LYNNWOOD
CITY COUNCIL
Work Session

Date: **Monday, October 19, 2020**
Time: **6:00 PM**
Place: **This meeting will be held electronically via Zoom. See the City of Lynnwood website for details.**

6:00 PM	**A**	COVID-19 Update
6:15 PM	**B**	Update: Housing Action Plan
6:50 PM	**C**	Presentation-Preliminary Budget for Executive Department
7:20 PM	**D**	Presentation-Preliminary Budget for Administrative Services
7:50 PM	**E**	Break
8:00 PM	**F**	Presentation-Preliminary Budget for the Legal Department
8:20 PM	**G**	Presentation-Preliminary Budget for the Legislative Department
8:50 PM	**H**	Mayor Comments and Questions
8:55 PM	**I**	Council President and Council Comments
9:00 PM	**J**	Executive Session, If Needed
		Adjourn

Memorandums for Future Agenda Items:

Memorandums for Your Information:

Contact: Executive Office (425) 670-5001

HOUSING FOR ALL.

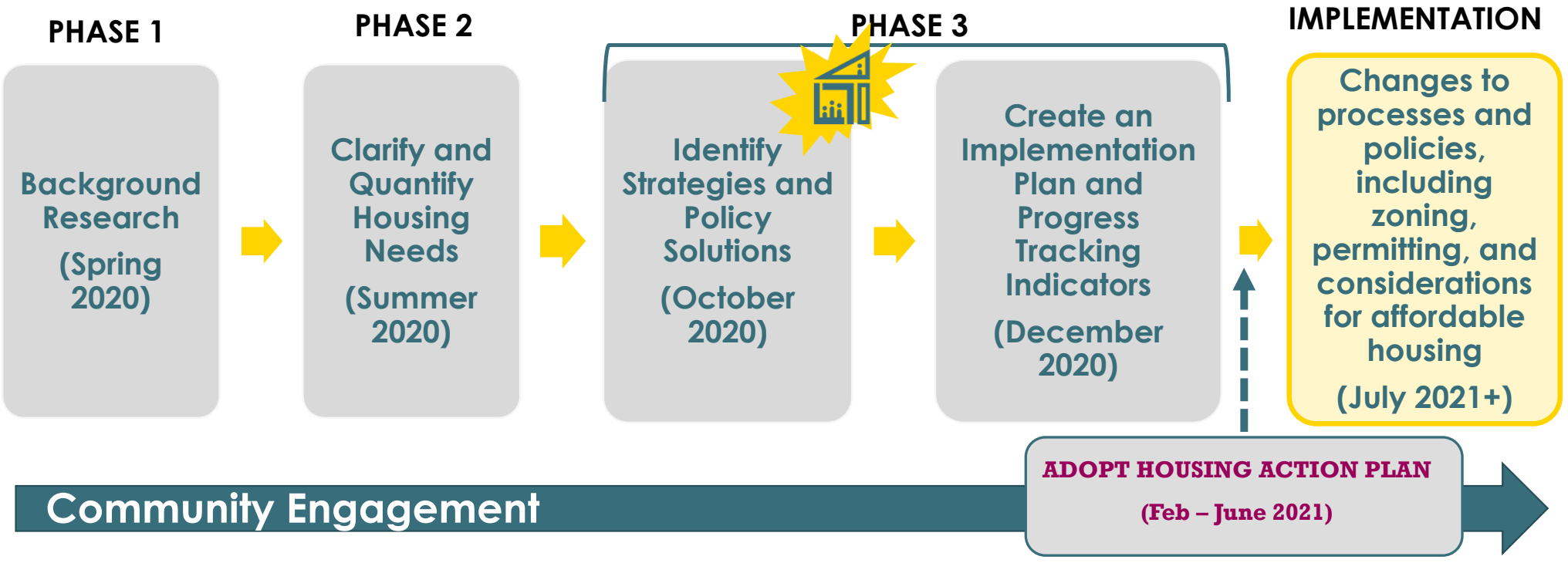
LYNNWOOD WASHINGTON BERK

LYNNWOOD HOUSING ACTION PLAN

City Council Update

October 19, 2020

Developing a Housing Action Plan



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

Severely Cost Burdened

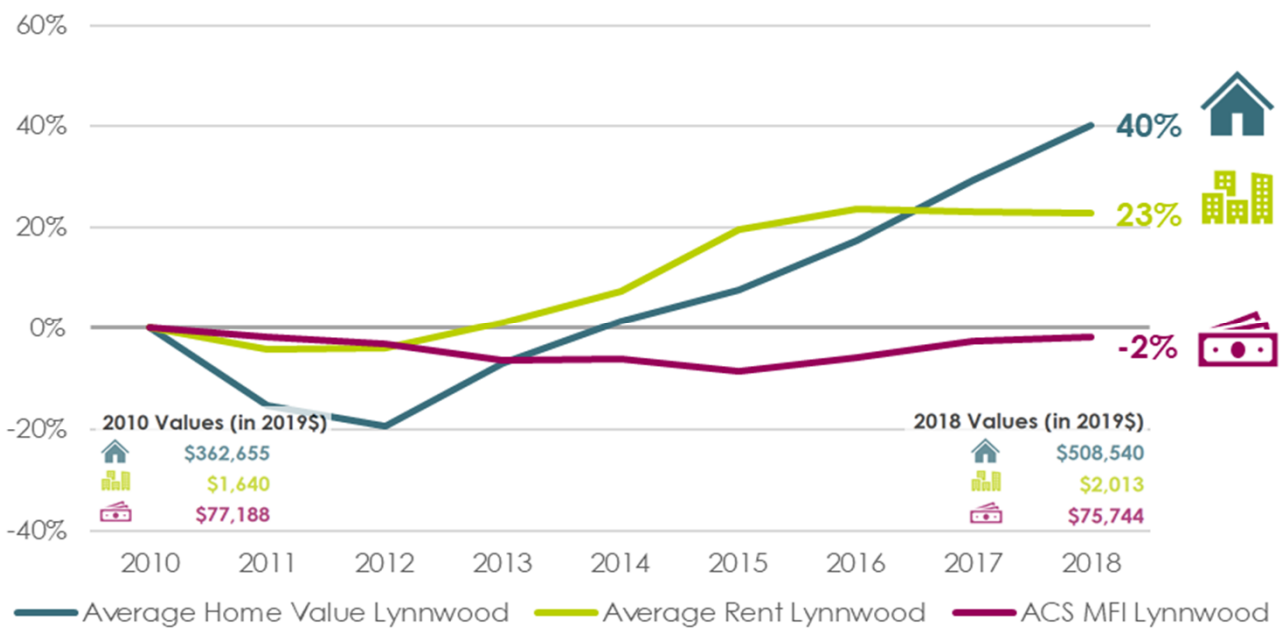
Cost Burdened

**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.



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.

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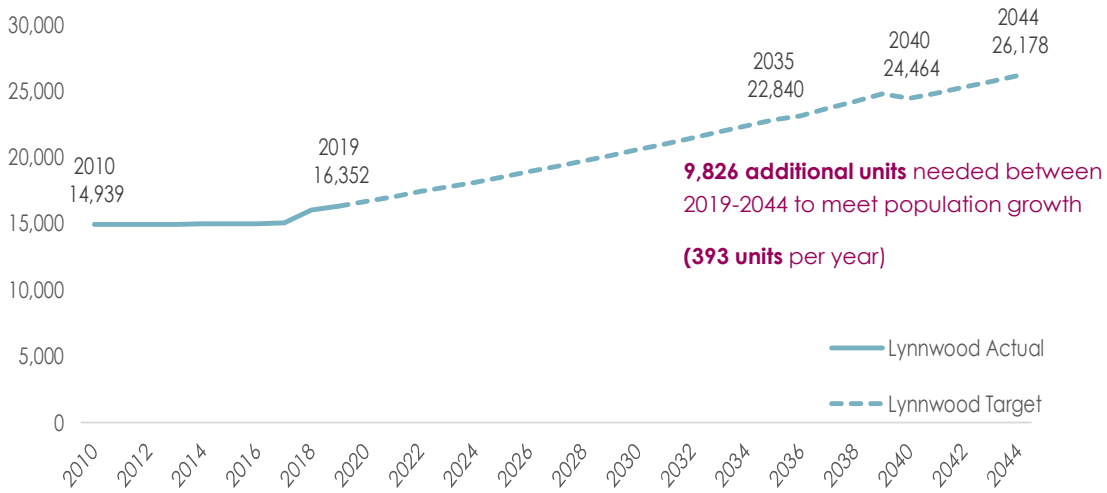
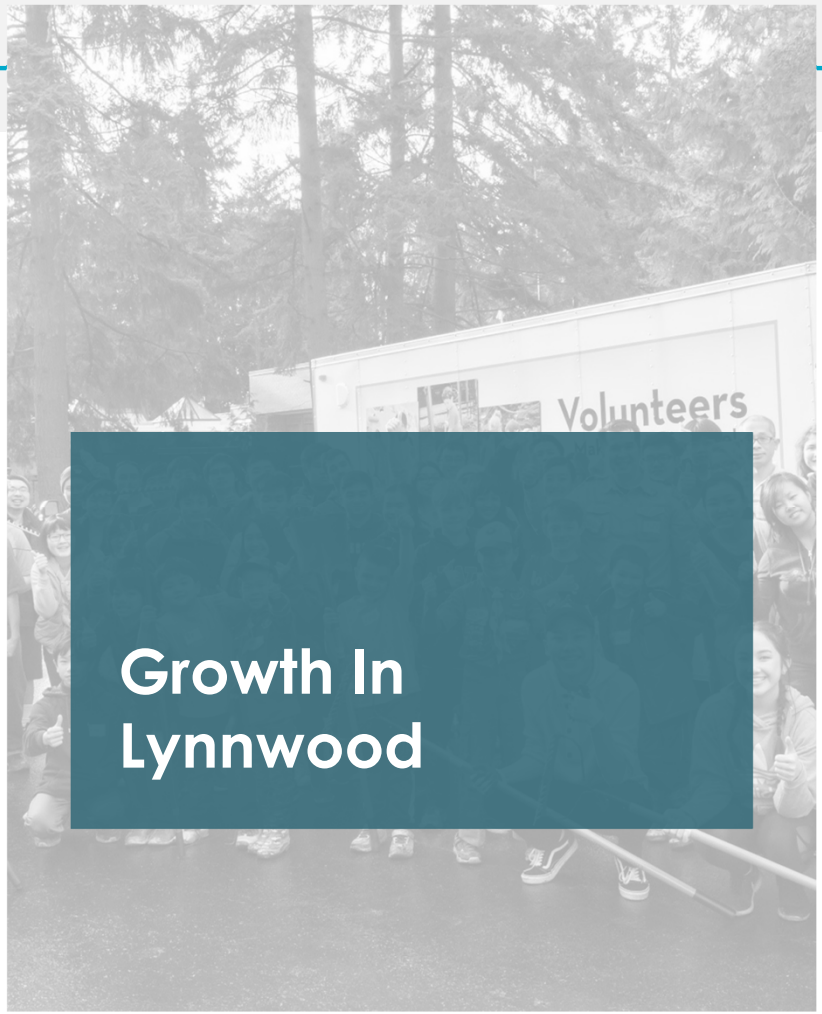
Housing Units Needed by 2044



