

AGENDA
Lynnwood Planning Commission
Diversity, Equity and Inclusion Commission
Human Services Commission
Meeting
Thursday, February 11, 2021 — 6:30 pm
Online via Zoom

A. CALL TO ORDER – ROLL CALL

B. APPROVAL OF MINUTES

1. January 14, 2021 Minutes

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 Briefing

F. OTHER BUSINESS

G. COUNCIL LIAISON REPORT

H. PLANNING MANAGER'S REPORT

I. COMMISSIONERS' COMMENTS

J. ADJOURNMENT

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/86845449811>
- **Or join by phone:** +1 253 215 8782
Webinar ID: 868 4544 9811

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
January 14, 2021 Meeting**

Commissioners Present:	Staff Present:
Chris Eck, First Vice Chair	Ashley Winchell, Planning Mgr.
Layla Bush, Second Vice Chair	David Kleitsch, Director Devt. & Bus. Svcs.
Aaron Lum	George Hurst, Council Liaison
Adam Segalla	
Patrick Robinson	
Commissioners Absent:	
None	

Call to Order

The meeting was called to order by Vice Chair Eck at 7:00 p.m.

Approval of Minutes

Citizen Comments

Public comments were solicited; there were none

Public Hearing

Work Session

Other Business

1. 2020 Planning Commission Annual Report

Planning Manager Winchell reviewed the major projects of 2020 and meetings summary to be included in the *2020 Planning Commission Annual Report* and solicited feedback. There were no comments.

Motion by Commissioner Bush, seconded by Commissioner Lum, to forward the 2020 Planning Commission Annual Report to City Council as an FYI Memo.
Motion passed unanimously.

2. Planning Commission Rules and Scope Update

Planning Manager Winchell provided a summary of proposed changes to the *Planning Commission Rules and Scope* and solicited feedback. Commissioner

1 Bush made suggestions regarding adding flexibility to the stated meeting time
2 and gendered language.

3
4 *Motion made by Commissioner Lum, seconded by Commissioner Robinson, to*
5 *adopt the Planning Commission Rules and Scope Update with the changes*
6 *recommended by Commissioner Bush. Motion passed unanimously.*
7

8 **Council Liaison Report**

9

10 Councilmember Hurst had the following comments:

- 11 • He is looking forward to a full and interesting year.
 - 12 • He referred to information about a decision about an ADU that the Council
13 received today and suggested that the Planning Commission be notified of
14 those types of decisions as well. Planning Manager Winchell indicated she
15 could provide a monthly summary if the Planning Commission is
16 interested.
 - 17 • Commissioner Hurst expressed appreciation to the Planning Commission
18 for their service.
- 19

20 **Planning Manager's Report**

21

22 Planning Manager Winchell had the following comments:

- 23 • She provided an update regarding the Comprehensive Plan update
24 process and related consultant work and community involvement.
 - 25 • She informed the Planning Commission that Director Kleitsch was
26 appointed Director of Development and Business Services. Director
27 Kleitsch commented that there is a lot coming up this year for the Planning
28 Commission.
- 29

30 **Commissioners' Comments**

31

- 32 • Vice Chair Eck congratulated Director Kleitsch and wished him a happy
33 birthday. She also congratulated Councilmember Hurst on his leadership
34 role.
 - 35 • Commissioner Robinson had a correction regarding a July 9 absence
36 shown for him on the Planning Commission Annual Report.
- 37

38 **Adjournment**

39

40 The meeting was adjourned at 6:59 p.m.

41
42

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

Summary

At the upcoming meeting staff will provide updates on Lynnwood's Housing Action Plan. The Draft Housing Action Plan will be available for public review and comment mid-February through early March. Although the Draft Housing Action Plan is not currently available, staff will provide a preview of the plan's goals, strategies, and actions. Staff will also discuss the public release of the draft plan and opportunities for public comment.

The Human Services and Diversity, Equity, and Inclusion Commissions are invited to join this Planning Commission meeting. This will be the third and final combined Commissions meeting for the Housing Action Plan.

Project Background

In Fall 2019, the City of Lynnwood applied for and received a \$100,000 grant from the Department of Commerce (under ES2HB 1923) to develop a Housing Action Plan. The Housing Action Plan will identify strategies and implementing actions that promote more housing diversity, affordability, and access to opportunity for residents of all income levels. Please refer to previous staff reports and the project website (www.lynnwoodwa.gov/housingactionplan) for additional background information.

Housing Action Plan Goals, Strategies, and Actions

The Housing Action Plan was created by evaluating the City's ongoing efforts, analyzing Lynnwood's current and future housing needs, and listening to the community. For additional information about this process please refer to previous staff reports and memos to Planning Commission and City Council (also available at www.lynnwoodwa.gov/housingactionplan).

The Housing Action Plan has four main goals:

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.

Ten strategies are also included which, when put into effect, can help the Lynnwood reach its goals. As a reminder, the Housing Action Plan is a five-year strategy document to help guide the City's efforts. All implementing actions will be further reviewed and implemented after the plan's adoption.

Additional information about each strategy and implementing actions is attached to this staff report.

At the upcoming meeting staff will present a brief overview of each strategy. If you would like a more detailed explanation of the strategies and implementing actions prior to the upcoming meeting, please watch the recording of the January 28, 2021 Planning Commission meeting:

https://lynnwoodwa.zoom.us/rec/share/cO13GiEnUtXRcrLKj4WhjuFMDD-dnjONrnX7PtsH3UG6wE3vYEuhQzm1de-qt_WK.Jekpf8B4ViSdN1cX.

