via Zoom

How the Meeting Will Work

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

Meeting Links and Numbers

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

How to Provide Public Comments

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

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

Participation Guidelines

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

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

**CITY OF LYNNWOOD
PLANNING COMMISSION MINUTES
September 24, 2020 Meeting**

Commissioners Present:	Staff Present:
Chad Braithwaite, Chair	Ashley Winchell, Planning Mgr.
Chris Eck, First Vice Chair	Sarah Olson, Deputy Parks & Rec. Dir.
Layla Bush, Second Vice Chair	Karl Almgren, City Center Program Mgr.
Aaron Lum	Amie Hanson, Civil Engineer
Adam Segalla	
Patrick Robinson	George Hurst, Council Liaison
Michael Wojack ¹	
	Other:
Commissioners Absent:	Stephanie Wright, Consultant
None	

Call to Order

The meeting was called to order by Chair Braithwaite at 6:37 p.m.

Approval of Minutes

1. Approval of Minutes of the August 13, 2020 Meeting

Motion made by Chair Braithwaite, seconded by Commissioner Lum, to approve the minutes of the August 13, 2020 Planning Commission meeting as presented. Motion passed unanimously.

Citizen Comments

None

Public Hearing

Work Session

1. City Center Update

Karl Almgren, City Center Program Manager, gave a PowerPoint presentation including an update on City Center planning efforts including transit projects, private investments and construction, public capital projects, and program initiatives. Comments and questions followed.

¹ Commissioner Wojack arrived at 7:39 p.m.

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2 **2. Connect Lynnwood**

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4 Civil Engineer Amie Hanson, Deputy Parks & Recreation Director Sarah
5 Olson, and Consultant Stephanie Wright made the PowerPoint
6 presentation regarding Connect Lynnwood – Active & Accessible
7 Transportation Plan. The presentation included an overview of the project,
8 a discussion about balancing priorities, street topologies and facility
9 selection. Comments and questions followed.

10
11 **Other Business**

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13 **Council Liaison Report**

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15 Councilmember Hurst had the following comments:

- 16
- 17 • There will be a public hearing next Monday on budget priorities for the
2021-2022 Budget.
 - 18 • He discussed a neighborhood permit parking ordinance which is already in
19 place.
- 20

21 **Planning Manager's Report**

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23 Planning Manager Winchell had the following comments:

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- 25 • The Housing Action Plan group held meetings in Spanish and Korean.
 - 26 • The South Neighborhood Lynnwood Plan group is meeting with the design
27 committee later this month.
 - 28 • Population projections from the Office of Financial Management have
29 been included in Planning Commission packets.
 - 30 • She gave an update on development applications.
 - 31 • Development Agreement and Binding Site Plan Code Amendments are
32 scheduled for Council consideration on Monday.
 - 33 • The Land Use Application extension will be going to Council soon.

34 **Commissioners' Comments**

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36 None

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38 **Adjournment**

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40 The meeting was adjourned at 9:11 p.m.

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45 _____
Chad Braithwaite, Chair

Topic: Housing Action Plan

Agenda Item: E.1

Staff Report

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

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

Summary

Staff will brief the Planning Commission on the creation of Lynnwood's Housing Action Plan. At this meeting staff will present the four goals of the Housing Action Plan and provide a brief overview of potential strategies. Staff will also provide an update on public outreach and engagement efforts.

The Diversity, Equity, and Inclusion and Human Services Commissions have been invited to join. The intent of this meeting is to have a robust discussion about potential strategies between the Commissioners and to provide feedback to staff.

Project Background, Scope, and Public Engagement Plan

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

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

Housing Action Plan Goals

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

The Housing Action Plan's goals will have benchmarks to monitor progress. Based on the Housing Needs Assessment report (available on the project website) and public engagement, we have identified four draft goals for the Housing Action Plan:

1. **PRODUCE.** Produce housing that meets the needs of the community.

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

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

Strategies

A “short list” of about 75 strategies has been assembled for consideration and is attached to this staff report. The strategies are grouped by the goal that they help achieve (although there will be overlap and many strategies may help meet many goals).

The “short list” of strategies is comprised of strategies that have shown success in other communities. Potential strategies have been compiled from the Department of Commerce Housing Action Plan guidance, HART report, other jurisdictions’ housing strategies, and community input. To view additional information about the existing resource documents we are building upon, please review the project website.

Once strategies have been identified for inclusion into the Housing Action Plan, each strategy will be tailored to Lynnwood’s specific needs.

We are providing the list of strategies for your information. You may find it helpful to review the strategies and descriptions prior to Thursday night’s discussion. Our goal is not to overwhelm you with this list, and we do not intend to ask you to weigh in on specific strategies. Rather, at the upcoming meeting we will be broadly discussing approaches to address housing affordability.

There are five main approaches that the strategies fall under:

1. **Policies and Regulations:** Policies are vision statements that guide the city’s long-term direction. Regulations implement the policies. The City can revise its policies and regulations to increase the likelihood that more housing will be developed. This can include reducing barriers to housing, increasing the variety of housing types, and revising requirements that add costs to housing.

2. **Process Improvements:** The City reviews development before it is constructed through the land use entitlement and permitting processes. The review process can be revised and streamlined to incentivize development in certain locations or to promote certain development types.
3. **Incentives:** The City has the ability to incentivize development through measures such as tax exemptions, flexibility in development standards, fee reductions or waivers, or changing the in the timing of when fees are paid.
4. **Funding:** A majority of the housing that meets the needs of families making less than 80% of area median income requires government intervention and funding. In other words, the private market is not able to make this level of affordability “pencil out” without subsidies or funding. The City currently has very few options at its disposal to assist with directly funding projects.
5. **Other:** In addition to housing unit production, there are other strategies that promote with safe and affordable housing. For example, nearly 50% of Lynnwood residents are renters. Renter protections are an example of a strategy that could increase housing stability. Additionally, another strategy could include partnerships with other regional groups/organizations to collaboratively address housing challenges (by pooling resources, supporting efforts, etc.).

Upcoming Public Engagement and Outreach

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

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

Next Steps

Immediate next steps for this project include:

- **October 26 – November 30** – Engagement Effort #2
- **November 30** – Next Council Update

Attachments

- List of Potential Strategies
- Draft PPT Presentation

Lynnwood Housing Action Plan

List of Potential Strategies | For Reference Only

This document is provided to prior to the November 12, 2020 Planning Commission meeting to assist in preparation for discussion between Commissioners. The appendix includes descriptions of the strategies that are listed below. It may be helpful to review the strategies and descriptions prior to the meeting to assist with conversations.

Moving from Housing Needs to a Housing Action Plan

We have finished outreach to gather feedback on the Housing Needs Assessment. We are now using that feedback to develop the draft Housing Action Plan. The Housing Action Plan will include goals, strategies, and actions. It will also include a timeline for implementation. Each of these elements will be discussed in more detail at the upcoming meeting.

The Housing Action Plan's goals will have benchmarks to monitor progress. Based on the Housing Needs Assessment report findings and public engagement, we have identified four draft goals for the Housing Action Plan:

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

A series of strategies and actions will support each goal. We are working to develop a methodology for selecting strategies and subsequent actions. Selection will also be informed by a second round of public engagement (October 26 – November 30). At the end of 2020, BERK (the Consultants) will provide a draft Housing Action Plan. We will conduct a final round of public engagement in early 2021 to announce the draft Housing Action Plan.

About this Document

The following list of strategies were identified from the [Department of Commerce guidance for Housing Action Plans](#), the [Snohomish County HART report](#), community input, the Council Housing Policy Committee, and the Stakeholder Advisory Group suggestions. The strategies are listed by the primary goal they support, although there is overlap and some strategies will support multiple goals. The Appendix includes descriptions about the strategies.

At this time, the list is intended for discussion purposes only. The City has not evaluated the feasibility or effectiveness of these strategies and has made no commitment or pre-determination of which strategies to include in the draft Housing Action Plan.

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

See appendix for more information about these strategies

1. Adopt a SEPA Infill Exemption
2. Adopt Form-Based Code
3. Allow Cluster Zoning in Single-Family Zones
4. Create Community Benefits/Development Agreements
5. Create Incentives or Provide Flexibility for Desired Unit Types
6. Create pre-approved ADU plans for residents
7. Encourage Micro-retail and Flexible Cultural Space Design
8. Encourage PUD/PRD and Cluster Subdivisions
9. Facilitate more efficient deal assembly and development timelines/promote cost-effectiveness through consolidation, coordination, and simplification
10. Inclusionary Zoning
11. Increase Allowed Housing Types in Existing Zones (cottages; 2, 3, 4-plexes; townhouses; micro-housing)
12. Increase Funding through Local Option Taxes, Fees and Levies
13. Lobby for changes in state and federal law that will enable more consolidated and streamlined funding to support low-income housing.
14. Protection from SEPA Appeals on Transportation Impacts
15. Recalibrate the Multifamily Tax Exemption (MFTE) Program
16. Reduce Minimum Lot Sizes
17. Reduce Off-Street Parking Requirements
18. Reduce Setbacks, Lot Coverage and/or Impervious Area Standards
19. Remove Barriers to the Development of Manufactured Homes and Tiny House Communities
20. Remove Requirement for Ground Floor Commercial
21. Require a Minimum Density
22. Revise ADU Standards
23. Revise Design Review
24. Revise Lot Size Averaging Requirements
25. Rezone areas
26. Simplify Land Use Designation Maps
27. Streamline Subdivision Process
28. Streamline the Permitting Process
29. Waive, reduce, or defer fees and charges for low-income housing projects.

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

See appendix for more information about these strategies

1. Adopt a Notice of Intent to Sell / Sale Ordinance*
2. Create “Right to Return” Policies for Promoting Home Ownership*
3. Establish short term acquisition revolving loan fund to enable rapid response to preserve low income housing developments when they are put on the market*
4. Implement Just Cause Eviction Protections*
5. Improve tracking and monitoring of existing subsidized and “naturally occurring affordable housing” properties to preserve long-term affordability
6. Increase investments in communities of color, historically underserved communities, and low-income communities by developing programs and policies that serve individuals and families at risk of displacement.
7. Preserve Mobile Home Parks and Provide Relocation Assistance*
8. Property Tax Assistance Programs*
9. Provide Down Payment Assistance*
10. Provide Grants/Loans to Directly Support Small Businesses*
11. Provide Need-based Rehabilitation Assistance*
12. Provide Tenant Relocation Assistance*
13. Strategically Acquire and Finance Existing Multifamily Housing*
14. Support Mobile Home Park Conversion to Cooperative*
15. Support Third-party Purchases of Existing Affordable Housing
16. Implement Rental Inspection Program*
17. Recalibrate MFTE program to Provide Affordable Housing above the minimum amount required

*Many actions under Goal 2 are resource intensive (finances, time, staffing, etc.) or would be more likely to be managed by an entity other than the City of Lynnwood. These strategies are indicated with asterisks.

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

See appendix for more information about these strategies

1. Encourage banking and insurance industry support for condominium projects as homeownership solution.
2. Engage communities of color, historically underserved communities, and low-income communities in housing development and policy decision.
3. Expand engagement of non-governmental partners to support efforts to build and site more affordable housing.
4. Increase regional coordination and cross-sector partnerships to address housing challenges and connect individuals with stabilizing services
5. Partner with Local Housing Providers
6. Provide customized housing assistance for households with lower incomes
7. Provide "Found Land": Surplus Land and Other Opportunities
8. Provide prospective homeowners information about credit and personal finance.
9. Partner with organizations to provide Foreclosure Intervention Counseling
10. Partner with organizations to provide Homeownership Counseling
11. Work with Community Land Trusts
12. Work with faith-based organizations on housing

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

See appendix for more information about these strategies

1. Adopt Planned Action Ordinances
2. Adopt Subarea Plans with Non-Project EIS
3. Build strategic amenities that can support housing
4. Create a Local Housing Trust Fund
5. Create community awareness of housing needs and solutions
6. Create neighborhoods that are culturally responsive
7. Ensure needed capacity for reviews by maintaining appropriate staffing levels and providing training
8. Foster community conversations about density
9. Make Strategic Infrastructure Investments
10. Transit-Oriented Development (TOD)/Employer Oriented Development (EOD)– Proactively planning for increased housing capacity around major transit and employment hubs

Appendix: Description of Strategies

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

1. Adopt a SEPA Infill Exemption

- A city or county planning under the Growth Management Act (GMA) can establish categorical exemptions for development to "fill in" urban growth areas. RCW 43.21C.229 allows a city or county planning under GMA to adopt an infill exemption if the comprehensive plan was already subject to environmental analysis through an environmental impact statement (EIS). Any residential, mixed-use or smaller scale commercial development that is roughly equal to or lower than the density goals of the comprehensive plan is exempt from further review. The local government must consider the specific probable adverse environmental impacts of the proposed action and determine that these specific impacts are adequately addressed by the development regulations or other applicable requirements of the comprehensive plan; subarea plan element of the comprehensive plan; planned action ordinance; or other local, state or federal rules or laws. By removing an extra layer of review and potential risk, a SEPA infill exemption can encourage development within the designated area.