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



Growth In Lynnwood

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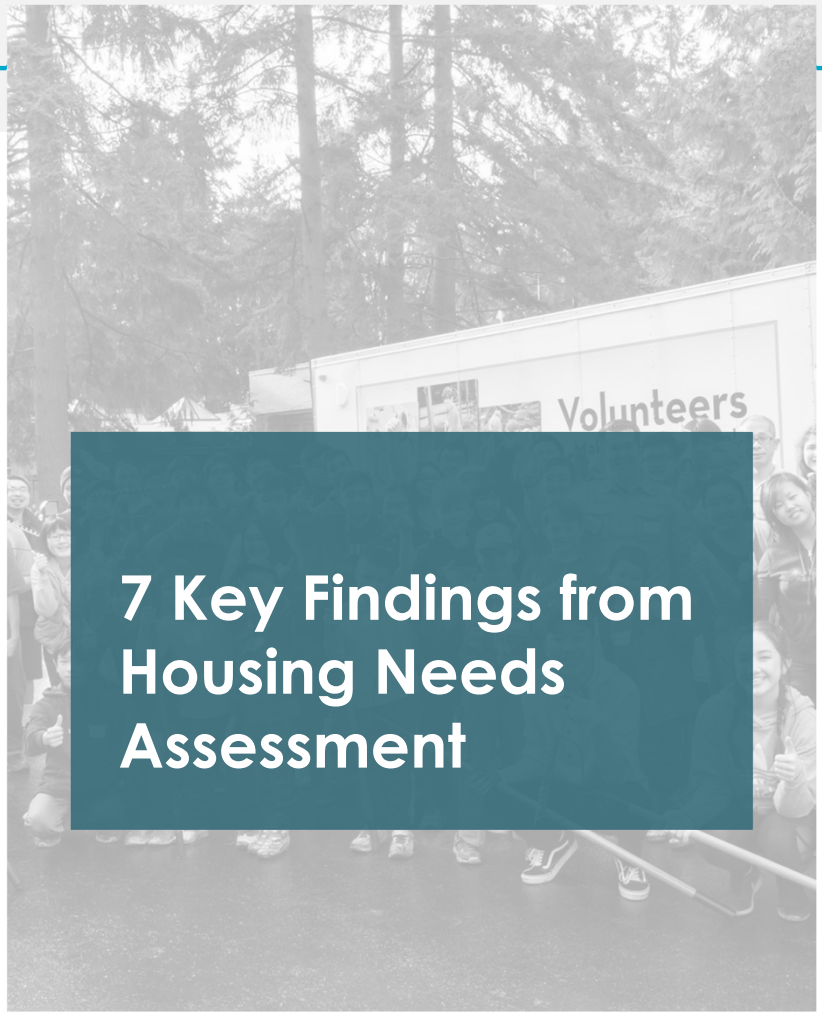
1. Almost 40% of Lynnwood's households are **cost-burdened**.
2. Housing **costs are rising faster than incomes**.
3. Many renters qualify for housing assistance but **lack access to subsidized housing**.
4. **Homeownership is out of reach** for a growing proportion of residents, with the largest gaps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