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

9: Encourage amenities that enhance quality of life.

10: Continue community conversations about housing.

Next Steps

- **Mid-February through Early March** – Draft Housing Action Plan Release (public review and comment period)
- **March*** – Planning Commission Briefing + Hearing (Legislative Process)
- **April*** – Council Briefing + Hearing (Legislative Process)
- **May 10, 2021*** – Targeted Adoption Date

**All legislative process dates are tentative and subject to change*

Attachments

- Description of Draft Strategies and Implementation Actions
- Presentation

Attachment: Description of Draft Strategies and Implementation Actions

Strategy	Brief Description of Strategy	How it Addresses Needs Identified in Housing Needs Assessment	Implementation Actions
1: Continue growth in the Regional Growth Center (Alderwood and City Center) and along major transportation corridors.	<ul style="list-style-type: none"> For most households, transportation is the second-largest annual expenditure after housing. Considering transit and employment access in selecting sites for housing capacity will help households live closer to where they work. Community survey responses and stakeholder input overwhelmingly agree that planning growth near transportation investments is desirable 	<ul style="list-style-type: none"> Pace of housing unit construction needs to accelerate to meet expected future demand 	<ul style="list-style-type: none"> Revise development standards Plan for capital facilities and amenities Update design guidelines Adopt Planned Action Ordinance(s)
2: Update regulations, design standards, and subarea plans to be more flexible and responsive to changing conditions.	<ul style="list-style-type: none"> Regulatory flexibility can be an effective tool for encouraging unit types that are less commonly developed in Lynnwood. Housing producers can offer insight to finetune changes for maximum impact. The development code contains inconsistencies and seemingly small requirements that lead to significant challenges for development. A thorough review of code followed by updates will 	<ul style="list-style-type: none"> Pace of housing unit construction needs to accelerate to meet expected future demand Homeownership is out of reach for a growing proportion of residents, with the largest gaps for Black, Indigenous, and People of Color (BIPOC) communities. Lynnwood's current housing stock lacks housing type variety. 	<ul style="list-style-type: none"> Focus updates on commercial and mixed-use zones, and the Highway 99 and College District subareas Remove code barriers and added costs while balancing community desires (ADU, parking, Public zone, uses allowed on church property etc) Reduce need for development agreements for housing development

	improve overall housing development and affordability in Lynnwood.		<ul style="list-style-type: none"> • Subarea plan updates • Revise Development Guidelines
3: Strategically rezone areas to increase and diversify Lynnwood's housing options.	<ul style="list-style-type: none"> • Strategically rezoning areas is one of the most effective tools available to cities for increasing housing capacity and attracting a mix of unit types. Rezones in opportunity-rich neighborhoods create opportunities for economic mobility and address equity concerns. Expanded flexibility for the incorporation of missing middle housing types throughout Lynnwood's residential neighborhoods is an important step toward achieving production targets 	<ul style="list-style-type: none"> • Lynnwood's current housing stock lacks housing type variety. • The neighborhoods where a higher proportion of BIPOC residents live are more likely to be at risk of economic and cultural displacement. 	<ul style="list-style-type: none"> • Comprehensive plan update - rezone analysis
4: Revise the Multifamily Tax Exemption (MFTE) program.	<ul style="list-style-type: none"> • MFTE programs offer property tax exemption on the improvement value of an approved multifamily structure for 8 to 12 years. Cities choose target areas for this program, to concentrate growth in amenity-rich neighborhoods. • In Lynnwood, MFTE is currently enacted in the City Center. 	<ul style="list-style-type: none"> • Eligibility for subsidized housing programs far outstrips supply. Many renter households qualify for housing assistance but lack access to subsidized housing. • The pace of housing unit construction needs to accelerate to meet expected future demand. 	<ul style="list-style-type: none"> • Streamline process • Encourage more income-restricted units • Expand locations
5: Partner with local housing providers.	<ul style="list-style-type: none"> • Coordination with local housing developers can lead to development regulations improvements that achieve shared housing production goals. 	<ul style="list-style-type: none"> • Lynnwood's current housing stock lacks housing type variety • The pace of housing unit construction needs to accelerate to meet expected future demand. 	<ul style="list-style-type: none"> • Participate with regional efforts (AHA, Snohomish County, Housing Hope, Edmonds School District) • Connect housing providers to resources