2. Adopt Form-Based Code

- "Form-based code" means a package of land use regulations that use physical form, rather than separation of use, as the organizing principle for the code. These land use regulations are adopted into city or county code and represent an innovative alternative to conventional zoning regulation. Form-based codes are linked to a plan that designates the appropriate form and scale of development, as well as the appearance and placement of buildings and their connection to the street, rather than only distinctions in land-use types.
- Form-based codes can be beneficial because they enable local governments to eliminate restrictive zoning, while providing the regulatory means to achieve development objectives, such as compact, pedestrian-friendly walkable neighborhoods, with greater certainty. Form-based codes can be adopted as a new zoning district or as an overlay district.

3. Allow Cluster Zoning in Single-Family Zones

- Cluster zoning is a development option that provides density bonuses in exchange for public amenities such as open space. A cluster subdivision will typically include several houses that are grouped together on a tract of land next to undeveloped land that is held for the common enjoyment of the neighboring residents or the community at large. Grouping homes together in this manner can lower the cost of housing by making more efficient use of the land and reducing the initial investment in streets and utility lines needed to service these communities.

4. Create Community Benefits/Development Agreements

- Development agreements, or community benefits agreements, are voluntary, negotiated contracts between a developer and a city/county that specify the public benefits the development will provide and each parties' responsibilities. They can achieve affordable

housing, affordable commercial space, community gathering space and other public amenities. For example, developers can agree to build out the ground floor space for small businesses and cultural anchors, making it more affordable for them to get into a new space, and then gradually afford market rent over time. The Delridge Grocery Co-op was able to lease space in a new building with “lower-than-normal startup costs” because of the development agreement laying out the need for this type of commercial space.

5. Create Incentives or Provide Flexibility for Desired Unit Types

- The City can provide incentives (such as additional units) and flexibility (such as revised landscaping standards) to promote development of specific unit types that have not commonly been developed in Lynnwood (or have not been developed in certain locations). Providing incentives or flexibility can increase the likelihood that needed housing variety is developed in a timely manner, without a lot of administrative overhead, and without a lengthy approval processes.

6. Create pre-approved ADU plans for residents.

- Preapproved ADU plans offer homeowners and vendors with master plans for building ADUs. The structural details have already been approved for the appropriate residential zones and can include configuration options. If you make changes within the provided parameters, the plan is still considered “pre-approved”. This grants homeowners access to an express lane program that expedites the permitting process and makes the ADU process more attractive for homeowners.

7. Encourage Micro-retail and Flexible Cultural Space Design

- Preservation of existing affordable space is typically most effective for maintaining affordability, but if you must build new or adapt a space, design the ground floor with nontraditional commercial uses in mind. Making a flexible space for a range of businesses (e.g., restaurants, micro-retail) and arts organizations will reduce initial move-in/tenant improvement costs. Seattle’s The CAP Report: 30 Ideas for the Creation, Activation and Preservation of Cultural Space collects building and land use code strategies to consider when designing cultural commercial space (e.g., redefining smaller arts spaces as mercantile, not assembly spaces, to avoid expensive building code requirements).

8. Encourage PUD/PRD and Cluster Subdivisions

- PUDs and PRDs stand for “planned unit development” and “planned residential development”, respectively. The terms generally refer to large integrated developments that offer special design, use/housing type mix and development intensity flexibility, provided they conform to the comprehensive plan. Specifically, PUDs and PRDs typically offer flexibility in lot sizes and housing types provided the overall development meets the density provisions of the zone. Some PUDs and PRDs offer density bonuses for achieving specific goals or integrating community amenity features. PUDs and PRDs often also allow flexibility in the design of street and other public improvements, provided they meet specific criteria. Thus, PUDs and PRDs can be a good tool to integrate a greater mix of lot and housing types to meet community demographic needs while providing environmental benefits of clustering housing to help preserve sensitive natural areas and/or provide a greater amount of usable community open space.

9. **Facilitate more efficient deal assembly and development timelines / promote cost-effectiveness through consolidation, coordination, and simplification.**

- Land assembly is a process of forming a single site from a number of properties. In some areas, an individual site may not be conducive to the type of development or redevelopment desired. For example, a single site may not have enough area to make development costs worthwhile, or they may have difficulties with access.

10. **Inclusionary Zoning**

- Unlike voluntary incentives described above, inclusionary zoning (IZ) ordinances require that all new construction within a specified zone include income-restricted affordable housing. A city or county can define the percentage of units that must be subject to affordability requirements, as well as the target income level for affordability. Some communities offer an “in lieu” payment option as an alternative mode of compliance. The payment can be put into a housing trust fund for use by the city or county in supporting affordable housing production elsewhere.

11. **Increase Allowed Housing Types in Existing Zones (cottages; 2, 3, 4-plexes; townhouses; micro-housing)**

- In many communities, the only housing choices are single-family homes on large lots or medium to large multifamily buildings. Such limited options do not reflect the wide range of needs of differing family sizes, household incomes and cultural groups. One solution is encouraging a larger variety of housing types, often referred to as the “missing middle” as they are middle-sized housing, aimed at people with middle incomes.
- They are also some of the most affordable forms of housing on a cost-per-square-foot basis. In general, these types are more affordable than detached single-family homes and offer a greater range of design and locational choices than apartment buildings can offer. They also offer more flexible ways for communities to add compatible density into established neighborhoods and provide more opportunities for residents to have stability and build wealth through homeownership.

12. **Increase Funding through Local Option Taxes, Fees and Levies**

- Cities may provide direct project funding, through grants or loans, to encourage the production of income restricted affordable housing. Securing this funding can occur in different ways:
 - **A local housing tax levy**, authorized through RCW 84.52.105, can allow up to \$0.50 per \$1,000 of property tax to be allocated toward an affordable housing fund for projects serving very-low income households (50% median family income or less) if approved by a majority of the voters of the taxing district. Housing levy funds may be used for a variety of purposes detailed in an affordable housing finance plan such as for matching funding for not-for-profit housing developments. This support can improve a project’s competitiveness for receiving additional financing from state or national sources. The county, city or town that imposes the levy must declare an emergency with respect to the availability of housing that is affordable to very low-income households in the district. SB 6212 (laws of 2020) expands the use of this tax to include affordable homeownership, owner-occupied home repair and foreclosure prevention programs for low-income households up to 80% of median family income as of October 1, 2020.

- **Real Estate Excise Tax (REET 2):** A city or town planning under GMA can impose an additional 0.25% real estate excise tax ("REET 2") under RCW 82.46.035. This requires voter approval only for communities voluntarily planning under GMA. Revenues may be used only for financing "capital projects" in the capital facilities plan element of the comprehensive plan, which may include building, rehabilitating/repairing and/or purchasing affordable housing.

13. Lobby for changes in state and federal law that will enable more consolidated and streamlined funding to support low-income housing.

- Funding sources can often come with many administrative and reporting requirements. Reducing the complexities of these funding programs can help developers of low-income housing reduce overhead costs and allows them more flexibility.

14. Protection from SEPA Appeals on Transportation Impacts

- RCW 43.21C.500 provides an option to protect SEPA decisions from appeal for impacts to transportation elements of the environment when the approved residential, multifamily or mixed-use project in a GMA city or town meets certain conditions.
- This provision is intended to encourage development within central infill areas because it is less likely to impact the state system. This is an optional process where the local SEPA responsible official or developer may consult with WSDOT Regional Development Services offices to obtain a letter of no significant adverse impact to "transportation elements of the environment," which include impacts to transportation systems; vehicular traffic; waterborne, rail, and air traffic; parking; movement or circulation of people or goods; and traffic hazards

15. Recalibrate the Multifamily Tax Exemption (MFTE) Program

- This strategy is about retooling the existing MFTE program to address more specific needs or expanding its geographic reach. Recalibration could include addressing unit size thresholds or customizing thresholds to ownership or rental buildings.

16. Reduce Minimum Lot Sizes

- Reducing minimum lot sizes is a key strategy to make efficient use of public infrastructure and increase affordability. It increases a community's capacity by allowing a greater number of dwelling units, particularly in areas close to transit and other amenities. It also provides ways to develop lots with smaller yards that do not require a lot of time or effort to maintain. In growing communities with significant vacant tracts of land, reductions in the minimum lot size carry one of the best opportunities to accommodate growth needs within compact areas. This can limit the need to expand the urban growth area and expand infrastructure to serve it. Such changes also increase opportunities for homeownership.

17. Reduce Off-Street Parking Requirements

- Parking facilities add substantial cost in the development new housing, whether it's surface or structured parking. A study conducted by the city of Portland said underground garage parking adds costs of up to \$55,000 per space, which can add up to approximately \$500 per month per dwelling unit to apartment rents. Therefore, reducing parking can help with affordability. Fewer residents are likely to own vehicles in areas within walking distance to high-capacity transit, with frequent bus service, a mixture of uses, and/or in buildings with a high share of low-income households. In suburban and small city settings, such parking facilities are more important but should be balanced with aesthetics and the impact on the yield of land.

18. Reduce Setbacks, Lot Coverage and/or Impervious Area Standards

- Modest reductions in front and rear setback standards can help to expand possible building footprint area. In storefront and other dense urban environments, the opportunity to build a firewall up to the side property line allows greater flexibility and expansion of the possible building envelope. Likewise, communities may feature outdated lot coverage standards that encourage surface parking facilities at the expense of hidden structured or underground parking forms. Overly ambitious impervious area standards can also be detrimental to desired infill housing development.

19. Remove Barriers to the Development of Manufactured Homes and Tiny House Communities

- Manufactured homes and Tiny House Communities add diversity to the housing stock. Removing barriers to the development of these housing types can help serve the community's diverse housing needs.

20. Remove or Reduce Requirement for Ground Floor Commercial

- Certain zones require residential developments to have a ground floor commercial component to promote mixed-use development. This requirement can serve as a barrier to providing higher density housing, particularly if market demand for new retail or commercial services is low and new retail space unlikely to lease.

21. Require a Minimum Density

- Washington's Growth Management Act (GMA) requires that communities within designated urban growth areas allow for urban densities. While a specific density isn't specified by GMA, veteran Washington planners often mention four dwelling units per acre as the minimum urban density, though closer to seven units has been shown to support transit service.

22. Revise ADU Standards

- Accessory dwelling units (ADUs) are small dwelling units that are either attached to the primary dwelling or in a detached structure (DADU) that is typically placed to the side or rear of the primary dwelling. ADUs have long been an important option for communities to add variety and housing choice in single-family neighborhoods. ADUs can provide low-cost housing in established neighborhoods. They provide dwelling opportunities for extended family members and small households that prefer a neighborhood setting over apartment living. ADUs can also offer a critical source of monthly income for homeowners when rented out.

23. Revise Design Review

- For cities that choose to maintain a design review process, local governments should strive to make it as streamlined, timely, and predictable as possible. Some argue for eliminating volunteer boards and enabling professional city staff to take on this role via administrative design review. This is preferable to full design review, assuming a timely and predictable process can be maintained.

24. Revise Lot Size Averaging Requirements

- Lot size averaging is an innovative development technique that puts buildable land to more efficient use by allowing smaller lots on constrained sites while complying with the underlying zoning. Specifically, this technique encourages a more efficient use of land for subdivision and short subdivision development. The size of individual lots within a subdivision or short subdivision using lot size averaging can be less than the required minimum lot size, provided that the development density achieved is not greater than the gross site area divided by the underlying zone. The flexibility allowed by lot size averaging can be useful for developing

single family housing on unusually shaped parcels or on properties constrained by critical areas. Smaller lot sizes may also provide more affordable housing opportunities.

25. Rezone areas

- Strategic rezones to a higher intensity zone have long been another obvious strategy to expand the capacity for residential development in municipalities. Upzones within a five and ten-minute walkshed of frequent, reliable high-capacity transit would create the opportunity to build TOD with arrival of transit.

26. Simplify Land Use Designation Maps

- Many communities use the same map for a land use map in the comprehensive plan and a zoning map in the local code. If this is the case, any zone change would need to go through the long process of amending the comprehensive plan, which occurs at most, one time per year. One way to make it easier to make changes to zoning and encourage a variety of housing types is to simplify the land use map and the implementing zoning map. Many residential land use designations could be changed to one designation for “residential” in smaller communities, or several for lower-, medium- and high-density residential. Implementing zones could provide more variety, such as low-density neighborhood residential and medium-density residential, and each zone could allow a wider diversity of housing types and lot sizes. Note that this process also changes the names of land uses and zones, so they don’t specifically say “single-family detached.”
- A key factor that should be integrated in both the land use element of the comprehensive plan and the zoning code is to clarify what the implementing zones are for each land use designation. Furthermore, providing “locational criteria” for each zone will be helpful when examining whether a proposed zone change is consistent with the comprehensive plan.