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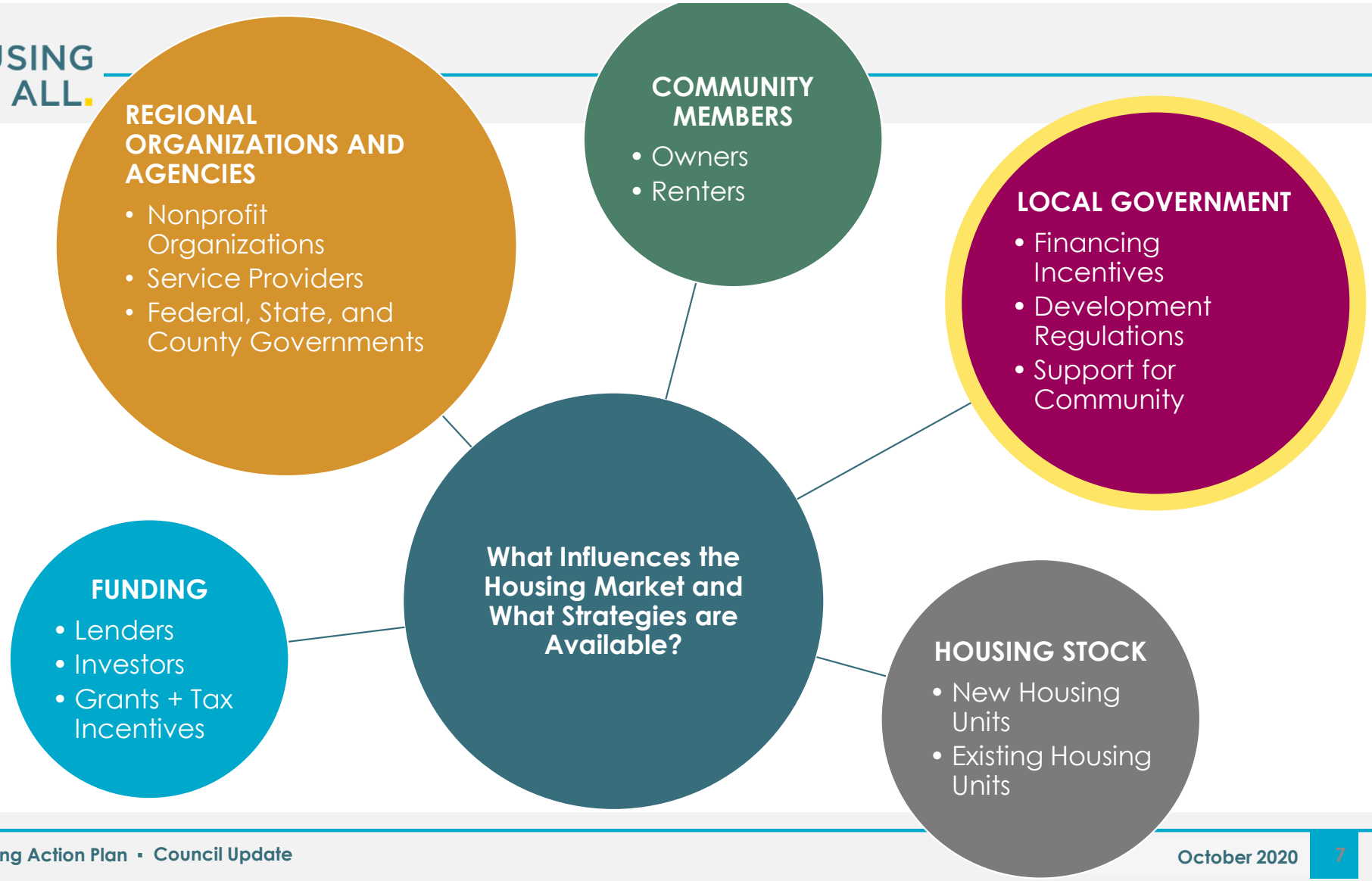
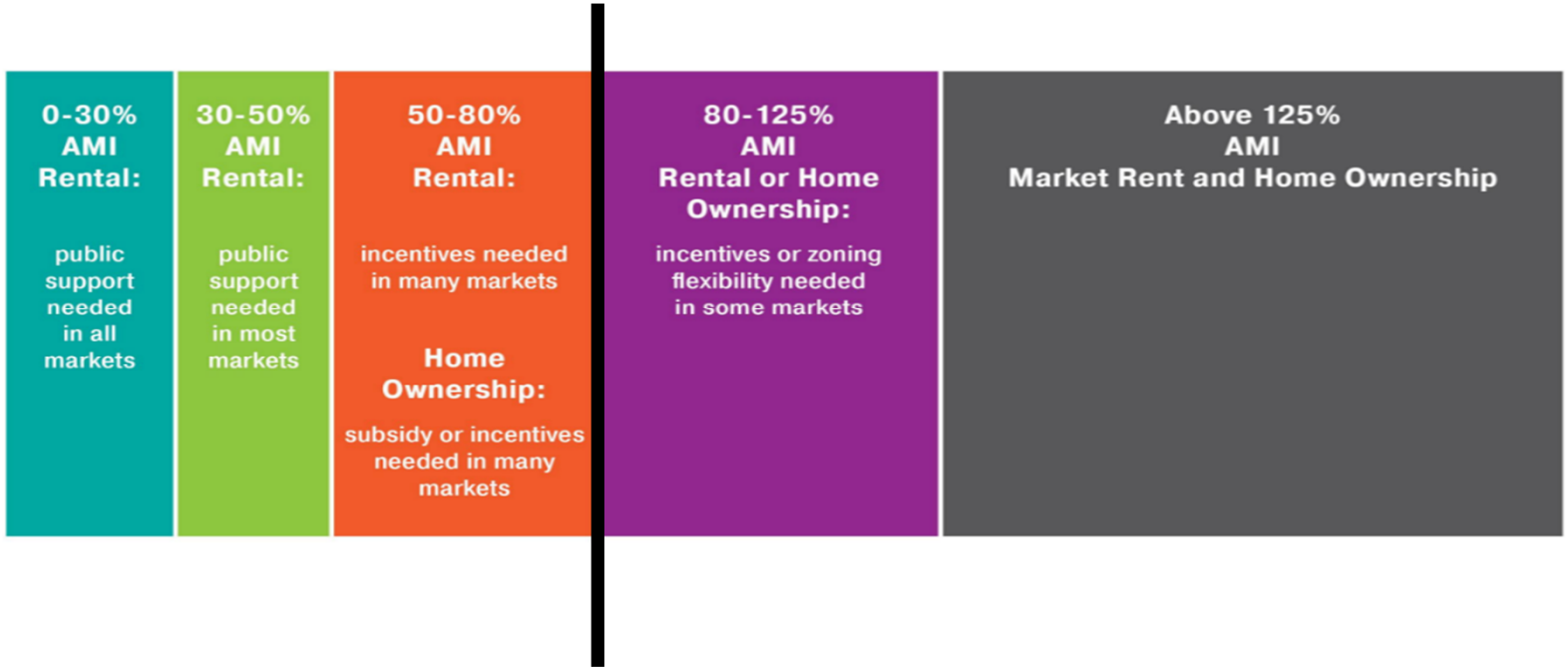