	<ul style="list-style-type: none"> • The City's capacity to fund and build income-restricted housing is limited. Given this, partnerships with private and non-profit organizations are needed to maintain and increase income-restricted and market rate housing stock. 	<ul style="list-style-type: none"> • Eligibility for subsidized housing programs far outstrips supply. Many renter households qualify for housing assistance but lack access to subsidized housing. 	<ul style="list-style-type: none"> • Facilitate development conversations • Be flexible and responsive to changing market conditions • Revolving loan fund • Could use 1406 funds towards new income-restricted units
6: Support third-party purchases of existing affordable housing to keep units affordable.	<ul style="list-style-type: none"> • Acquiring units that provide affordability within existing neighborhoods can be a cost-effective method for avoiding displacement and preserving income-restricted units. Community-based organizations, non-profits and community land trusts are important property owners within a neighborhood. 	<ul style="list-style-type: none"> • 40% of households pay more than they can afford on housing and are cost burdened. • Housing costs are rising much faster than incomes. 	<ul style="list-style-type: none"> • Support creation of revolving loan fund • Could use 1406 funds to rehabilitate units
7: Work with faith-based and non-profit organizations.	<ul style="list-style-type: none"> • Lynnwood has a strong community of faith-based organizations and nonprofit organizations that can be important partners for housing efforts, particularly housing that serves vulnerable groups and residents with lower incomes (below 50% MFI). 	<ul style="list-style-type: none"> • 40% of households pay more than they can afford on housing and are cost burdened. • Housing costs are rising much faster than incomes. 	<ul style="list-style-type: none"> • Be flexible and responsive to ideas • Revise public zones to allow for housing • Could use 1406 funds to fund projects
8: Develop a rental registry program.	<ul style="list-style-type: none"> • Rental inspection programs respond to tenant concerns of owner neglect or mismanagement. Inspections look 	<ul style="list-style-type: none"> • Homeownership is out of reach for a growing proportion of residents, with the largest gaps for Black, Indigenous, and People of Color (BIPOC) communities. 	<ul style="list-style-type: none"> • Identify program goals, applicability, inspection timelines, and enforcement capabilities

	<p>for issues such as building weatherproofing, provision of emergency egress, adequate ventilation, and functional utilities. Enforcing these basic life safety regulations protects tenant safety and promotes health and wellbeing in the community.</p>	<ul style="list-style-type: none"> • 40% of households pay more than they can afford on housing and are cost burdened. 	
9: Encourage amenities that enhance quality of life.	<ul style="list-style-type: none"> • Housing is most successful when it is accompanied by investments in amenities and community assets that improve quality of life. 	<ul style="list-style-type: none"> • The neighborhoods where a higher proportion of BIPOC residents live are more likely to be at risk of economic and cultural displacement. 	<ul style="list-style-type: none"> • Incentivize “village” amenities (community meeting spaces, locally owned retail opportunities, etc.)
10: Continue community conversations about housing.	<ul style="list-style-type: none"> • Community engagement is a critical component to decision-making. The impacts of housing policy are personal and can dramatically impact the lives of those affected. Processes for outreach and engagement should establish effective lines of communication to ensure that community concerns are reflected in decision making. 	<ul style="list-style-type: none"> • The pace of housing unit construction needs to accelerate to meet expected future demand. • Lynnwood’s current housing stock lacks housing type variety. • Homeownership is out of reach for a growing proportion of residents, with the largest gaps for Black, Indigenous, and People of Color (BIPOC) communities. 	<ul style="list-style-type: none"> • Raise awareness of housing needs and solutions • Continue and improve engagement and building trust with communities of color, underserved communities, and low-income communities • Make sure all community voices are represented • Step Up conference attendance/presentation • Social media and newsletter announcements



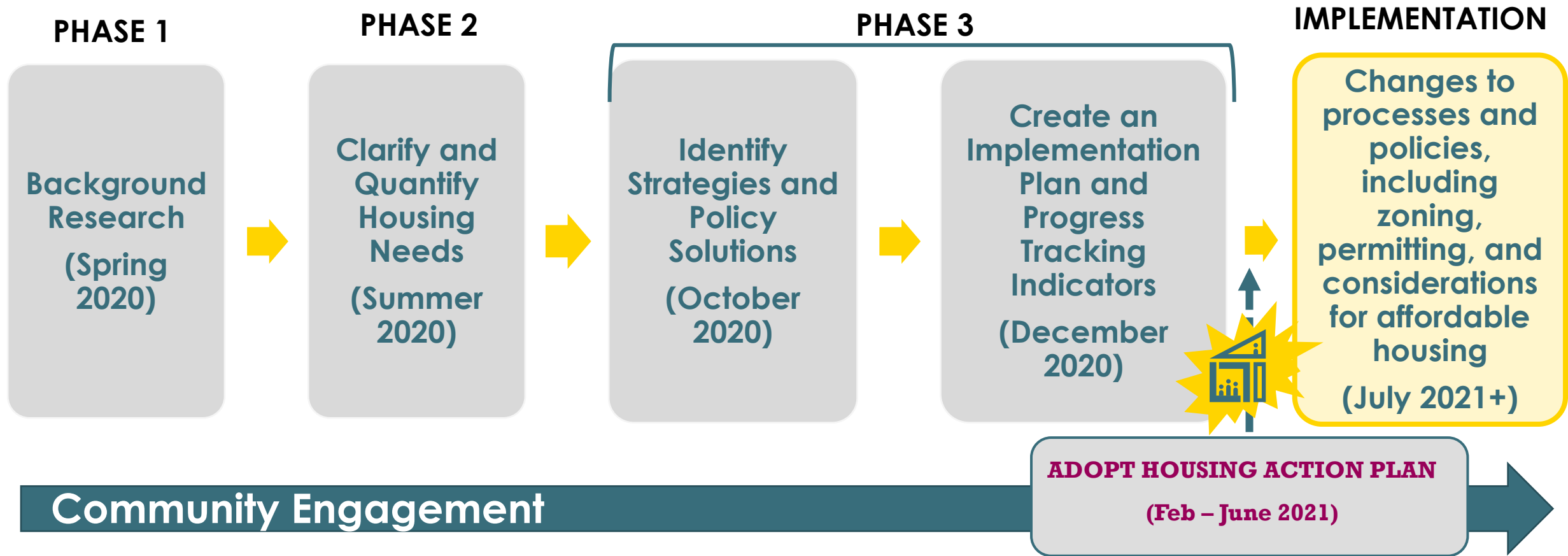
LYNNWOOD HOUSING ACTION PLAN

Planning Commission Update
(Joint Meeting with Human Services
and Diversity, Equity, and Inclusion
Commissions)

February 11, 2021



Developing a Housing Action Plan



What is Housing Affordability?