27. Streamline Subdivision Process

- RCW 58.17.095 provides that a county, city or town may adopt an ordinance providing for the administrative review of a preliminary plat without a public hearing. The ordinance may specify a threshold number of lots in a subdivision above which a public hearing must be held and may specify other factors which necessitate the holding of a public hearing. If the public hearing is waived, the planning commission or planning agency shall complete the review of the proposed preliminary plat and transmit its recommendation to the legislative body as provided in RCW 58.17.100 to approve or disapprove the preliminary plat. RCW 58.17.100 was amended to allow local governments to delegate authority to approve the final plat to the planning commission or to staff. This means that a final plat does not have to wait as long to get final approval, which reduces the cost of the development.

28. Streamline the Permitting Process

- Providing an efficient, predictable and user-friendly permitting process can encourage new housing construction by reducing potential confusion or perception of risk among developers as well as lowering their administrative carrying costs. There are several ways in which jurisdictions can improve the clarity, speed and consistency of the permit review process, consistent with legal requirements.

29. Waive, reduce, or defer fees and charges for low-income housing projects.

- Many communities assess development impact fees and permit processing fees during the construction process. Revenue raised from these fees helps to cover the cost of expanding infrastructure and other public services to cover residents of new developments, as well as administrative expenses and other budgetary needs. The cumulative costs of fees can erode the financial viability of affordable housing projects. Local jurisdictions can encourage the

development of new affordable housing by reducing or waiving these fees for qualifying projects. Waivers or reductions in fee revenue could undermine the ability to cover these costs if other revenue sources are not readily available. Cities, towns and counties that wish to offer fee waivers or reductions should consider careful monitoring of the program, especially in early years of operation, to ensure there are no unintended negative effects on other programs or the city's ability to meet growing demands on public services.

DRAFT FOR DISCUSSION ONLY

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

1. **Adopt a Notice of Intent to Sell / Sale Ordinance**

- A “Notice of Intent to Sell” ordinance requires owners of multifamily buildings to provide official notification to tenants and local housing officials. This ordinance can apply specifically to properties with rents at or below certain income levels. The notice gives public authorities the opportunity to plan for a potential purchase in the interest of preserving housing that serves low- or moderate-income residents. It also acts as a mitigation measure for residents, providing additional time to prepare for a potential need to move.

2. **Create “Right to Return” Policies for Promoting Home Ownership**

- A “right to return” policy works to reverse the effects of past physical displacement by providing down payment assistance for first-time homebuyers who can prove that they have been victims of displacement. Programs may prioritize cases of displacement by direct government action. In Portland, priority is given to residents of certain neighborhoods whose property, or whose parents’ property, was seized through eminent domain, which has historically impacted communities of color and low-income residents at disproportionate rates.

3. **Establish short term acquisition revolving loan fund to enable rapid response to preserve low income housing developments when they are put on the market.**

- Lynnwood, like many communities, is at risk of losing naturally occurring affordable housing as well as income-restricted units. A revolving loan fund is a gap financing measure that can be used to assist with acquiring existing low income housing developments before they are sold and become higher-rent units. Revolving loan funds typically require a start up sum of money that then is self-replenishing. It utilizes interest and principal payments on old loans to issue new ones.

4. **Implement Just Cause Eviction Protections**

- Washington state requires that tenants receive at least 20-day notice when asked to leave a property. However, state law does not require landlords to provide an explanation for the demand. This is particularly disruptive for those without longer-term lease agreements, such as month-to-month tenants. Local jurisdictions can pass just cause eviction protections that mandate that landlords provide tenants a legally justifiable reason when being asked to vacate. Legally justifiable reasons may include failure to pay on time or meet terms of the lease agreement, sale of the building or the owner’s desire to assume occupancy of the unit. This protection does not avoid displacement, but it promotes rental stability and provides legal recourse for residents who are asked to vacate without reasonable justification.

5. **Improve tracking and monitoring of existing subsidized and “naturally occurring affordable housing” properties to preserve long-term affordability.**

- Lynnwood could develop a system to track the existing and subsidized affordable housing properties to better identify potential for turnover or loss of these units.

6. **Increase investments in communities of color, historically underserved communities, and low-income communities by developing programs and policies that serve individuals and families at risk of displacement.**

- Displacement refers to instances when a household is forced or pressured to move from their home against their will. In Lynnwood, Residential patterns reveal that White and Black, Indigenous, and People of Color (BIPOC) residents live in largely separate communities. The neighborhoods where a higher proportion of BIPOC residents live are more likely to be at risk of economic and cultural displacement. The City could target investments into these communities to help offset the risk of displacement and help keep people in our community.

7. Preserve Mobile Home Parks and Provide Relocation Assistance

- Mobile home parks can be prime locations for higher density redevelopment in communities with strong demand for new housing. However, they also provide relatively affordable housing to residents in lower-income brackets. Therefore, some communities use strategies to preserve mobile home parks and avoid displacing residents.
- In some cases, displacement of mobile home park residents cannot be prevented. The Washington State Department of Commerce offers a manufacture/mobile home relation assistance program that provides financial resources to assist displaced residents, particularly those who meet low-income thresholds. This is a mitigation measure that should be used only in circumstances where preventive actions to preserve mobile home parks are unsuccessful.

8. Property Tax Assistance Programs

- Certain neighborhoods experience dramatic increases to property values that result in proportional increases to property tax values. Longtime residents who own their home but wish to stay in their neighborhood but struggle to keep up with these cost increases can be helped through a property tax assistance program. This currently exists in Washington for widows and widowers of veterans, but other states have introduced programs that offer this assistance to low-income, elderly, or disabled homeowners as well. Maryland's program extends this benefit to renters who often bear the burden of property tax payments through increased rental rates.

9. Provide Down Payment Assistance

- Some renters desire long-term investment in a neighborhood through home ownership. Saving enough money for a down payment can take years for many households. Economic displacement pressures can push these households to relocate long before their savings accounts are enough for a home purchase. Down payment or assistance programs proactively address this barrier by offering no-interest or low-interest capital for qualified buyers. These programs typically pair with home ownership education courses to encourage financial preparedness for participants. Many programs target first-time home buyers. Home ownership is not the best fit for all households, but many renters pay a mortgage-equivalent in rent and desire the added stability offered by ownership.

10. Provide Grants/Loans to Directly Support Small Businesses

- Small businesses and cultural anchors, especially in areas with high displacement risk, may struggle to invest in their space and keep up with rent. Washington state law establishes local governments' authority to support businesses.

11. Provide Need-based Rehabilitation Assistance

- Rehabilitation projects for existing housing that serves low- and moderate-income residents encourages community longevity. Need-based rehabilitation assistance helps low-income, disabled or senior residents make needed home repairs and safety upgrades by offering favorable financing terms or time-limited tax abatements to qualified homeowners. Projects

that address weatherization and energy efficiency improvements can improve long-term affordability for the homeowner by reducing monthly energy costs.

12. Provide Tenant Relocation Assistance

- Upzoned neighborhoods may see an increase in demolition of existing housing units to build newer, higher density housing types. This process displaces existing tenants who then incur moving costs. Local governments, authorized by WAC 365-196-835 and detailed in RCW 59.18.440, can pass an ordinance that requires developers, public funds or a combination of the two to provide relocation funds for these displaced tenants. Tenants at or below 50% of the county median income, adjusted for family size, qualify for available funds. Resident relocation assistance as a result of public action is required, with details outlined in RCW 8.26.

13. Strategically Acquire and Finance Existing Multifamily Housing

- To better retain affordable housing, cities, counties and housing authorities can catalog naturally occurring affordable housing and housing with income restrictions or covenants that are about to expire. Cities, counties and housing authorities may then identify funds to acquire existing multifamily buildings that serve low- or moderate-income residents to avoid displacement of residents. Selected properties should be likely targets for redevelopment with residents otherwise unable to afford to stay in the neighborhood or projects with expiring affordability contracts. This practice preserves existing communities and retains long-term affordable housing stock.

14. Support Mobile Home Park Conversion to Cooperative

- A community investment program for mobile home parks offers financial tools enabling mobile home park residents to organize and purchase the land that serves their community. Mobile home parks often house moderate- and low-income residents, and this program, which operates as a co-op, protects residents from unexpected rent increases over time. It also empowers residents to complete much-needed deferred maintenance projects. The Washington State Housing Finance Commission, in partnership with Resident Owned Communities (ROC) Northwest and ROC USA, offers the financial tools and expert guidance for manufactured-housing (“mobile home”) communities to become self-owned cooperatives. The commission works in partnership with ROC USA to provide financing for the purchase, and sometimes improvement, of the property. This financing means a bank loan with favorable terms for the cooperative.

15. Support Third-party Purchases of Existing Affordable Housing

- Community-based organizations, non-profits and community land trusts can be important property owners within a neighborhood. Using public resources to empower trusted institutions can preserve or create affordable housing and space for community-serving organizations and businesses.

16. Implement Rental Inspection Program

- Cities with high proportions of rental units are adopting rental unit registry and inspection programs to maintain their housing stock and property values and ensure that rental units are maintained to code and incorporate life safety measures such as smoke and carbon monoxide detectors. Tenants (renters) are often hesitant to report code violations for fear of landlord retribution. A proactive registry and inspection program addresses this problem by making inspection mandatory rather than just based on complaints.

17. Recalibrate MFTE to Provide Affordable Housing above the minimum amount required

- This strategy is about retooling the existing MFTE program to address more specific needs or expanding its geographic reach. Recalibration could include requiring more units of affordable housing than what is currently provided.

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

1. **Encourage banking and insurance industry support for condominium projects as homeownership solution.**
 - Washington State condominium laws are meant to protect condo buyers from poor construction. However, they currently create so much risk and uncertainty for developers that they have prevented production of this type of ownership opportunity.
2. **Engage communities of color, historically underserved communities, and low-income communities in housing development and policy decision.**
 - Include the communities most affected by high housing costs in conversations about potential solutions.
3. **Expand engagement of non-governmental partners to support efforts to build and site more affordable housing.**
 - Sometimes the City is not the best suited organization to lead efforts. Partnering and supporting other entities can assist in a robust housing strategy.
4. **Increase regional coordination and cross-sector partnerships to address housing challenges and connect individuals with stabilizing services**
 - Sometimes the City is not the best suited organization to lead efforts. Partnering and supporting other entities can assist in a robust housing strategy.
5. **Partner with Local Housing Providers**
 - Local governments may want to coordinate with local housing groups and non-profit developers to look for shared goals and identify ways both groups can work together. This may include identifying property, crafting incentives, developing housing assistance programs, supporting grant applications, code enforcement, property owner assistance or other programs to help increase affordability and reduce homelessness.
6. **Provide customized housing assistance for households with lower incomes.**
 - Expand funding for programs that provide families with lower incomes customized assistance. This program could create capacity to address each family's needs in a specific manner, ranging from emotional support to brokering with landlords to customized financial assistance.
7. **Provide "Found Land": Surplus Land and Other Opportunities**
 - In areas with high land costs, acquiring suitable land can add significant expense to an affordable housing project. Cities or counties may own surplus or underutilized lands that may be suitable for housing development. These public lands can be donated or leased to affordable housing developers to reduce the cost of development and help make a project more financially feasible.
8. **Provide prospective homeowners information about credit and personal finance.**
 - Provide easily accessible information about financing and ways to build, maintain and repair

credit.

9. Partner with organizations to provide Foreclosure Intervention Counseling

- Foreclosure intervention counselors serve as intermediaries between homeowners and financial institutions to advocate for at-risk homeowners in need of budgeting assistance, refinanced loan terms or repaired credit scores. Cities can use affordable housing funds to support these programs, or community land trusts can step in to purchase foreclosed property, helping to restore ownership for residents.

10. Partner with organizations to provide Homeownership Counseling

- Provide easily accessible information about the process of buying a home to assist people who might be unfamiliar with this process in the United States.

11. Work with Community Land Trusts

- A community land trust (CLT) is a non-profit organization, owned by a collective of community members, which buys and holds land within a neighborhood. It may raise funds through public or private sources to build structures on this land to be used for community purposes or to be sold to low- or moderate-income residents.
- These building occupants pay a monthly land lease fee to the trust, which maintains ownership of the land itself. CLTs build community wealth by cooperatively owning land and provide affordable housing within a neighborhood. They also prevent displacement by keeping ownership of the land and property out of the private market and ensuring that new development serves community goals such as housing affordability. Public policy can support CLTs by land donation or contributing funds for land acquisition.

12. Work with faith-based organizations on housing.

- Faith-based organizations often have resources such as land and buildings and have a desire to use those resources for the public good in line with their congregation's values. HB 1377 works as an incentive to build affordable housing on faith community owned land. Faith communities who choose to use their land to create homes for their low- and middle-income neighbors making below 80% Area Median Income receive a density bonus for the development.

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

1. **Adopt Planned Action Ordinances**

- Planned actions provide more detailed environmental analysis during an area-wide planning phase, rather than during the permit review process. A community planning under GMA can develop a planned action EIS or threshold determination facilitate development consistent with local plans and mitigation measures. As a result, future projects in the designated planned action area do not require SEPA determinations at the time of permit application if they are consistent with the type of development, growth and traffic assumptions, and mitigation measures studied in the EIS or threshold determination. Such projects are still required to comply with adopted laws and regulations and undergo review pursuant to the community's adopted land use and building permit procedures; however, the advanced work streamlines the development review approval process and removes a potential layer of appeal.