Different strategies for different needs

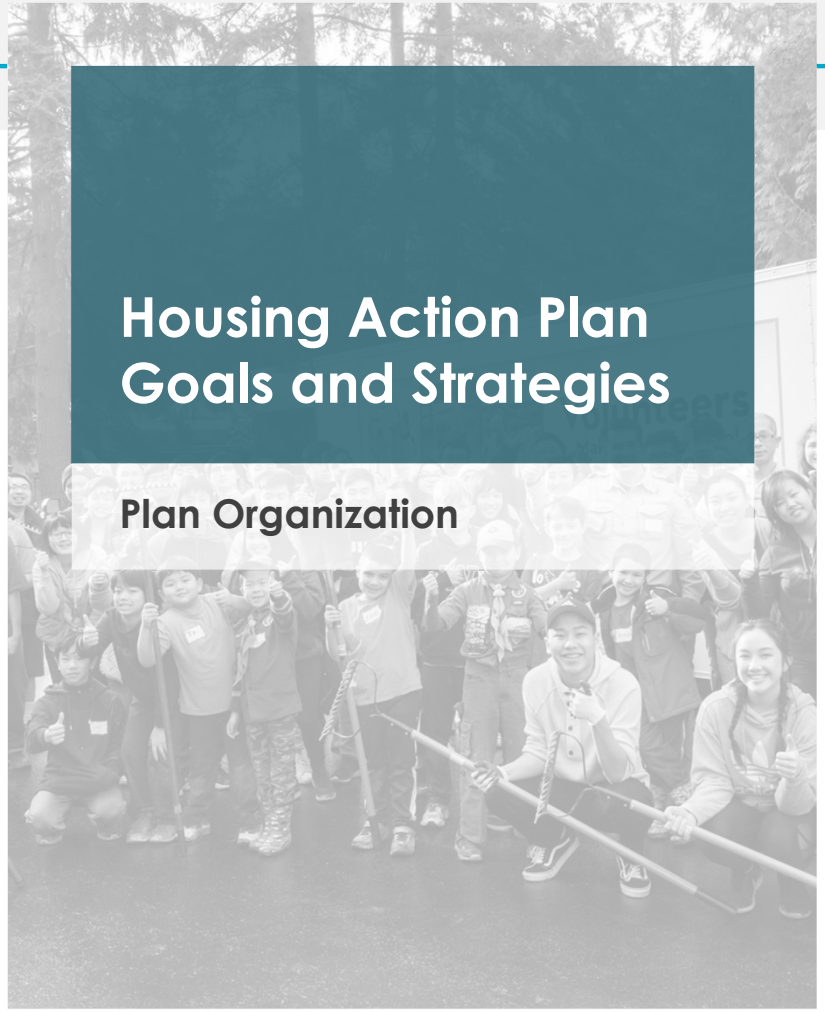
LOWER housing costs require GREATER public intervention



Sources: PSRC, 2020.

DRAFT 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.

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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*