Housing costs
no more than
30%
of a household's income



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

Image Source: Brighter Images Photography

Why Does Housing Affordability Matter?



Image Sources: Brighter Images Photography

As of 2016, 2 in every 5 households in Lynnwood are cost burdened*



**Severely
Cost Burdened**



Cost Burdened



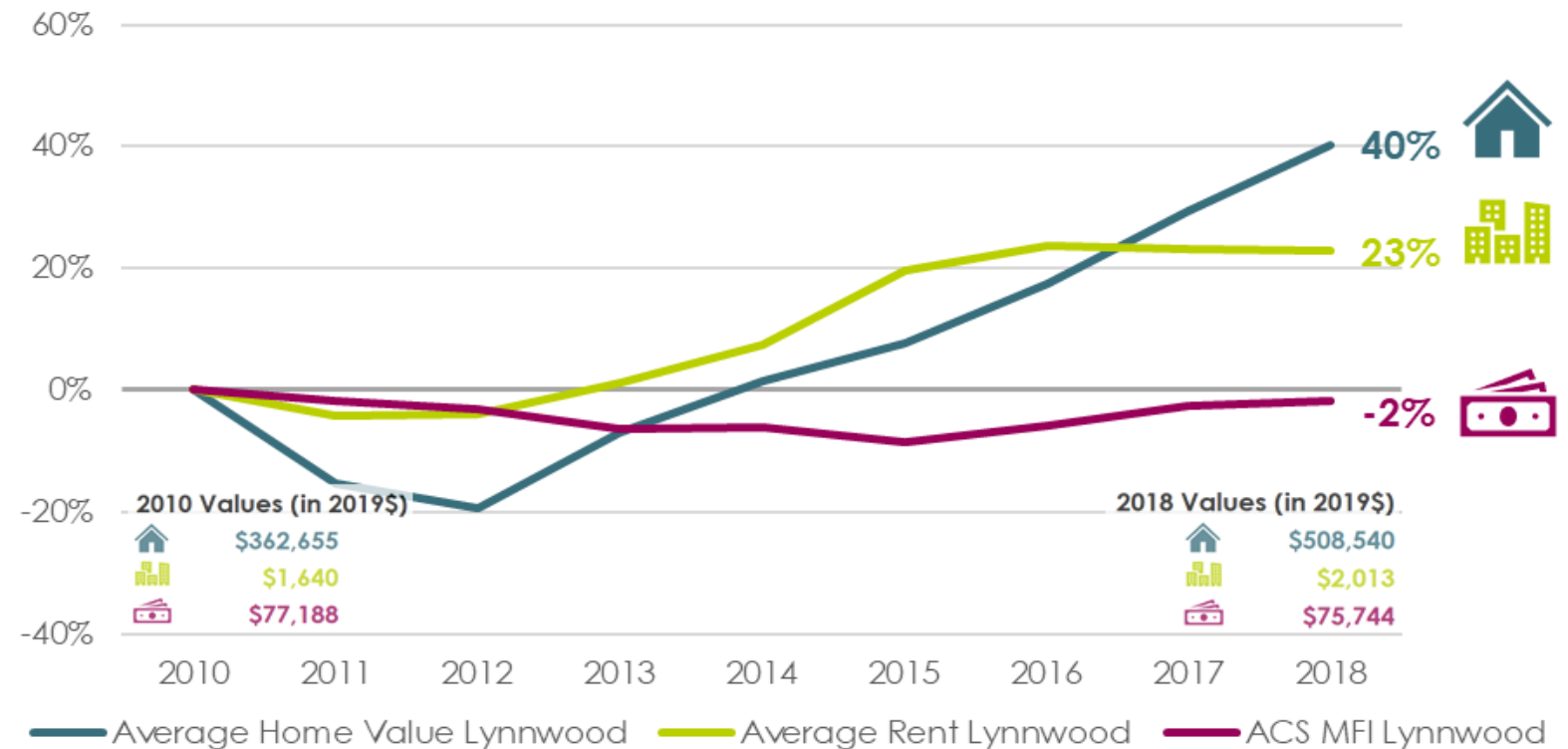
**This number is likely higher now due to increased housing costs and the impacts of Coronavirus*

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

Housing Costs are Rising Faster than Incomes

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

Since 2010 Lynnwood home values have increase by 40% when accounting for inflation. During the same time period, incomes in the City of Lynnwood decreased 2% when adjusted for inflation.