2. **Adopt Subarea Plans with Non-Project EIS**

- A subarea plan is an optional element of a comprehensive plan, but it allows a community to take a closer look at a neighborhood or community and address unique local conditions and develop more customized goals, policies, land use plans and other strategies. A sub-area plan can attract higher density housing to a community that desires to increase development in its urban center or by a major transit stop.

3. **Build strategic amenities that can support housing.**

- These could include transit stops, pedestrian safety and walkability, parks, etc.

4. **Create a Local Housing Trust Fund**

- Housing trust funds are distinct funds established by local governments that receive an ongoing source of dedicated funding to support housing affordability. They can be designed to meet the most critical housing needs in each community.

5. **Create community awareness of housing needs and solutions**

- It is important that the community understand the diversity of people that make up this city and that meeting them where they are in what they need and can afford for housing. It is also important that the community understand that the groups who need affordable housing are part of the community and include current residents and workers. In terms of solutions, it would be beneficial for people to understand the fiscal limits of the city.

6. **Create neighborhoods that are culturally responsive.**

- It is important to develop and design places so that they feel like home for people from a range of backgrounds. Neighborhoods in Lynnwood should include cultural icons that people from diverse backgrounds can connect with.

7. **Ensure needed capacity for reviews by maintaining appropriate staffing levels and providing training**

- Maintaining proper staffing levels in planning departments is key to ensuring timely permit processing. Furthermore, regular training of planning staff is critical for maintaining consistency of application of the rules as staffing changes occur. Knowing how the rules are going to be interpreted and applied from project to project helps to create much-needed predictability for permit applicants.

- Pursuant to RCW 82.02.020, cities and counties can fully recover the costs of processing permit applications. The development community is oftentimes open to fees covering staffing costs as long as predictable and timely service can be provided. Local governments can reach out to stakeholders if permit fees are a barrier to providing predictable and timely service.
- Cities and counties could also use on-call services. Having people in place in advance of permit volume increases or staffing level changes is a great way to make sure planning departments don't fall behind. To facilitate this, local governments could include budget dollars for outside services each year to ensure resources are available to planning departments during times of high permit volumes.
- Lastly, many permits are now reviewed by multiple departments including planning, traffic, engineering, and fire to name a few. Maintaining an efficient permit process requires that internal review processes are well coordinated. We often see project reviews that are held up for weeks or months because one of the reviewing department is far behind. Keeping on top of this issue will cut down on the amount of time needed to review an application.

8. Foster community conversations about density.

- Political feasibility and community acceptance of housing strategies is a big barrier to implementation. Fostering conversations with the community about housing affordability's impacts to the community, the benefits of safe and stable housing, and the impacts of unplanned growth will increase the likelihood of success.

9. Make Strategic Infrastructure Investments

- One of the costs associated with development is the cost of upgrading existing or developing new infrastructure to serve development. In some cases, a community may wish to identify priorities for investment in sewer or water extensions or sidewalks to support upzones, or to catalyze development around new amenities such as transit hubs or community centers. Strategic selection of infrastructure priorities in the capital facilities element can help support housing programs.

10. Transit-Oriented Development (TOD)/Employer Oriented Development (EOD)– Proactively planning for increased housing capacity around major transit and employment hubs

- At its core, transit-oriented development (TOD) is designed to better connect higher density housing options and jobs to planned transit stations or transit corridors. TOD involves a mix of uses allowing residents to commute to work and take advantage of a variety of amenities without needing a car.
- “Employer-oriented development” (EOD) is a similar concept that refers to increasing zoning to allow more homes near employment centers. Some major job centers simply do not have mass transit nearby and are also surrounded by low-density, single family zoning. Allowing more people to live near work both enriches their lives by shortening commutes and relieves government from the financial burden of paying for commuters.



LYNNWOOD HOUSING ACTION PLAN

Planning Commission –
Joint Mtg with Diversity, Equity, and
Inclusion + Human Services
Commissions

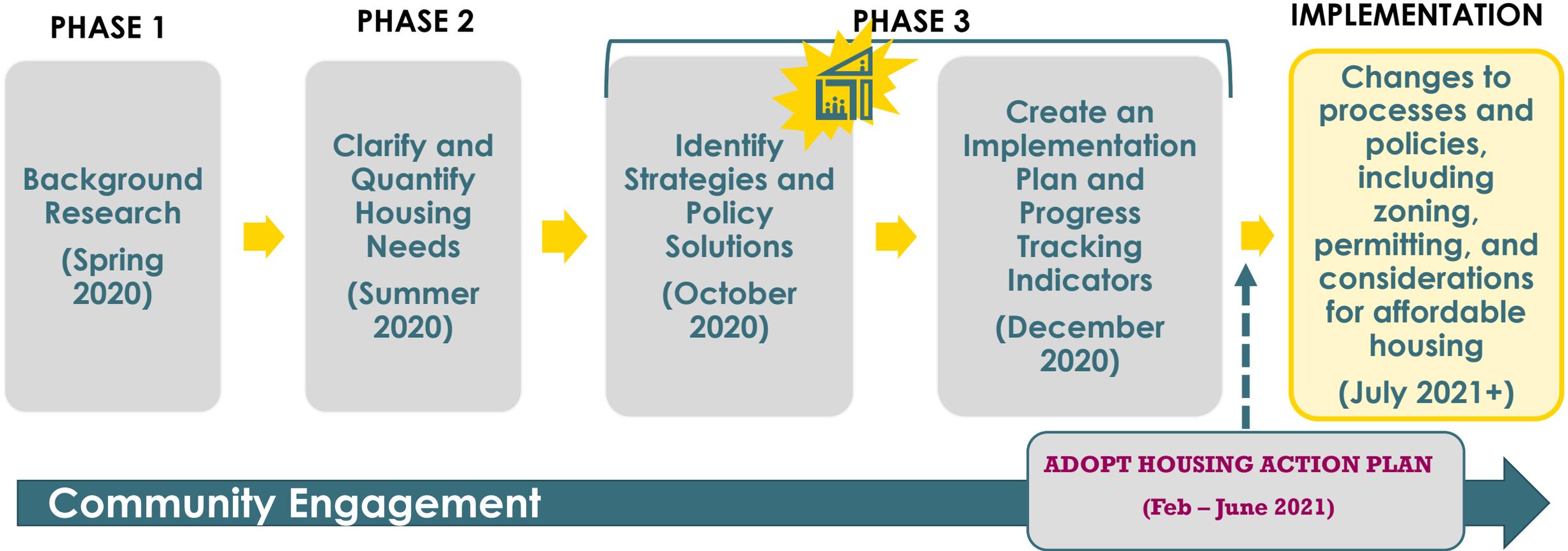
November 12, 2020



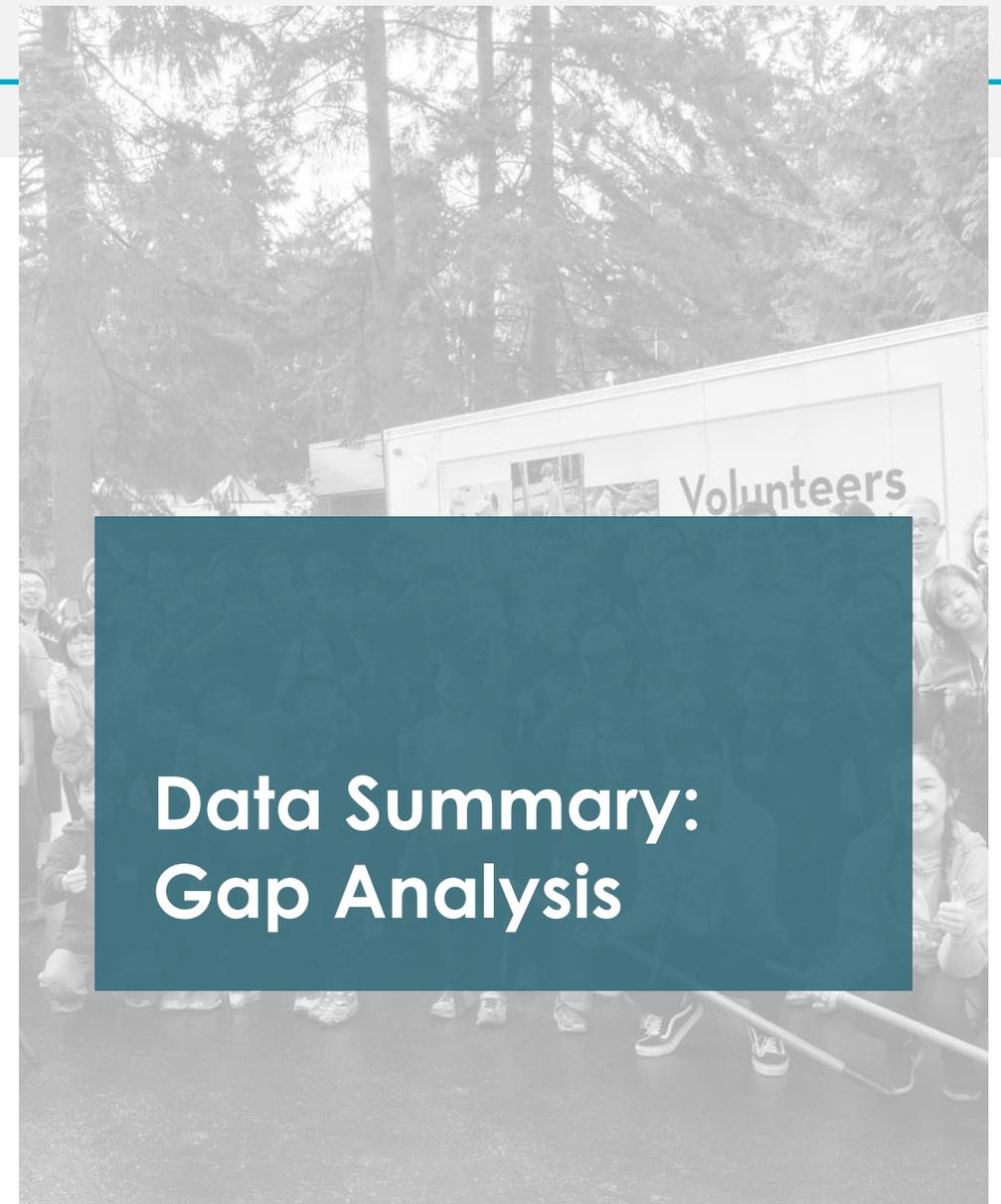


PROJECT RECAP

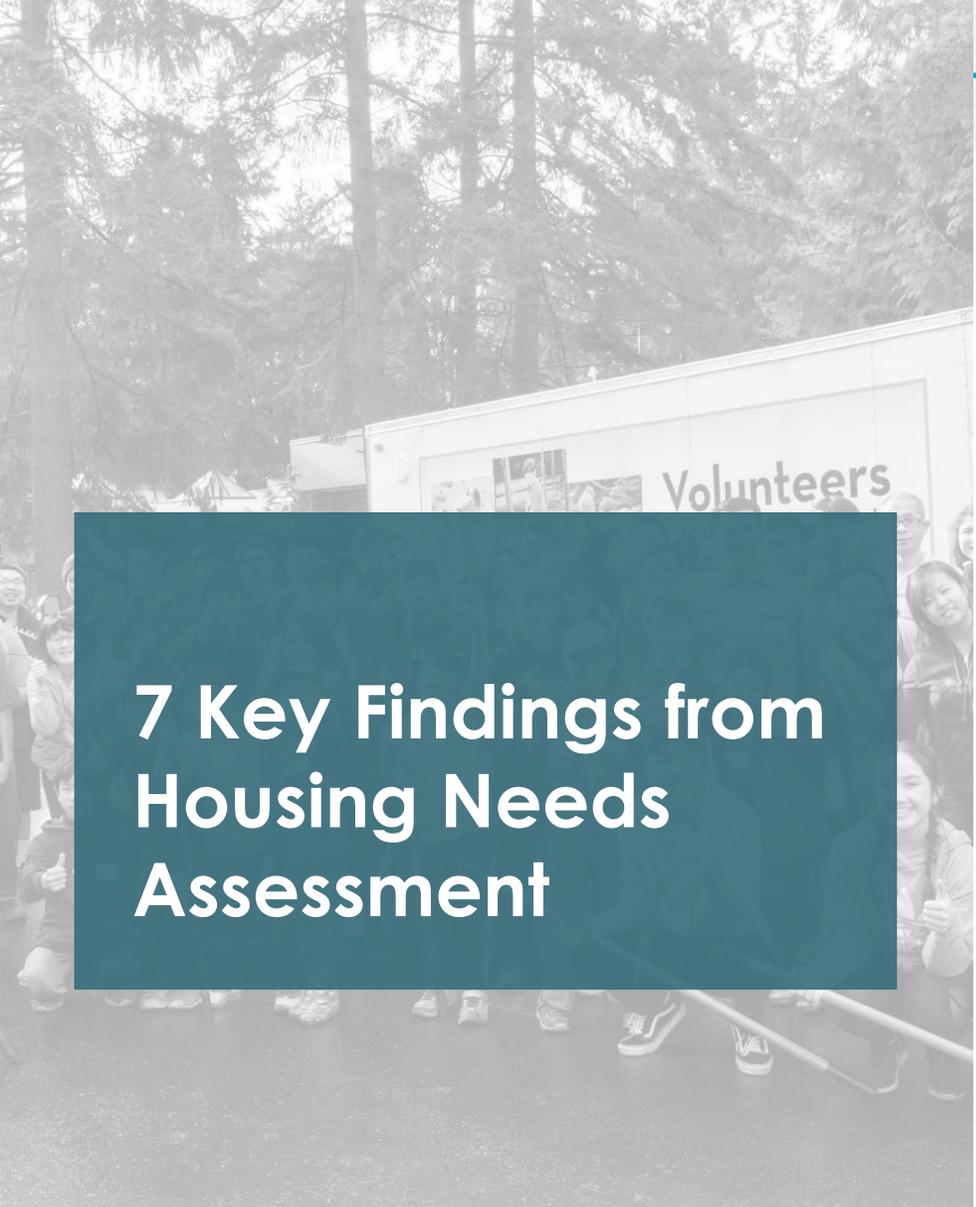
Developing a Housing Action Plan



- Annual production of housing units from 2013-2020 averaged **291 units**—Lynnwood needs annual average of **393 units** to meet estimated growth by 2044.
- In 2010, **half of households** could afford an average-priced apartment without cost burden—by 2018 only **38% of households** could afford the same apartment without cost burden.
- Estimated costs to buy a home based on 2019 values indicate that **less than 20% of Lynnwood households can afford to purchase an average priced home** without assistance.
- **Workers in Lynnwood face difficulties obtaining affordable housing in the private market.** In 2019, the average monthly rent for an apartment was \$2,001. To avoid cost burden, a household would need to earn \$80,040 annually to afford this rent.