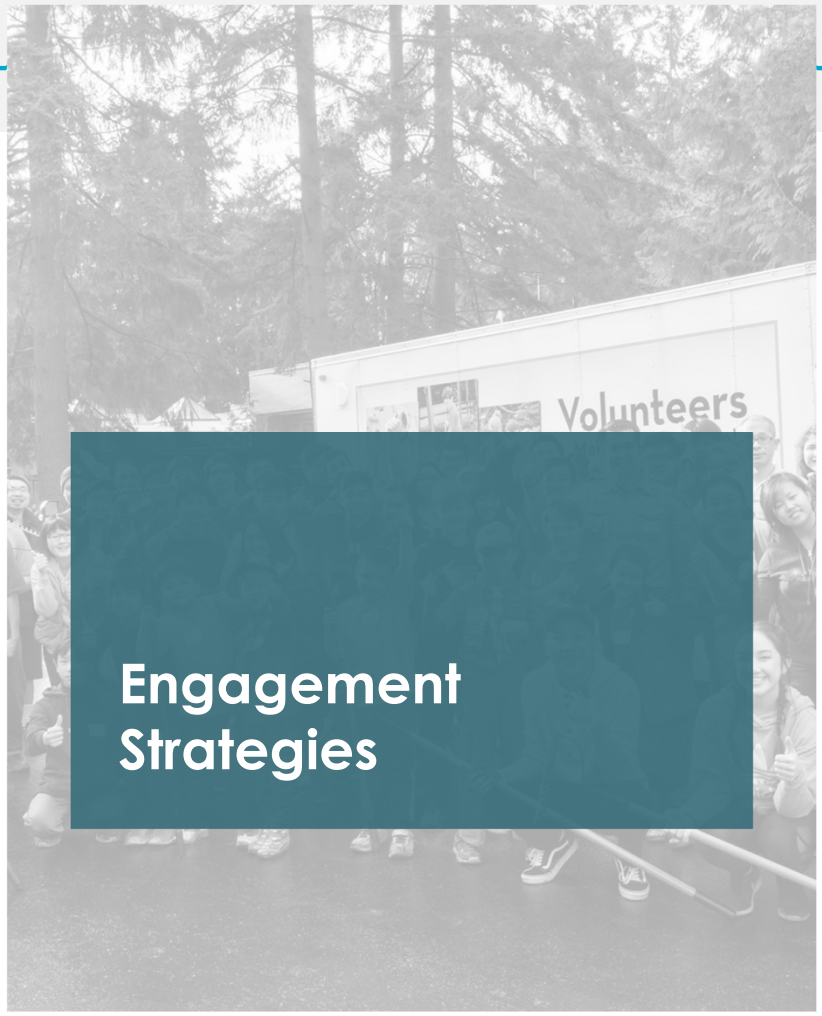
4. City Council

- 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

Public Engagement #1

August 24 – October 2

www.lynnwoodwa.gov/housingactionplan

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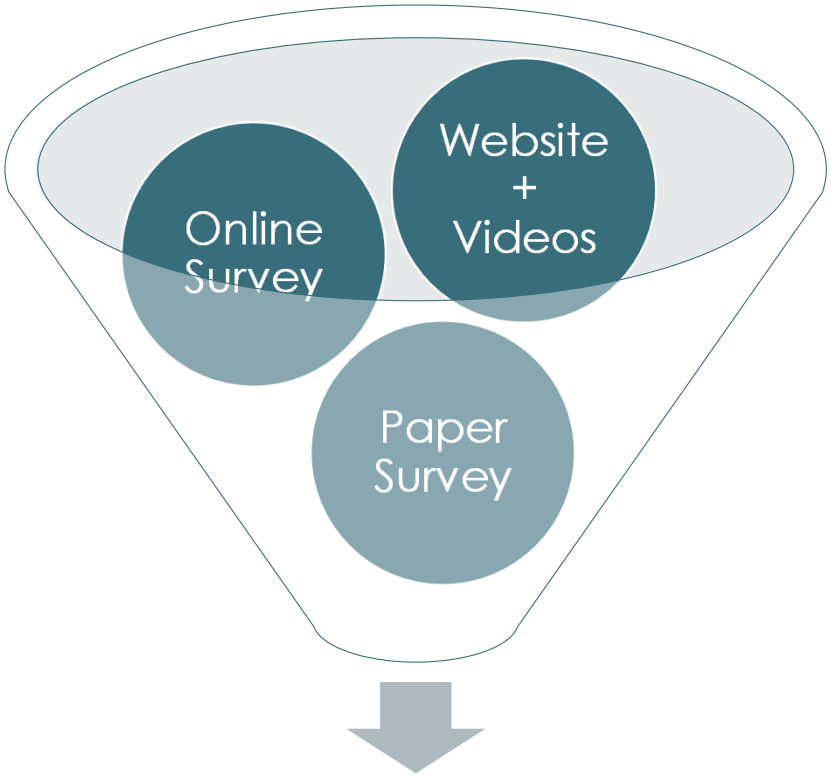
Public Engagement #2

October 26 – November 30



Community Feedback

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

www.lynnwoodwa.gov/housingactionplan

NEXT STEPS

www.lynnwoodwa.gov/housingactionplan

- **October 21 –** Stakeholder Advisory Committee Meeting #3
- **October 22 –** Planning Commission Update
- **October 26 – November 30 –** Engagement Effort #2
- **November 30 –** Next Council Update

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Share the Survey!

www.lynnwoodwa.gov/housingactionplan

LYNNWOOD WASHINGTON BERK

Contact Info

Kristen Holdsworth, AICP

425-670-5409

kholdsworth@lynnwoodwa.gov

https://www.lynnwoodwa.gov/HousingActionPlan

LYNNWOOD WASHINGTON

City Council
Meeting of October 19, 2020

Topic: Update - Housing Action Plan

Staff Memo

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

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

This memo provides an update on efforts for Lynnwood's Housing Action Plan that have occurred since staff last presented to Council at the September 21, 2020 Work Session. At the upcoming October 19, 2020 Council meeting staff will present the draft goals for the Housing Action Plan and provide updates on public outreach and engagement efforts.

Housing Action Plan Background

In Fall 2019, the City of Lynnwood applied for and received a $100,000 grant from the Department of Commerce (under ES2HB 1923) to develop a Housing Action Plan. The Housing Action Plan will recommend a series of policies that ensure a variety of housing is available and affordable for people of all income levels in Lynnwood. The Plan will address current housing needs as well as those of the projected future population.

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

Draft 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 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. 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 begins 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.

A "short list" of about 100 strategies has been assembled for consideration. The "short list" is comprised of strategies that have shown success in other communities. Once strategies have been identified, each strategy will be tailored to Lynnwood's specific needs. 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 past staff reports or visit www.lynnwoodwa.gov/housingactionplan.

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 to Council include additional details about each of these engagement methods).

The City will host a second round of public engagement from October 26 thought November 30. This round of public engagement will include video presentations and surveys, which will be 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

- **October 21 –** Stakeholder Advisory Committee Meeting #3
- **October 22 –** Planning Commission Update
- **October 26 – November 30 –** Engagement Effort #2
- **November 30 –** Next Council Update
- The final Housing Action Plan will be presented to Council for adoption in 2021

Attachments

- Presentation

CITY COUNCIL ITEM C

CITY OF LYNNWOOD
Administrative Services

TITLE: **Presentation-Preliminary Budget for Executive Department**

DEPARTMENT CONTACT: **Sonja Springer**

SUMMARY:

Mayor Smith and staff will present the 2021-2022 Preliminary Budget for the Executive Department.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:

Does the Preliminary Budget support the adopted Community Vision and Strategic Plan?

ACTION:

None at this time.