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

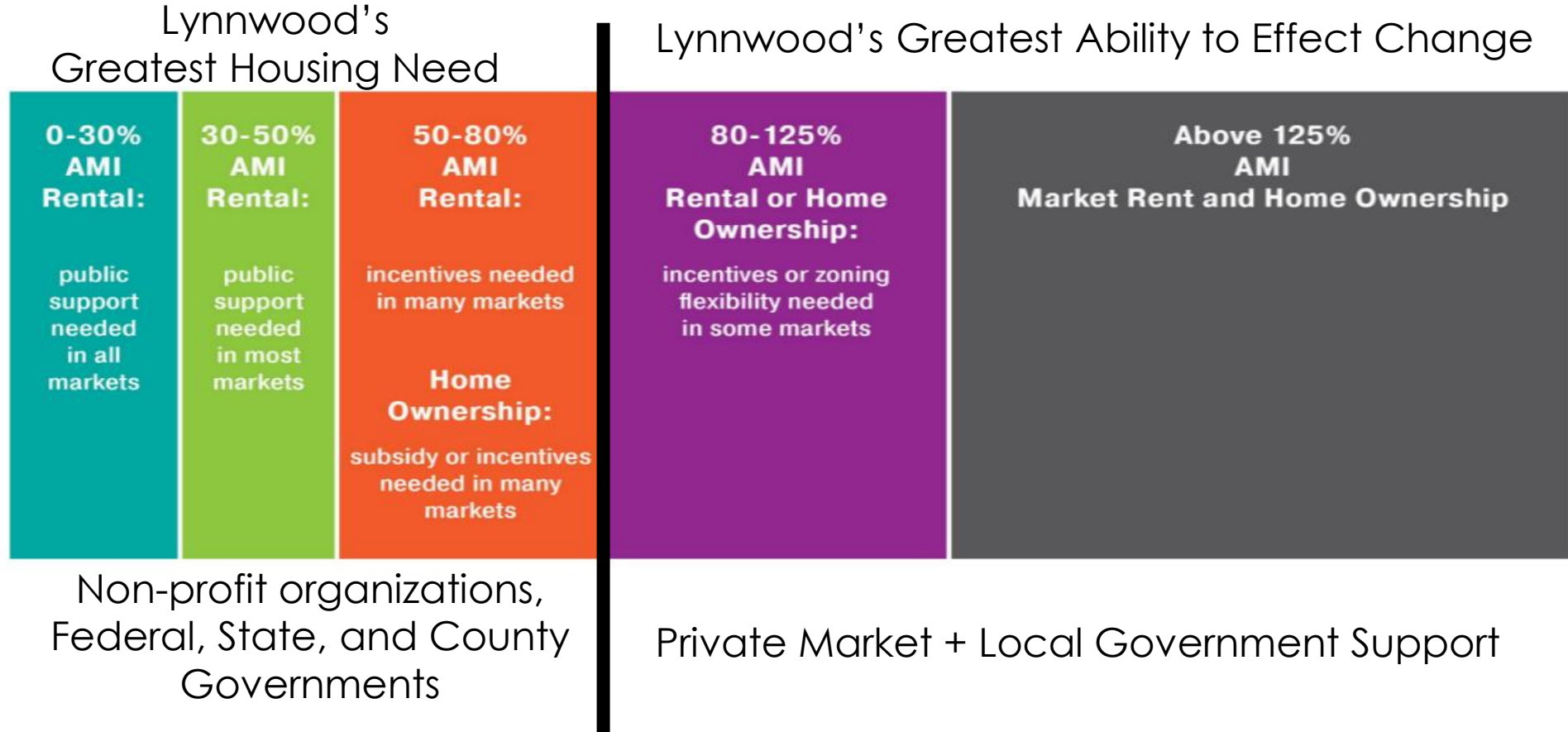
1. Almost 40% of Lynnwood's households are **cost-burdened**.
2. Housing **costs are rising faster than incomes**.
3. Many renters qualify for housing assistance but **lack access to subsidized housing**.
4. **Homeownership is out of reach** for a growing proportion of residents, with the largest gaps 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

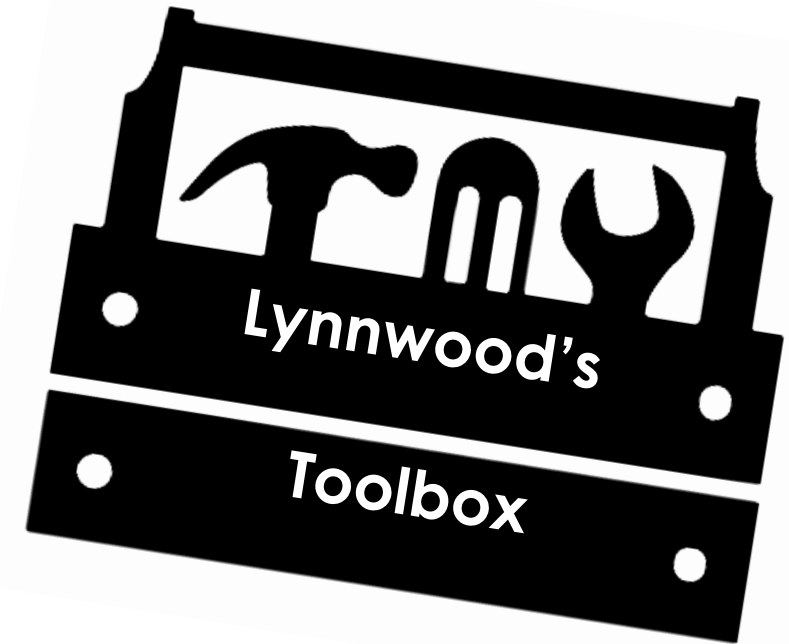
Different strategies for different needs

- LOWER housing costs require GREATER public intervention



Local Government's Role on Addressing Housing Affordability

1. Policy and Regulatory Actions
2. Funding
3. Community Outreach and Engagement



1. **The Snohomish County Housing Affordability Regional Task Force (HART).** The City has implemented all of the early-action items and a majority of the five-year actions.
2. **The Multifamily Tax Exemption (MFTE)** program in the City Center subarea.
3. **Streamlined Permitting Process/Process Improvements**
4. **SHB 1406** revenue for housing \$196,581 (dependent on sales tax) annually for the next 20 years.
5. **Regional Coordination** – AHA, Interlocal Agreement with HASCO, etc.