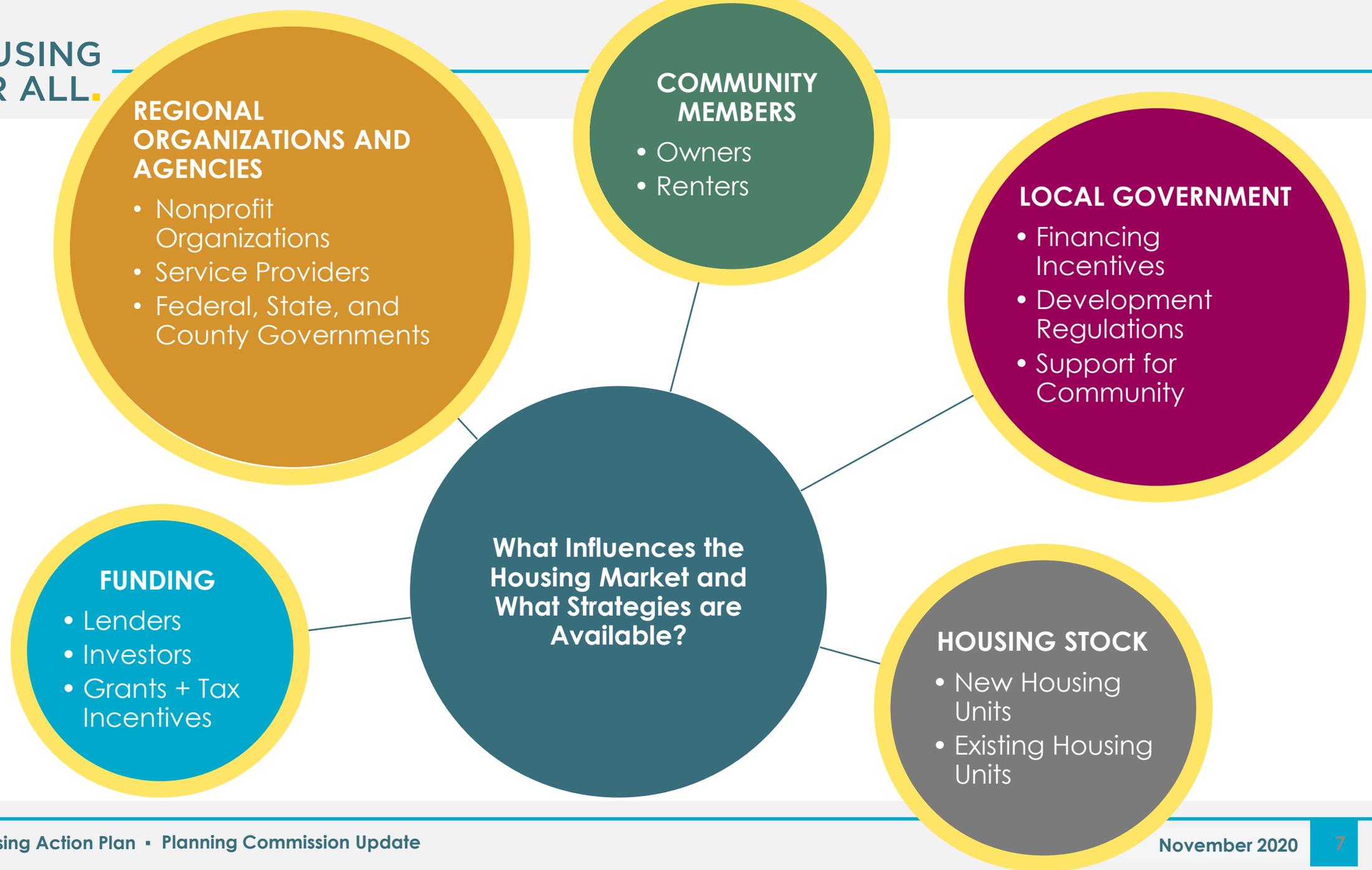
1. Almost 40% of Lynnwood's households are **cost-burdened**.
2. Housing **costs are rising faster than incomes**.
3. Many renters qualify for housing assistance but **lack access to subsidized housing**.
4. **Homeownership is out of reach** for a growing proportion of residents, with the largest gaps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



7 Key Findings from Housing Needs Assessment

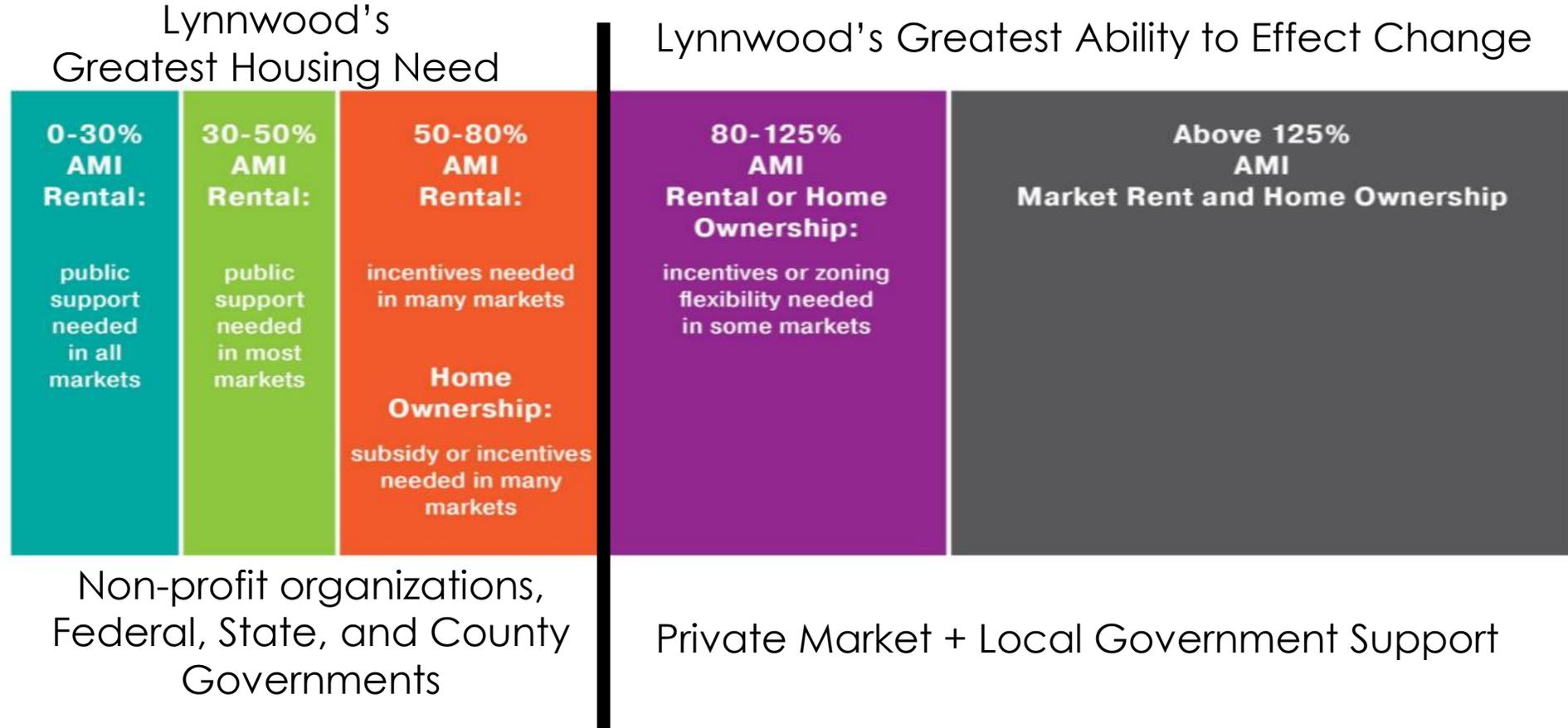


GOALS AND STRATEGIES



Different strategies for different needs

- LOWER housing costs require GREATER public intervention



Housing Action Plan Goals

PRODUCE

Produce housing that meets the needs of the community.

PRESERVE

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

PARTNER

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

PREPARE

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



Housing Action Plan Goals and Strategies

Plan Organization

Goal #1

Description & context

Strategy 1.1

- Description, needs addressed, cross-referenced goals, when and where applicable, considerations, resources needed, specific actions.

Strategy 1.2

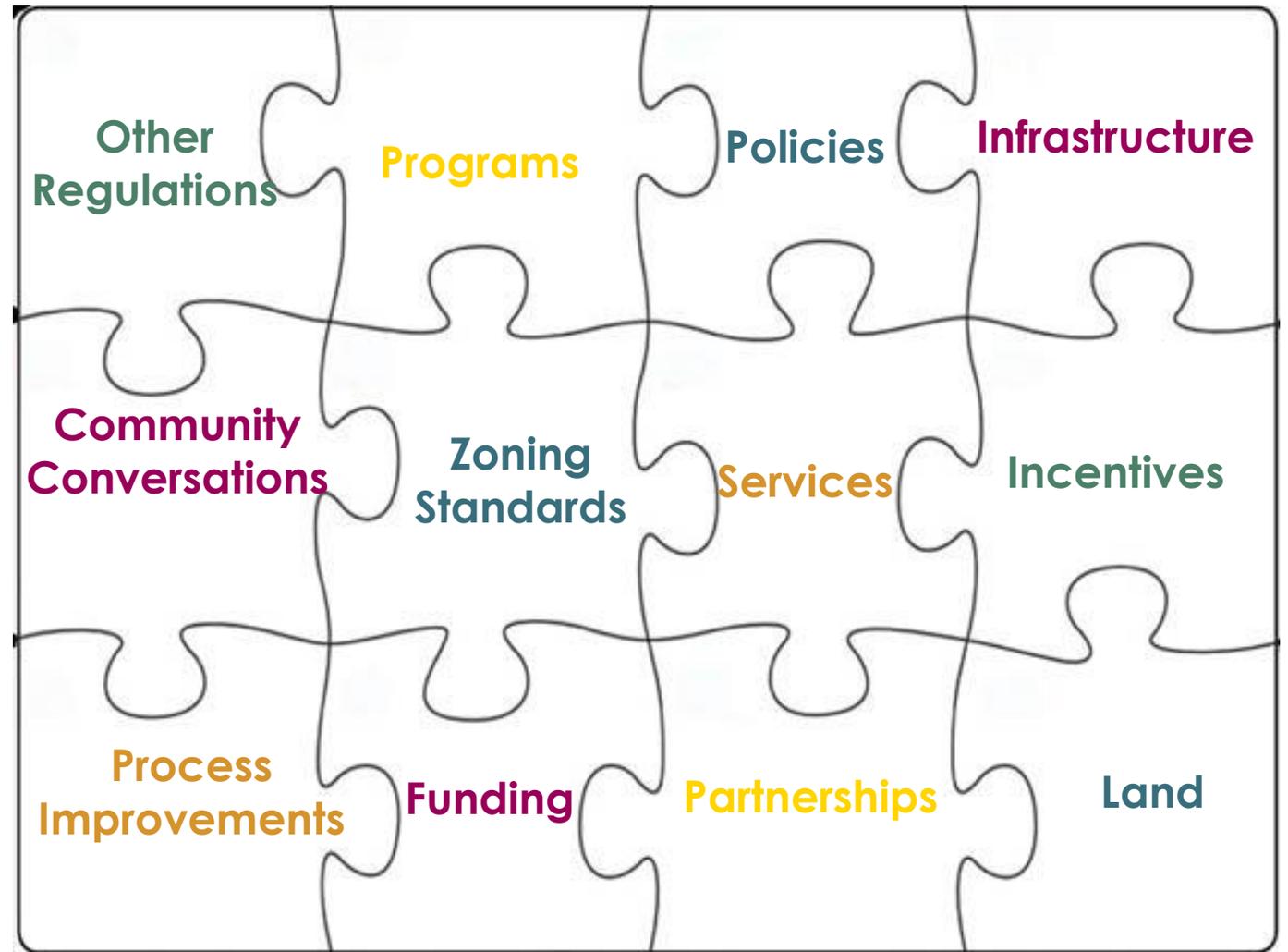
- Description, needs addressed, cross-referenced goals, when and where applicable, considerations, resources needed, specific actions.