BACKGROUND:

The Executive Department is within the General Fund. The Department's budget is begins on page 79. The Preliminary Budget is available for review on the City's website.

The PowerPoint presentation will be posted on the City's website. www.Lynnwoodwa.gov

PREVIOUS COUNCIL ACTIONS:

NA.

FUNDING:

NA.

KEY FEATURES AND VISION ALIGNMENT:

To be provided during presentation.

ADMINISTRATION RECOMMENDATION:

None at this time.

DOCUMENT ATTACHMENTS

Description:	Type:
No Attachments Available	

CITY COUNCIL ITEM D

CITY OF LYNNWOOD
Administrative Services

TITLE: **Presentation-Preliminary Budget for Administrative Services**

DEPARTMENT CONTACT: **Sonja Springer**

SUMMARY:

Finance director Sonja Springer will present the 2021-2022 Preliminary Budget for the Administrative Services Department.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:

Does the Preliminary Budget support the adopted Community Vision and Strategic Plan?

ACTION:

None at this time.

BACKGROUND:

The Administrative Services Department is within the General Fund. The Department's budget is begins on page 49. The Preliminary Budget is available for review on the City's website.

The PowerPoint presentation will be posted on the City's website. www.Lynnwoodwa.gov

PREVIOUS COUNCIL ACTIONS:

NA.

FUNDING:

NA.

KEY FEATURES AND VISION ALIGNMENT:

To be provided during presentation.

ADMINISTRATION RECOMMENDATION:

None at this time.

DOCUMENT ATTACHMENTS

Description:	Type:
No Attachments Available	

CITY COUNCIL ITEM E

CITY OF LYNNWOOD
City Council

TITLE: Break

DEPARTMENT CONTACT: Christine Frizzell, Council President

DOCUMENT ATTACHMENTS

Description:	Type:
No Attachments Available	

CITY COUNCIL ITEM F

CITY OF LYNNWOOD
Administrative Services

TITLE: **Presentation-Preliminary Budget for the Legal Department**

DEPARTMENT CONTACT: **Sonja Springer**

SUMMARY:

Finance director Sonja Springer and staff will present the 2021-2022 Preliminary Budget for the Legal Department.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:

Does the Preliminary Budget support the adopted Community Vision and Strategic Plan?

ACTION:

None at this time.

BACKGROUND:

The Legal Department is within the General Fund. The Department's budget is begins on page 119. The Preliminary Budget is available for review on the City's website.

The PowerPoint presentation will be posted on the City's website. www.Lynnwoodwa.gov

PREVIOUS COUNCIL ACTIONS:

NA.

FUNDING:

NA.

KEY FEATURES AND VISION ALIGNMENT:

To be provided during presentation.

ADMINISTRATION RECOMMENDATION:

None at this time.

DOCUMENT ATTACHMENTS

Description:	Type:
No Attachments Available	

CITY COUNCIL ITEM G

CITY OF LYNNWOOD
Administrative Services

TITLE: **Presentation-Preliminary Budget for the Legislative Department**

DEPARTMENT CONTACT: **Sonja Springer**

SUMMARY:

Council President Christine Frizzell and staff will present the 2021-2022 Preliminary Budget for the Legislative Department.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:

Does the Preliminary Budget support the adopted Community Vision and Strategic Plan?

ACTION:

None at this time.

BACKGROUND:

The Legislative Department is within the General Fund. The Department's budget is begins on page 125. The Preliminary Budget is available for review on the City's website.

The PowerPoint presentation will be posted on the City's website. www.Lynnwoodwa.gov

PREVIOUS COUNCIL ACTIONS:

NA.

FUNDING:

NA.

KEY FEATURES AND VISION ALIGNMENT:

To be provided during presentation.

ADMINISTRATION RECOMMENDATION:

None at this time.

DOCUMENT ATTACHMENTS

Description:	Type:

No Attachments Available

CITY COUNCIL ITEM H

CITY OF LYNNWOOD
Executive

TITLE: Mayor Comments and Questions

DEPARTMENT CONTACT: Mayor Smith

DOCUMENT ATTACHMENTS

Description:	Type:
No Attachments Available	

CITY COUNCIL ITEM I

CITY OF LYNNWOOD
City Council

TITLE: Council President and Council Comments

DEPARTMENT CONTACT: Christine Frizzell, Council President

DOCUMENT ATTACHMENTS

Description:	Type:
No Attachments Available	

CITY COUNCIL ITEM J

CITY OF LYNNWOOD
Executive

TITLE: Executive Session, If Needed

DEPARTMENT CONTACT: Leah Jensen

DOCUMENT ATTACHMENTS

Description:	Type:
No Attachments Available	