**CURRENT +
ONGOING
EFFORTS**

1. Overall, Lynnwood has been **successful** at increasing the number of new housing units.
2. The city's policy focus on creating the City Center subarea and **focusing growth in designated subareas is working**, although some subareas are performing better than others.
3. City policy references the **need for housing diversity**. While several “**missing middle**” housing types are allowed across a range of zones, the total acreage of these zones (and potential for redevelopment) is **limited**.
4. The development code contains **inconsistencies and seemingly small requirements** that lead to significant challenges for implementation.



POLICY AND CODE REVIEW



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 Commission³.

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)



Engagement Strategies

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

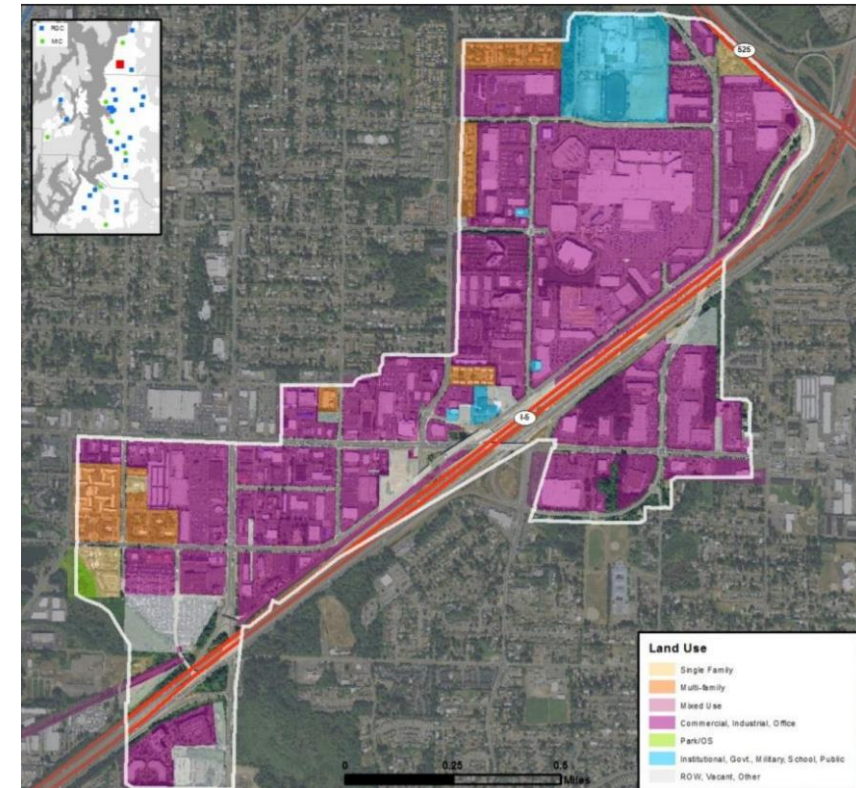
Partner with housing educators, providers, and other groups to find equitable housing solutions and remove systemic barriers.

PREPARE

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

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

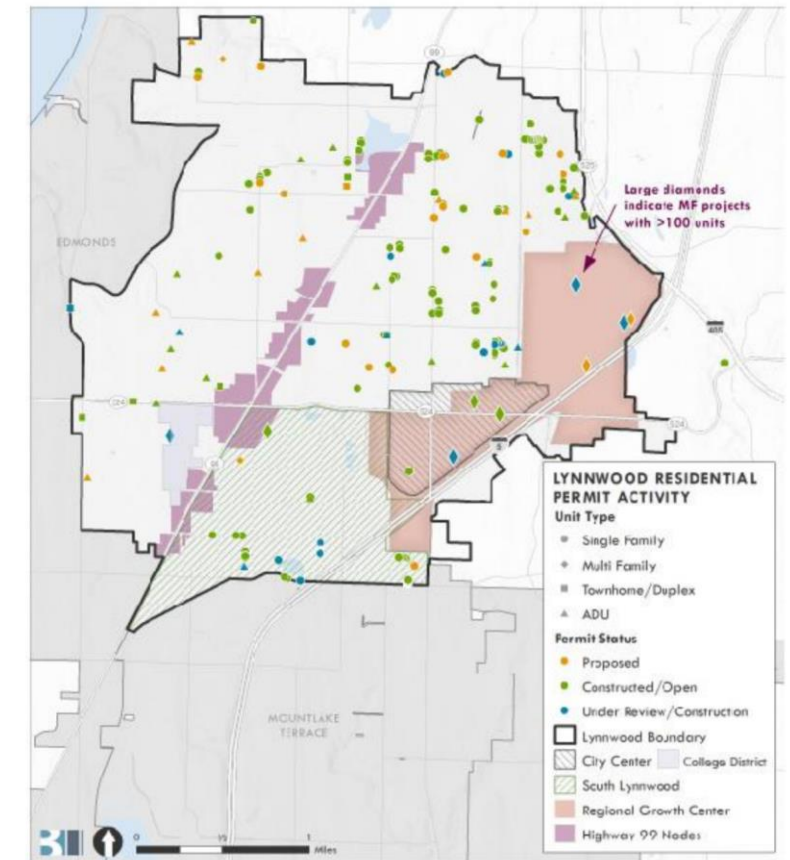
- Revise development standards
- Plan for capital facilities and amenities
- Update design guidelines
- Adopt Planned Action Ordinance(s)