Strategy 1.3

- Description, needs addressed, cross-referenced goals, when and where applicable, considerations, resources needed, specific actions.

Strategies

Putting the Pieces Together



**Shortlisted
Strategies will be
considered for the
Housing Action
Plan**

Likelihood of being implemented

Market feasibility

Amount of potential units created or preserved

Level of resources required (cost, new staff, enforcement, etc)

Appropriateness for the City to be lead (or should the City partner?)

Addresses past inequities (legacy impacts, barriers, etc. from systemic racism)

Risk of displacement and unintended consequences

Addresses unique or hard-to-solve needs

Revise Policies and Regulations

- Flexibility vs Mandates
- Growth Patterns – concentrated vs dispersed
- Housing Types
- Other Requirements: Parking, Ground Floor Retail, etc.

Process Improvements

- Environmental Reviews
- Permit Streamlining
- Project Design Review (PDR) Thresholds
- Staffing

Incentives

- Multifamily Tax Exemption (MFTE) Program
- Density Bonuses
- Fees

Funding

- SHB 1406 Funds
- Local Option Taxes, Fees, and Levies
- Land Acquisition

Other Strategies

- Renters
- Regional Collaboration
- Community Acceptance/Messaging
- Faith Community

**Shortlisted
Strategies will be
considered for the
Housing Action
Plan**

Likelihood of being implemented

Market feasibility

Amount of potential units created or preserved

Level of resources required (cost, new staff, enforcement, etc)

Appropriateness for the City to be lead (or should the City partner?)

Addresses past inequities (legacy impacts, barriers, etc. from systemic racism)

Risk of displacement and unintended consequences

Addresses unique or hard-to-solve needs



PUBLIC ENGAGEMENT

1. Outreach & Communications

- Project webpage
- Print and social media
- Official notices
- Interested parties list
- Graphic Materials
- Project Kiosk*

2. Community & Stakeholders

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

3. Boards & Commissions

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

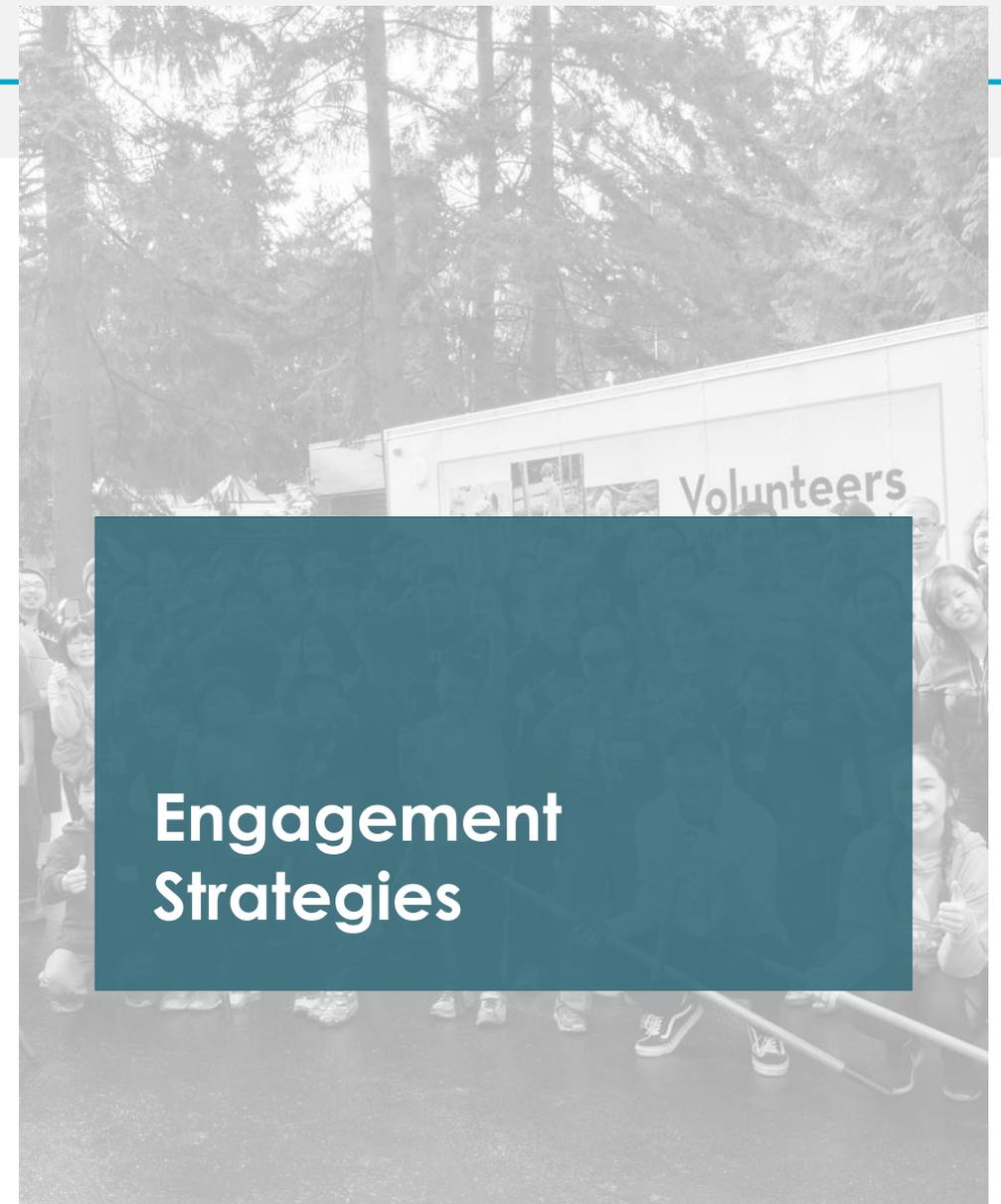
4. City Council

- Council Updates
- Council Housing Policy Committee
- Council Interviews

5. Regional Entities

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

** Indicates outreach strategy has been impacted by COVID*



**Engagement
Strategies**

Home / Services / Development & Business Services / Planning & Zoning / Ongoing Planning Projects / Housing Action Plan

Housing Action Plan



TAKE THE SURVEY IN ENGLISH, SPANISH, OR KOREAN

HELP US UNDERSTAND HOW LYNNWOOD SHOULD GROW TOGETHER	¡AYÚDENOS A ENTENDER COMO DEBEMOS CRECER JUNTOS EN LYNNWOOD!	어떻게 린우드 시가 여러분과 함께 성장 할 것인가를 알고싶습니다. 우리를 도와 주시기 바랍니다.
<p>The City is creating a Housing Action Plan to promote housing opportunities that are safe and affordable for everyone in Lynnwood.</p> <p>Take our survey by November 30 to help shape Lynnwood's future.</p>	<p>La ciudad está creando un Plan de Acción de Vivienda (Housing Action Plan) para asegurar que una variedad de viviendas esté disponible con precio accesible para las personas de todos los ingresos de Lynnwood.</p> <p>¡Hacer su encuesta antes de noviembre 30 para ayudarnos a conformar el futuro de Lynnwood.</p>	<p>본 린우드 시는 다양한 주택이 린우드 각급 소득 수준의 주민에게 경제적이고 합적 가용하도록 하는 주택 행동 계획 (Housing Action Plan) 을 수립할 예정입니다.</p> <p>린우드시의 미래를 만들어 가는 데 도움이 되도록 11월 30일까지 우리의 설문 조사에 참여하십시오.</p>

VIDEO (Below) IS AVAILABLE ON YOUTUBE IN [ENGLISH](#), [ESPAÑOL](#), AND [한국어](#)



- Inside Lynnwood Announcement
- Lynnwood Food Bank
- Heroes' Café/Lynnwood Senior Center
- Halloween Hullabaloo
- Stakeholder Advisory Group
- Community Partners

www.lynnwoodwa.gov/housingactionplan

NEXT STEPS

www.lynnwoodwa.gov/housingactionplan

- **October 26 – November 30** – Engagement Effort #2
- **November 30** – Next Council Update
- **January 2021** – Draft Housing Action Plan



Share the Survey!

www.lynnwoodwa.gov/housingactionplan



Contact Info

Kristen Holdsworth, AICP

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✉ kholdsworth@lynnwoodwa.gov

🌐 <https://www.lynnwoodwa.gov/HousingActionPlan>

Topic: Land Use Extension Ordinance

Agenda Item: F.1

Staff Report

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

Staff Contact: Ashley Winchell, Planning Manager, Community Development

Summary

The Community Development Department is in the process potentially of being combined with the Economic Development Department and the Development Engineering Division of Public Works through the budget process. If approved, the new department will be called Development and Business Services. If approved, this will require changes to the Rules and Scope of the Planning Commission to replace Community Development Department with Development and Business Services throughout the document.

Additionally, staff has identified some other potential changes for consideration:

- General suggestion: Some sections of the Rules and Scope are duplicative of sections of the Lynnwood Municipal Code (LMC). References to the LMC could be added to prevent potential contradictions.
- Article III, Section 1: The City no longer maintains a PO Box. The PO Box address should be removed.
- Article III, Section 1: Planning Commission has been utilizing Zoom for meetings. The use of Zoom for Board and Commission meetings post COVID-19 has not been discussed at this time. Staff wishes to discuss so the commission's preferences can be represented if the conversation takes place.
- Article IV, Section 2: Conversations are taking place at the Council level of whether Board and Commission members should be registered voters. Requiring candidates to be registered voters prevents individuals without citizenship status from participating on a board or commission – this includes Lawful Permanent Residents (green card holders).

In 2019 29% of Lynnwood residents were foreign-born. Staff does not have numbers on how many of those residents are U.S. Citizens. Removing the registered voter requirement will allow a more representative population to participate in local government.

In regard to boards and commissions, the LMC defines resident as “a registered voter of the city of Lynnwood or a registered voter of an area that is within Lynnwood’s municipal urban growth area as designated by the city’s comprehensive plan.” By replacing “registered voter” with “resident” the Rules and Scope will defer to whatever the definition of “resident” is in the LMC.

- Article V, Section 1: When regular meetings fall on holidays they are required to be held the following Thursday. This is not the current practice. By changing wording from “shall” to “may” the Planning Commission may choose to hold the meeting the following week but is not required to.
- Article V, Section 1: The current Rules and Scope do not require posting of a Special Meeting in City Hall. Staff recommends adding this requirement.
- Article V, Section 6: Staff recommends changing references from “citizen” to “community member.” This term is more inclusive to the entirety of Lynnwood which includes residents, social service providers, people who work in Lynnwood, business owners, and others who are connected to Lynnwood.

Additionally, while the intent of the word “citizen” in this document is assumed to mean resident, the word can have negative connotations with individuals who are not citizens of the United States. To be welcoming and inclusive “community member” is recommended.

- Article V, Section 11: Time and Length of Meetings. The Commission has been meeting at 6:30 pm vs. 7:00 pm since COVID-19 protocols were put in place. Does the Commission wish to permanently move Planning Commission to 6:30 pm?
- Article VI, Section 4: The City does not have a “Planning Department.” Changing to “Planning Commission Liaison” allows for staff to change without a need to change the Rules and Scope.

Attachments

1. Planning Commission Rules and Scope with suggested changes

**Lynnwood
Planning Commission
SCOPE AND RULES**

**Including the Planning Commission Statement of Purpose
and Function, Scope of Work, Rules of Procedure,
and Operational Guidelines.**

**Adopted by Planning Commission - June 12, 1997
Amended - Jan. 10, 2002
Amended - Feb. 10, 2011
Amended - December 10, 2020**

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ARTICLE I: NAME

Section 1. Name

The official name of this organization shall be the Planning Commission of the City of Lynnwood (commonly referred to as the “Lynnwood Planning Commission”) as stated in LMC 2.29.010.

ARTICLE II: OFFICIAL SEAT

Section 1. Official Seat

The official seat of the Lynnwood Planning Commission shall be the Lynnwood Civic Center Council Chambers, 19100 44th Avenue West, ~~P.O. Box 5008~~, Lynnwood, Washington 98046-5008.

Policy Question: Should we add Zoom as an option to this section?

