

**Topic: Housing Action Plan****Staff Report**

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

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### Summary

This meeting will brief the Planning Commission on the City of Lynnwood's plan to create a Housing Action Plan. Staff is seeking feedback on next steps and to identify potential stakeholders for the outreach and engagement process. The following will be discussed at the meeting:

- Overview of housing in Lynnwood
- Planning efforts to date
- Draft Public Engagement Plan strategies
- Next steps

### Background

Housing affordability is a high priority for the community and elected officials.

Last year, City staff began to gather data about the existing conditions of housing in Lynnwood and created a Housing White Paper titled "Housing in Lynnwood: A Review of Housing Trends, Conditions, and Programs." The Housing White Paper was presented to City Council and the Planning Commission for review and discussion. Through this process, City leadership identified the need for an organized housing strategy.

As the City was beginning to reassess housing policies, the State legislature was also working to address housing affordability. Several pieces of legislation were passed to assist cities in addressing housing affordability. ES2HB 1923 authorized grant funding for cities to adopt code changes to increase infill development or to create a Housing Action Plan (a coordinated housing policy). State law mandates that the goal of a housing action plan is to encourage construction of additional affordable and market rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes.

Through the ES2HB program, the City applied for and received a \$100,000 grant from the Department of Commerce to create a Housing Action Plan. The City intends for the Housing Action Plan to serve as its guiding policy document to comprehensively address housing affordability. It will utilize an equity lens to develop clear, actionable strategies that meet the current and projected housing needs of the City of Lynnwood.

Additional information about existing efforts and the need for a Housing Action Plan is included in the “Executive Summary” and “Lynnwood Housing Affordability Action” handouts (attached).

### **Housing Action Plan Grant and Project Scope**

The City is using the grant funding to supplement staff expertise by hiring consultants to assist with the creation of the Housing Action Plan. We released a Task Order to request proposals from our on-call planning consultant list and have selected BERK (with Makers as a subconsultant) for this project.

Below is an overview of the scope of work:

- **Task 1: Project Initiation:** This task includes the project kick off and developing a “Project Purpose Statement” that will be used during the first phase of public outreach.
- **Task 2: Needs Assessment:** This task will build on the existing resources (listed towards the end of this staff report) and gather new information through public engagement to develop an Existing Conditions and Needs Analysis report. The Existing Conditions and Needs Analysis Report will also include an assessment of existing policies, regulations, and programs to identify constraints and opportunities to increase housing supply.
- **Task 3: Public Outreach and Engagement:** The Consultant will develop and implement a public engagement plan to help identify key strategies for the Housing Action Plan. The Public Engagement Plan will serve as a roadmap for all public involvement throughout the project. The recommendations for public engagement will be implemented in Tasks 2, 4, 5, and 6.
- **Task 4: Preliminary Draft Housing Action Plan:** This task will include the preparation of a Preliminary Draft Housing Action Plan, based on the findings from Tasks 2 and 3.
- **Task 5: Draft and Final Housing Action Plan:** This task includes revisions to the Preliminary Draft Housing Action Plan to create draft and final plans for review and feedback from stakeholders, including the Planning Commission.
- **Task 6: City Council Review and Action:** This task will include presentation of the Final Housing Action Plan for review and action by the City Council.

### **Next Steps**

The immediate next steps for this project include:

1. Finalizing a Project Purpose Statement,
2. Finalizing the Public Engagement Plan, and
3. Continuing outreach and communication with the public, Planning Commission, and City Council.

### **Existing Resources**

Extensive research and analysis have already been done around housing policy. The Housing Action Plan will reduce duplication of work by building on existing efforts. We will utilize the following resources as a foundation to review and revise the City of Lynnwood’s housing policies. The Council has identified several documents (listed below) to serve as background information. Except for the

Lynnwood Housing Report (which is attached), all the documents can be accessed online and are hyperlinked in the staff report. The documents will also be posted on the Housing Action Plan webpage once it is created.

1. The [Lynnwood Comprehensive Plan Housing Element](#) adopted June 2015
2. The **Lynnwood Housing Report** (Housing White Paper) presented to council in July 2019 (attached)
3. The [Snohomish County Housing Affordability Regional Taskforce \(HART\) Report](#) released February 2020
4. The [Housing Snohomish County Project Report](#) from the Housing Consortium of Everett and Snohomish County published April 2018
5. The [2020 Homelessness and Housing Toolkit](#) from the Association of Washington Cities and MRSC

**Attachment:**

- Housing Action Plan Executive Summary
- Lynnwood's Housing Affordability Actions
- Lynnwood Housing Report (Housing White Paper)