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

- Focus updates on commercial and mixed-use zones
- Revise the Highway 99 and College District subareas
- Remove code barriers and be more flexible/responsive to changing development conditions (ADU, parking, Public zone, uses allowed on church property, etc.)
- Reduce need for development agreements for housing development
- Revise development guidelines

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



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

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

- Comprehensive Plan update – update Future Land Use (FLU) map and rezone properties



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

- Streamline process
- Encourage more income-restricted units
- Expand locations



5: Partner with local housing providers.

- Participate with regional efforts (AHA, Snohomish County, Housing Hope, Edmonds School District)
- Connect housing providers to resources
- Facilitate development conversations
- Be flexible and responsive to changing market conditions
- Revolving loan fund
- Can use 1406 funds towards new income-restricted units



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

- Support creation of revolving loan fund
- Assist with zoning certification/analysis
- Can use 1406 funds to rehabilitate units



7: Work with faith-based and non-profit organizations.

- Be flexible and responsive to ideas
- Revise public zones to allow for more types of housing
- Can use 1406 funds to fund projects



8: Develop a rental registry program.

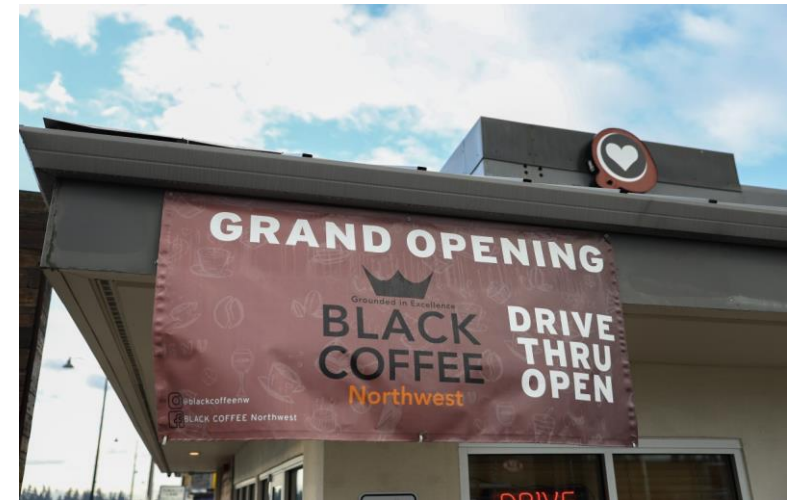
- Identify program goals, applicability, inspection timelines, and enforcement capabilities

**Rental Property
Registration**



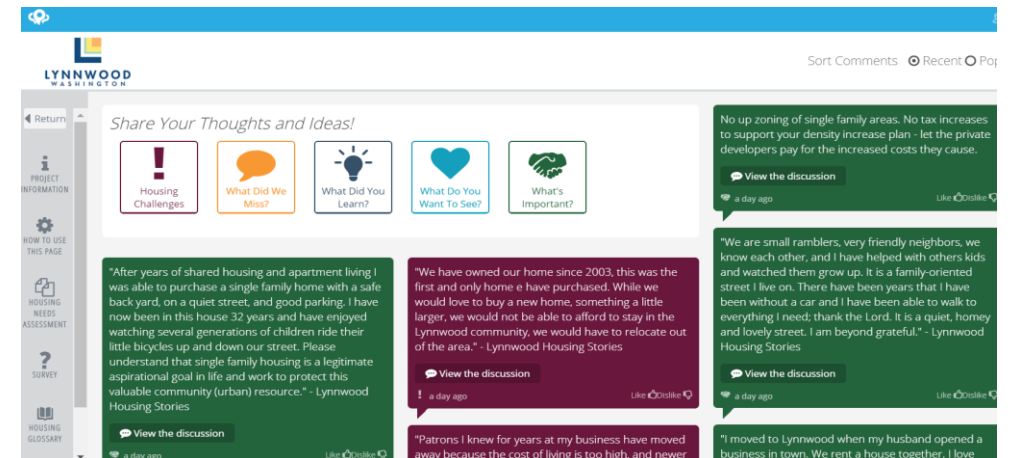
9: Encourage amenities that enhance quality of life.

- Code updates to allow outright and incentivize “village” amenities (community meeting spaces, locally owned retail opportunities, etc.)



10: Continue community conversations about housing.