ARTICLE III: AUTHORITY

Section 1: Historical Background

The Planning Commission was established under the authority of the Revised Code of Washington, RCW 35.63, “Planning Commission”, Laws of 1935. LMC 18.16 established at the municipal level the Commission’s powers, duties and many of its procedures. In 1971, the City changed its type of city classification under state law, becoming an Optional Municipal Code city. This action allowed the City to utilize the state regulations contained in RCW Title 35A. RCW 35A.63 allows a city to be much more flexible with the make-up and duties of a planning commission.

On January 13, 1997, the Lynnwood City Council adopted Ordinance No.#2121 adding Chapter 2.24 LMC providing general organizational and procedural provisions applying to all City advisory bodies. Ordinance No. #2121 also amended Title 18, Chapter 18.16 of the Lynnwood Municipal Code pertaining to the Planning Commission and renumbered it to LMC Chapter 2.29.

Section 2: Powers ~~And~~and Duties

The Planning Commission shall have all the powers and perform each and all of the duties specified for a planning agency by RCW 35A.63, together with any other duties of authority which may hereafter be conferred upon them by the laws of the State of Washington. The performance of such duties and the exercise of such authority shall be subject to each and all the limitations expressed in legislative enactment or enactments.

Section 3: Annual Scope of Work

The Planning Commission shall serve as an “advisory body” to the City of Lynnwood and may act as the research and fact finding agency for the municipality. To that end it may make such surveys, analyses, research and reports as are generally authorized or requested by its Mayor or City Council, or by the State of Washington with the approval of the City Council.

The Planning Commission shall undertake the following:

- A. Annually review the Comprehensive Plan of the City as specified by the Growth Management Act of the State of Washington and suggest plan amendments, as appropriate.
- B. Annually, review all applications and suggestions for plan amendments to the Comprehensive Plan and official zoning map.
- C. Annually, review its portion of the City budget and suggest desired amendments, as relates to comprehensive plan, capital facilities plan, and policy matters.
- D. Review and perform extraterritorial planning for Urban Growth Areas as defined by Snohomish County and for annexation areas under consideration by the City.
- E. Conduct neighborhood and community hearings and meetings, both formal and informal in nature, regarding its studies, recommendations and proposals.
- F. Participate in preparing an annual report showing achievement toward fulfilling goals, policies and objectives of the Planning Commission.
- G. Prepare an annual work plan for the ensuing year.
- H. Present major policy advisories to the Mayor and City Council.
- I. Meet with the Mayor, City Council and the Hearing Examiner, on an annual basis and other advisory boards, as required.
- J. Examine and respond to referrals from the City Council, Mayor or staff, including public meetings or formal hearings.
- K. Perform other advisory duties as may be provided by ordinance or as may be assigned to it by the City Council or Mayor.

ARTICLE IV: MEMBERS AND OFFICERS

Section 1: Members

The Planning Commission for the City of Lynnwood shall consist of seven (7) members who shall be appointed by the Mayor and confirmed by the City Council as stated in LMC 2.29.020. Members shall be selected without respect to political affiliations.

Section 2: Residency Requirement

At the time of nomination and continuing uninterrupted thereafter while serving on the Planning Commission, the Planning Commissioner shall be a resident of the City of Lynnwood. A resident means a ~~registered voter~~ resident of the City of Lynnwood or a

~~registered voter~~ resident of an area that has successfully petitioned or voted to annex to the city where an annexation ordinance has been adopted by the City Council.

Section 3: Officers

The elected officers of the Planning Commission shall include a Chair, First Vice-Chair and Second Vice-Chair.

Section 4: Nominations ~~And~~ and Elections ~~Of~~ of Officers

Elections of officers shall take place annually at the first regular meeting of the Planning Commission. Nominations shall be made from the floor. The election shall follow immediately thereafter. Nominee receiving a majority vote of those present shall be declared elected.

Section 5: Term of Office

The elected officers shall immediately assume their positions at the conclusion of the elections and shall serve one (1) year.

Section 6: Vacancies ~~i~~ n Offices

Vacancies in elective offices shall be filled immediately by regular election procedure for the unexpired portion of the term.

Section 7: Resignation ~~Or~~ or Removal of Planning Commission Member

In the event that a Planning Commissioner can no longer fulfill his or her responsibilities, or is no longer a full-time resident of the City of Lynnwood or misses twenty-five percent (25%) or more of the Commission's regularly scheduled meetings within a twelve (12) month period (unless excused by the Commission) as stated in LMC 2.29.030. ~~i~~ t may be appropriate that the Commissioner resign or be removed from the Commission. The procedures for resignation or removal are outlined as follows:

A. Resignation

Whenever a Planning Commissioner is no longer qualified to serve, or is unable to fulfill the responsibilities of a Commissioner and desires to resign, then a resignation may be tendered in writing to the Mayor and the Chair.

B. Removal

1. The Planning Commission may recommend to the Mayor and City Council the removal of any Planning Commissioner who misses twenty-five percent (25%) or more of the regularly scheduled meetings within any twelve (12) month period without being excused by the Chair, or in the opinion of the Commission, is unable to fulfill the duties of a Commissioner.
2. Recommendations for removal must be recommended by at least four (4) members of the Planning Commission.
3. A Planning Commissioner may be removed, after public hearing, by the Mayor, with the approval of the City Council for inefficiency, neglect of duty or malfeasance in office.

Section 8: Duties of Officers

A. Chair

The Chair shall preside over the Planning Commission and exercise all the powers incidental to the office, retaining however, the full right as a member of the Planning Commission to have a vote recorded in all deliberations of the Planning Commission, to propose motions and to second motions. The Chair may call special meeting of the Planning Commission in accordance with the Scope and Rules, sign documents and see to it that all actions of the Commission are properly taken.

B. First Vice-Chair

During the absence, disability or disqualification of the Chair, the First Vice-Chair shall assume the duties and powers of the Chair during this period. The First Vice-Chair shall retain the full right as a member of the Planning Commission to have a vote recorded in all deliberations of the Planning Commission, to propose motions and to second motions.

C. Second Vice-Chair

During the absence, disability or disqualification of the Chair and the First Vice-Chair, the Second Vice-Chair shall assume the duties and powers of the Chair during this period. The Second Vice-Chair shall retain the full right as a member of the Planning Commission to have a vote recorded in all deliberations of the Planning Commission, to propose motions and to second motions.

D. Chair Pro-Tempore

During the absence, disability or disqualification of the Chair, First Vice-Chair and the Second Vice-Chair, the most senior member of the Planning Commission shall chair the meeting. The Chair Pro-Tempore shall retain the full right as a member of the Planning Commission to have a vote recorded in all deliberations of the Planning Commission, to propose motions and to second motions.

E. Executive Secretary

The Director of ~~Community Development~~Development and Business Services shall serve as Executive Secretary of the Planning Commission. The Director may designate a staff member to perform any of the duties of the Executive Secretary and shall provide other staff services necessary to carry out the work the Planning Commission.

ARTICLE V: MEETINGS

Section 1: Meetings

Lynnwood Planning Commission Scope ~~And~~ and Rules

The regular meetings of the Commission shall be held on the second and fourth Thursday of every calendar month at a time set in advance by the Planning Commission so as to ensure reasonable public participation, provided:

- A. If the regular meeting falls on a legal holiday, that meeting ~~shall~~ may be held on the following Thursday unless the Commission, by formal action, sets a special meeting day.
- B. A quorum of the Commission may, at any regular meeting, substitute another day for the regular meeting of the following month and shall cause notice to be given thereof in the manner provided for notice of a special meeting day.
- C. If, for any reason, the business to be considered at a regular or special meeting day cannot be then completed, the Commission may at such meeting recess and designate the time to reconvene to consider the uncompleted matter, provided that such action shall be publicly announced at the meeting. Notice thereof shall be posted in a conspicuous place in the Lynnwood City Hall. Provided further that if such reconvened meeting is not held on a regular meeting day, notice thereof shall be given in the manner provided for notice of a special meeting day.
- D. Special meetings may be called at any time by the Chair or, in the Chair's absence, by the Vice-Chair(s), or by at least four (4) members of the Commission, by delivering personally, electronically, or by mail, written notice to each member of the Commission; and to each local newspaper of general circulation, and to each local radio or television station which has on file with the Commission a written request to be notified of such special meeting or of all special meetings. Notice thereof shall be posted in a conspicuous place in the Lynnwood City Hall. - Such notice must be delivered personally, electronically or by mail at least seventy-two (72) hours before the time of such meetings as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the Commission. Such written notice may be dispensed with as to any member who at or prior to the time and meeting convenes files with the Executive Secretary of the Planning Commission a written waiver of notice. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.
- E. All regular and special meetings of the Planning Commission shall be open and the public shall be permitted to attend.

Section 2: Agenda and Staff Reports for Regular and Special Meetings

A copy of the agenda for every regular and special meeting of the Lynnwood Planning Commission shall be provided each member not less than six (6) days prior to the date of the meeting at which such agenda is to be considered.

The Executive Secretary of the Lynnwood Planning Commission, in consultation with the Chair, shall set the agenda for any given meeting. No subject matter shall be placed on the agenda for action at any given meeting which was not formally filed with the Lynnwood ~~Department of Community Development~~ Development and Business Services,

Lynnwood Planning Commission Scope ~~And and~~ Rules

as hereafter provided, or which was not initiated by motion of the Lynnwood Planning Commission or City Council. The Chair may, however, place housekeeping and non-action items on the agenda.

Where any matters filed with the Department of ~~Community Development~~Development and Business Services for consideration and action by the Planning Commission, which matter is deemed by the Director of ~~Community Development~~Development and Business Services to be of concern to other departments of the City and other public agencies, the Department shall notify each such interested department or agency of the impending matter and request a report or recommendation, if any, on the matter. The notification to the other departments or agencies shall include any pertinent information, maps or other material and data as will clearly indicate the type of action under consideration. Information resulting from the departmental or agency reports and recommendations shall be considered by the Planning Commission at the time the matter is before it.

The Lynnwood ~~Community Development~~Development and Business Services staff shall review the items on the agenda and submit the staff's recommendations and findings to the Planning Commission prior to a regular meeting.

Section 3: Minutes ~~And and~~ Records

A record of proceedings of all official meetings shall be recorded and the filestapes made a part of a permanent public record along with applications made under provisions of law and the complete files of proceedings and actions taken in connection therewith. The agenda, with a record of action taken and attendance, shall constitute the record of proceedings.

A copy of the records of proceedings taken at any meeting shall be provided by ~~the Lynnwood Community Development~~ the Development and Business Services Dept. staff to anyone on request, at costs as established by the City of Lynnwood.

Formal recommendations considered by the Planning Commission shall constitute a part of the public record of the meeting at which such recommendation was considered, provided that the text of any such recommendation may be considered as being contained in the record of proceedings when properly identified as to the agenda item and/or case file number.

All actions of the Planning Commission, whether by motion or resolution, shall be considered conclusive as to general import as of the date of such action, provided the Chair has authority to modify non-substantive items.

Section 4: Public Hearings ~~And and~~ Meetings

Public Hearings and meetings conducted by the Planning Commission shall conform to the provisions of law in the matter of public notice, time, number and reporting.

In all cases where it shall appear any notice of publication or posting or communication may be defective, any member, after hearing the statement of the defect, can rise to a point of order and request that the issue of notice be tabled and that the matter proceed, reserving to any aggrieved person the right to appeal to the Planning Commission and, upon a vote by the majority, the issue of notice shall become moot as to the Planning Commission. The tabling of an issue of notice shall not prejudice the rights of any

aggrieved party to full consideration of the apparent defect at a subsequent review phase.

Section 5: Order of Business

The regular order of business at regular meetings of the Lynnwood Planning Commission shall be:

- A. Call to Order / Roll Call
- B. Approval or Corrections of previous Meeting Minutes
- C. Public Comments (on matters not scheduled for a public hearing on tonight's agenda)
- D. Public Hearing(s)
- E. Work Session(s)
- F. Other Business
- G. Council Liaison Report
- H. Director's Report & Informational Item(s)
- I. Adjournment

Section 6: Conduct of Public Hearings

- A. The Chair opens the Public Hearing and orally summarizes the application before the Lynnwood Planning Commission.
- B. The ~~Community Development~~ Development and Business Services Director, or designated staff, provides background information, technical analysis, review planning considerations and policy, and summarizes the Department's findings and recommendation to the Planning Commission. Copies of staff testimony and reports should be submitted in writing to made part of the record.
- C. Upon recognition by the Chair, a Planning Commissioner may ask relevant questions on the application to staff.
- D. The Chair opens the public hearing portion of the deliberation.
- E. The applicant or designated representative is invited to speak on behalf of the application. Upon recognition of the Chair, a Planning Commissioner may ask relevant questions to the applicant, applicant's designated representative or to the planning staff.
- F. The public is invited to speak for or against this application. In event that there are large numbers of individuals seeking to speak on the issue, the Chair may limit the time that each individual may speak on the issue. The Chair should alternate between proponents and opponents when possible to provide for a balance discussion of the application. Upon recognition of the Chair, a Planning Commissioner may ask relevant questions of the individual testifying.
- G. After the general public have commented on the application, the applicant is invited to speak in rebuttal or to answer questions that may have arisen.
- H. The general public is given another opportunity to rebut comments by the applicant.

Lynnwood Planning Commission Scope ~~And~~ and Rules

- I. The Chair calls a third time for public testimony, upon hearing none the public testimony portion of the public hearing is officially closed.
- J. The Chair now opens the session for Planning Commissioner deliberations and action. Upon recognition by the Chair, a Planning Commissioner may direct specific questions to staff, applicant, applicant's representative, citizen-community member or fellow Planning Commissioner to clarify issues, comments or technical questions that may not have been directly addressed during the public testimony portion of the public hearing.
- K. After reasonable time, the Chair closes further discussions and entertains a motion from the Planning Commission. The Planning Commission may approve, modify, reject or continue the item until another Planning Commission meeting date certain.
- L. After a motion is made and seconded, the Chair entertains additional discussion on the motion. Upon recognition of the Chair, a Planning Commissioner may exercise further parliamentary actions on the original motion.
- M. Upon hearing no further deliberation, the Chair takes a vote on the motion or any subsidiary motions and directs the Executive Secretary to record the formal action as required by these Scope and Rules.

Section 7: Conduct of Public Meetings

Under the Growth Management Act of the State of Washington, a single level of formal legislative review must be adopted by each jurisdiction. The City Council has reserved this legislative review on certain planning issues requiring a quasi-judicial determination. The Planning Commission may conduct public meetings to assist an applicant with the development of his or her application. These public meetings will be conducted on an informal basis to provide guidance to the applicant in advance of formal City Council consideration.

These public meetings shall be generally conducted in the following manner:

- A. Open the meeting and review the meeting procedures (Chair).
- B. Summarize the application (Staff).
- C. Describe the review process and "record-to-date" (Staff).
- D. Present proposal (applicant).
- E. Receive and discuss public comments (Planning Commission & public).
- F. Report and recommendation:
 1. Summarize highlights of the meeting (Chair).
 2. Make recommendation (Planning Commission).
 3. Draft meeting report (Staff).
- G. Report to the City Council (Staff).

Section 8: Special Meetings

Special meetings and work sessions may be called:

Lynnwood Planning Commission Scope ~~And~~ and Rules

- A. By the request of the Chair, or in the Chair's absence by the acting Chair as set forth in the provisions under Article IV, Section 8.
- B. By the written request of four (4) or more members of the Planning Commission.
- C. By sustained motion of the Planning Commission.

Written notice of all study sessions and special meetings shall be provided to all members of the Planning Commission and public in accordance with all applicable rule for public notice.

Section 9: Quorum

Four (4) members of the Lynnwood Planning Commission shall constitute a quorum as outlined in LMC 2.29.050. All actions of the Lynnwood Planning Commission shall be determined by a minimum of four (4) affirmative votes of the total Commission.

Section 10: Rules of Procedures

All meetings of the Planning Commission shall be conducted in accordance with Robert's Rules of Orders (Latest Edition), unless specifically provided otherwise by these Scope and Rules-, applicable City Ordinance or State Statute.

Section 11: Time and Length of Meetings

Planning Commission meetings shall begin at ~~7:00~~6:30 p.m. and continue until 11:00 p.m. unless adjourned. After 11:00 p.m., the Planning Commission shall hear no new subjects, unless a majority of the Planning Commissioners present should decide otherwise. Meetings may begin earlier by prior determination of the Planning Commission. Public notifications of such meetings shall place a special emphasis on the earlier start time.

Policy Question: Should meetings permanently be moved to 6:30?

Section 12: Motions and Voting

Unless waived, motions shall be restated by the Chair before a vote is taken. The names of the maker and second shall be recorded in the minutes of the meeting.

Section 13. Conduct of Work Sessions

Work Sessions are intended to provide the opportunity for the Commission to discuss matters with staff that are not ready for action. Items to be discussed in the Work Session shall be listed on the meeting Agenda. At the appropriate time, the Chair shall announce the item and ask staff for a report on the matter. Following the staff report, the Commission will discuss the matter with staff and may provide comments or preliminary direction on the matter, as may be appropriate. However, the Commission may not take final action on any work session item. Public comment shall not be taken during a work session item, except at the initiation of the Chair and with the concurrency of the members of the Commission. Public comments on a work session item may be during the Public Comment portion of the Agenda.

Section 14. Public Comment

All regular meeting of the Planning Commission shall provide a time on the Agenda for the public to make comments to the Commission. At this part of the Agenda, the Chair shall invite members of the public to make comments to the Planning Commission on any matter, whether on that meeting's Agenda or not, except items scheduled on that meeting's Agenda for a Public Hearing. The Chair shall ask a speaker to keep their comments brief; generally, the duration of a speaker's comments should not exceed 3-5 minutes, and the Chair is authorized to ask a speaker to conclude his/her comments if he/she exceeds this duration. A summary of the comments shall be included in the Minutes of the meeting.

ARTICLE VI: COMMITTEES

Section 1: Establishment of Committees

The Chair may from time to time establish a committee of the Planning Commission to carry out certain specific duties or functions as the Planning Commission deems advisable. The Chair may appoint or recommend Commission members to outside committees.

Section 2: Appointment and Terms of Committee Members

The Chair of the Planning Commission shall appoint the members of each committee, not to exceed three (3) members. The committee shall name the Chair of each committee.

Section 3: Duration of the Committee

The committee shall complete its assigned tasks expeditiously and report its findings, in writing, to the entire Planning Commission.

Section 4: Limited Powers

No standing or special committee shall have the power to commit the Planning Commission to the endorsement of any action, plan or program without its submission to the body of the Planning Commission.

ARTICLE VII: PLANNING COMMISSIONER CONDUCT

Section 1: Public Statements

While any Planning Commissioner has a right to express personal views and opinions pursuant to our Constitutional guarantees of freedom of speech, statements purporting to represent the view or pronouncements of the Lynnwood Planning Commission or committees thereof shall not be made in advance of the Lynnwood Planning Commission's final determination of the matter, except as directed or authorized by a majority of the entire Lynnwood Planning Commission at any special or regular meeting

or public hearing. The Lynnwood Planning Commission shall appoint one of its members to issue such statements as the Lynnwood Planning Commission deems necessary. This shall not prejudice the right of any dissenting members to express their minority position.

Lobbying efforts by any Advisory Bodies on legislative, or political, matters should first be checked for consistency with existing City policy by contacting the Mayor's office. In the event a position is taken that differs from that of the City's policy, an Advisory Body cannot represent that position before another body, e.g., the State Legislature of the County Council. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that the member is not speaking as a representative of the City, or as a member of an Advisory Body.

Section 2: Ex-Parte Contacts ~~A~~ and ~~Of~~ of Information

It is in the public interest that, to the greatest extent possible, all members of the Planning Commission should have an opportunity to be aware of and act upon the information that is available to other members. Therefore, all members are encouraged to place upon the record of the Planning Commission the substance of all ex-parte contacts that have occurred during the time that either a quasi-judicial or legislative matter has been introduced and is still before the Planning Commission for a decision. Examples of legislative issues on which the Planning Commission deliberates and makes recommendations include comprehensive plan amendments, code amendments, and other policy recommendations.

With respect to matters of a quasi-judicial nature, members shall abide by the provisions of the Appearance of Fairness Doctrine of the State of Washington, as codified at RCW 42.36; as adopted or subsequently amended. Examples of quasi-judicial land use matters are those which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceedings. Ex-parte communications during the pendency of any quasi-judicial proceeding are prohibited unless the member engaged in such communications: 1) places on the record the substance of any written or oral ex-parte communications concerning the decision of action; and 2) provides that a public announcement of the content of the communication and of the parties' rights to rebut the substance of the communication shall be made at each hearing where action is considered.

Section 3: Conflict ~~Of~~ of Interest ~~Or~~ or Appearance ~~Of~~ of Fairness

If it shall appear to any member at any time that a conflict of interest or an appearance of fairness problem exists with respect to a matter pending before the Lynnwood Planning Commission, it shall be the member's duty to openly state the nature of such conflict, and shall then refrain from participating in any subsequent deliberation of the Lynnwood Planning Commission and the decision-making process with respect to the matter.

Section 4: Attendance

Regular attendance of Planning Commission at regularly scheduled or special meetings is important and critical to the operation of this advisory body. Each Planning Commissioner is responsible for notifying the Chair and ~~Planning Department~~ Planning Commission Liaison when a scheduling conflict arises that prevents a Commissioner from attending of a scheduled meeting.

Lynnwood Planning Commission Scope ~~And~~ and Rules

In the event that a Planning Commissioner cannot actively participate in regularly scheduled or special meetings, the Planning Commissioner should consult with the Chair and the Executive Secretary to determine if his or her absence can be accommodated. If the scheduled absence proves disruptive, the Planning Commissioner should consider resigning his or her Planning Commission position. Removal or resignation of a Planning Commissioner shall comply with Article IV Section 7 of this document.

Section 5: Conduct ~~O~~of Business

The Chair shall direct the conduct of meetings. A Planning Commissioner should seek recognition of the Chair before speaking.

Section 6: Decision ~~O~~of The Commission

The Lynnwood Planning Commission's goal is to provide a consensus recommendation to the Mayor and City Council on matters referred to the Planning Commission for action after full and complete discussion with all members in attendance. Each Planning Commission member should strive to fulfill this goal by attending as many Commission meetings as possible and by expressing his or her views.

When, despite the best efforts of each member, a consensus cannot be reached, minority reports may be prepared and forwarded to the Mayor and City Council. When a decision is reached, a member not voting with the majority may prepare a minority report. When the minority is comprised of more than one individual, and if requested, the minority report may be prepared by Community Development~~Development and Business Services~~ ~~Department~~ staff.

A minority report, or request for preparation of a minority report, shall be made within seven (7) calendar days of the date of majority action, or the right to transmit such report shall be deemed to have been waived. All minority reports shall be signed by the members who prepare, or request preparation, of the report and shall be forwarded to the Mayor and City Council by the Chair. Minority reports will be transmitted by the Chair at the same time as the majority recommendation is transmitted, with copies distributed to all members.

In every case where the action of the Planning Commission is overruled, reversed or not adopted by the City Council, the Executive Secretary will make available to the Lynnwood Planning Commission, at its next regular meeting, the findings, conclusions and decision of the City Council.

ARTICLE VIII: AMENDMENTS

These Scope and Rules may be amended at any regular meeting by the affirmative vote of four (4) members of the Planning Commission; provided that the proposed amendments together with the precise wording of such changes has been presented at the previous meeting.

TO: Planning Commission

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

DATE: November 12, 2020

SUBJECT: Director and Planning Manager's Report

New Land Use Applications

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

- **Lynnwood 40th** – George Schweikart with Clark Barnes submitted applications for design and environmental review in the City Center – Core (CC-C) zone, to allow for the construction of two 8-story multifamily mixed-use buildings (7 stories of residential above 1 story of retail) and a parking garage on the corner of 40th Avenue West and 198th St SW (19820 40th Ave W). The proposed structures will house 359 dwelling units and parking for 265 vehicles. Associated land use applications include a Project Design Review (PDR-009532 -2020) and SEPA Environmental Review (ERC-009537-2020).

Recently Approved Land Use Applications

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

- **Legacy Alderwood Hotel** – On November 4, 2020, the Community Development Director approved Project Design Review and Administrative Parking Reduction applications for the construction of a new 6-story hotel building (150 rooms, 85,550 square feet) with 121 parking stalls. On October 14, 2020, a SEPA threshold Determination of Nonsignificance (DNS) was issued (ERC-008981-2020). The project is located at 18601 33rd Ave W within the parking lot near JC Penney.

Code Amendments

Land Use Application Extensions: Covid-19 and its economic impacts can make it difficult for property owners and developers to complete required infrastructure improvements in the timeframes required by the Subdivision and Zoning code. The Planning Division is working on

an ordinance to automatically extend approved land use applications for an additional 6-months to respond to development delays presented by Covid-19. The public hearing at City Council for this ordinance was held October 26, 2020. The ordinance was heard for adoption on November 9, 2020.

New Planning Staff

The Planning Division has a new Senior Planner, Brian Lee, beginning on November 16, 2020. Brian is joining us from the City of Shoreline. He brings more than 15 years of experience which includes work on Sound Transit and mixed-use development. This position has been vacant since February 2018.

Vision 2050

Vision 2050 was adopted by the Puget Sound Regional Council on October 29, 2020. Vision 2050 includes Multicounty Planning Policies which guide Countywide Planning Policies. These policies guide the development of Lynnwood's 2024 Comprehensive Plan update.

VISION 2050 charts the course for the region's growth over the next 30 years. It is home to the region's multicounty planning policies and a regional strategy for accommodating growth through 2050.

The plan seeks to enhance communities and equity for the region's residents, support a strong economy, expand housing choices, clean up Puget Sound, and provide a comprehensive regional transportation system.

VISION 2050 supports continued growth in urban areas and preservation of rural areas and open space. The plan focuses a significant share of job and population growth near transit.

The plan can be downloaded here: <https://www.psrc.org/vision>

Q4 Planning Commission Schedule

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