- Raise awareness of housing needs and solutions
- Continue and improve engagement and building trust with communities of color, underserved communities, and low-income communities
- Make sure all community voices are represented



NEXT STEPS

www.lynnwoodwa.gov/housingactionplan

- **February 17** – Council Update
- **Mid-February through Early March** – Draft Housing Action Plan Public Release
- **March** – Planning Commission Briefing + Hearing
- **April** – Council Briefing + Hearing
- **May 10, 2021** – Plan Adoption



www.lynnwoodwa.gov/housingactionplan



Contact Info

Kristen Holdsworth, AICP

☎ 425-670-5409

✉ kholdsworth@lynnwoodwa.gov

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

TO: Planning Commission

FROM: David Kleitsch, Development and Business Services Director
Ashley Winchell, Community Planning Manager

DATE: February 11, 2021

SUBJECT: Director and Planning Manager's Report

CURRENT PROJECTS:

- **Community Justice Center:** Staff completed the first review of the Project Design Review package. Comments were sent to the design team for revisions on January 27, 2021.
- **Scriber Creek Trail SEPA:** Staff is currently reviewing the SEPA application for this project.
- **Northline Village Binding Site Plan:** Staff received an application for a Binding Site Plan for the Northline Village project. The Binding Site Plan will allow the property owner to divide land for development. The property owner will be using the phasing option approved by City Council in fall 2020.
- **Lynnwood 40th:** Staff is wrapping up the first review of the Project Design Review package. Comments were sent to the design team for revisions on February 2, 2021.

LONG-RANGE PLANNING:

- **South Lynnwood Neighborhood Plan:** On January 28, 2021 a meeting was held with the Co-Design Committee to discuss industrial lands in the neighborhood. The Co-Design Committee participated in very productive conversations regarding the industrial lands in their neighborhood. The Co-Design Committee will be meeting on February 24, 2021 to discuss housing and land use in the neighborhood.
- **2024 Comprehensive Plan Update:** The City of Lynnwood is required to update its Comprehensive Plan by June 2024. The City has entered into a contract with Otak to assist with updates to the plan. Planning staff is scheduled to give a presentation to City Council regarding the Comprehensive Plan update on March 1, 2021.
- **Countywide Planning Policies:** Staff participated in a workgroup through Snohomish County Tomorrow to update the Countywide Planning Policies in preparation for the 2024 Comprehensive Plan update. Countywide Planning Policies (CPPs) establish a countywide framework for developing and adopting county and city comprehensive plans. The role of the CPPs is to coordinate comprehensive plans of jurisdictions in the same county for regional issues or issues affecting common borders. The proposed changes to the Countywide Planning Policies will be presented to the Snohomish County Tomorrow Steering Committee in June 2021 and to County Council for adoption in August 2021.

- **Buildable Lands Report (BLR):** Development and Business Services Department is reviewing preliminary results of the 2021 Buildable Lands Report created by Snohomish County. The Buildable Lands Report is required by the Washington State Growth Management Act and will inform 2024 Comprehensive Plan updates. It reviews recent development trends to determine whether the Urban Growth Area has an adequate supply of residential, commercial, and industrial lands to accommodate the population and employment growth projected to occur through 2044. If there is not sufficient capacity, jurisdictions must take corrective actions (called reasonable measures) that do not include adjustment of the urban growth area boundary. The Buildable Lands Report will be presented to Snohomish County Tomorrow (date TBD) and must be adopted by Snohomish County Council by June 30, 2021.

ADA Transition Plan

ADA Transition Plan – Overview and Status (see attached flyer)

City of Lynnwood has been working to develop an American with Disabilities Act Self-Evaluation and Transition Plan since 2017. The objective of this effort and this Plan are to evaluate the City's policies, programs, and infrastructure with a focus on barriers to accessibility and to guide the City in removing those barriers. Public agencies, including cities, are required to develop a Plan to ensure accessibility of the programs they provide to the public.

The City has completed the process of evaluating and documenting barriers to accessibility throughout the City's policies, programs, and infrastructure. The findings are documented in a draft Self-Evaluation and Transition Plan, which is currently available to the public for review. The City will incorporate feedback from the public and a Stakeholder Group into the final Plan, to be complete Spring 2021.

Online Open House website where draft Plan can be accessed (until 3/12/21):

<https://www.lynnwoodwa.gov/Have-Your-Say-Lynnwood/ADA-Self-Evaluation-and-Transition-Plan-SETP-Open-House>

Q1 2021 Planning Commission Schedule

February	25	Housing Action Plan
March	11	South Lynnwood Neighborhood Plan
March	25	Comprehensive Plan Update



ADA Self-Evaluation and Transition Plan (SETP) Virtual Open House

Please join us in evaluating the Draft ADA Self-Evaluation and Transition Plan (SETP) by visiting the Virtual Open house, January 11th through March 12th.

www.LynnwoodWA.gov/ADATransitionPlanOpenHouse

The City of Lynnwood is interested in our Community Members input on the ADA Self-Evaluation and Transition Plan (SETP). The City has developed this plan with the intention of creating a living document that will guide us in making the City's Public programs, services, facilities, parks and public right-of-way accessible to all Community Members.

Questions? Contact Amie Hanson – ahanson@LynnwoodWA.gov or 425-670-5205

Individuals requiring reasonable accommodations may request written materials in alternate formats, sign language interpreters, physical accessibility accommodations, or other reasonable accommodations by contacting Public Works at 425-670-5200. Persons who are deaf or hard of hearing may contact the event sponsor through the Washington Relay Service at 7-1-1. | Los individuos que requieran acomodación razonable pueden solicitar materiales impresos en formatos alternos, intérpretes de lenguaje de señas, acomodación de accesibilidad física, y otras acomodaciones razonables, informando al patrocinador público obras 425-670-5200. Las personas que son sordas o tienen impedimentos del oído pueden informar al patrocinador del evento por medio del Servicio de Relé de Washington, llamando al 7-1-1.