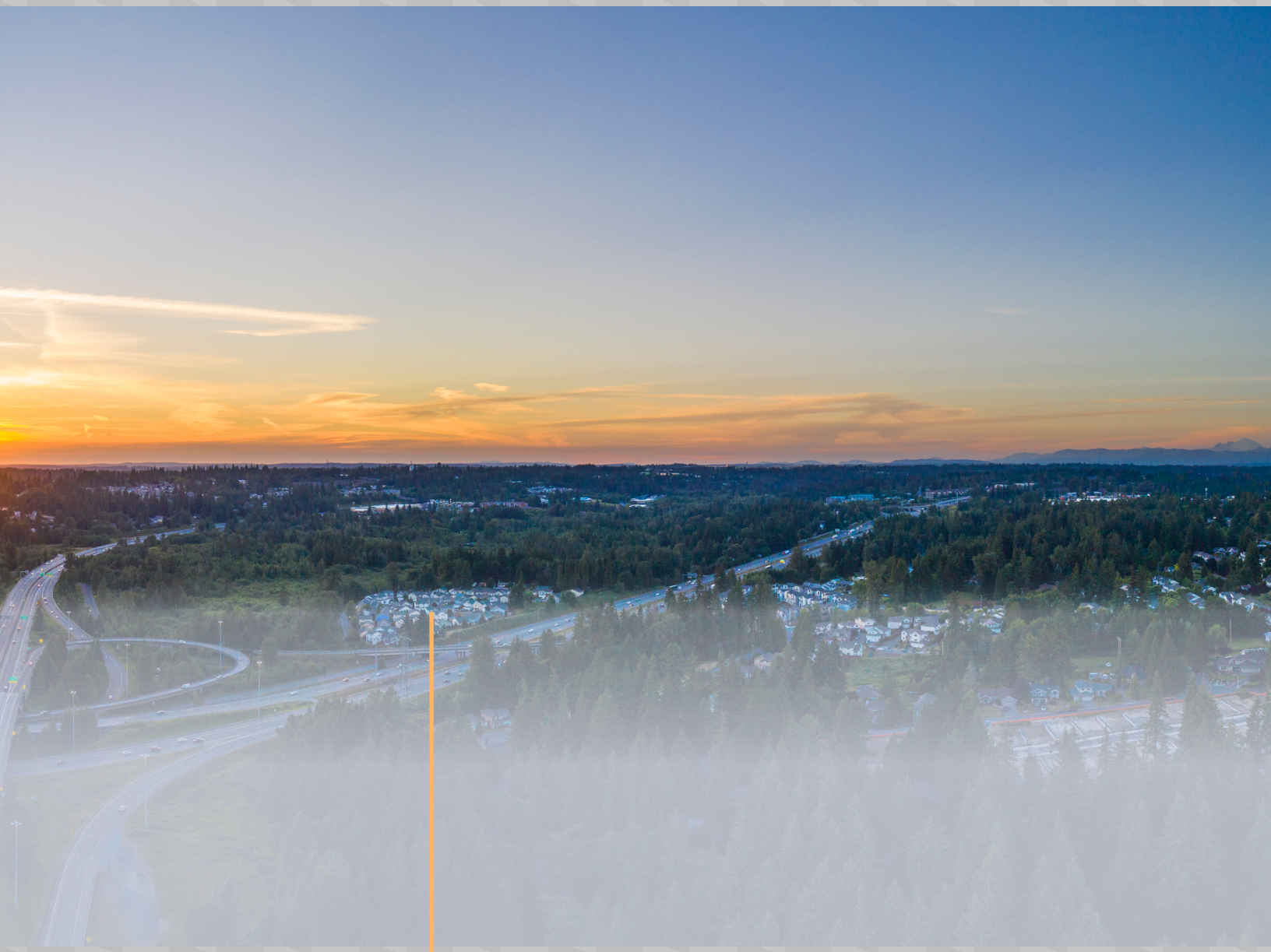

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- Land Capacity Analysis Methodology and Results, July 3, 2024

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- Technical Memo:
  TSI, 2044 Citywide Traffic Operations Analysis, June 24, 2024
- Technical Memo:
  TSI, 2023 Intersection Level of Services Analysis, March 5, 2024
- Technical Memo:
  City of Lynnwood, Future Master Transporation Plan, August 15, 2024
- Technical Memo:
  Fehr & Peers, Multimodal Level of Service & Mode Split, August 30, 2024

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FUNCTIONAL PLANS BY REFERENCE

This appendix incorporates functional plans and detail information as part of the entire document. These documents are considered part of the Comprehensive Plan and should be incorporated using the annual amendment process

Capital Facilities & Trans. Imp. Program	Adopted MONTH, DAY	Orinance XXXX
City Center + Alderwood Subarea Plan	Adopted June 23, 2025	Ordinance 3482
City Center	Adopted March 14, 2005	Ordinance 2553
Connect Lynnwood	Adopted August 8, 2022	Ordinance 3424
Housing Action Plan	Adopted May 24, 2021	Resolution 2021-05
Highway 99 Subarea Plan	Last Updated November 22, 2021	Ordinance 3403
College District Mixed Use Plan	Last Updated November 22, 2021	Ordinance 3403
PARC Plan	Last Updated February 14, 2022	Resolution 2022-05
ParksLove	Adopted December 11, 2023	Resolution 2023-10
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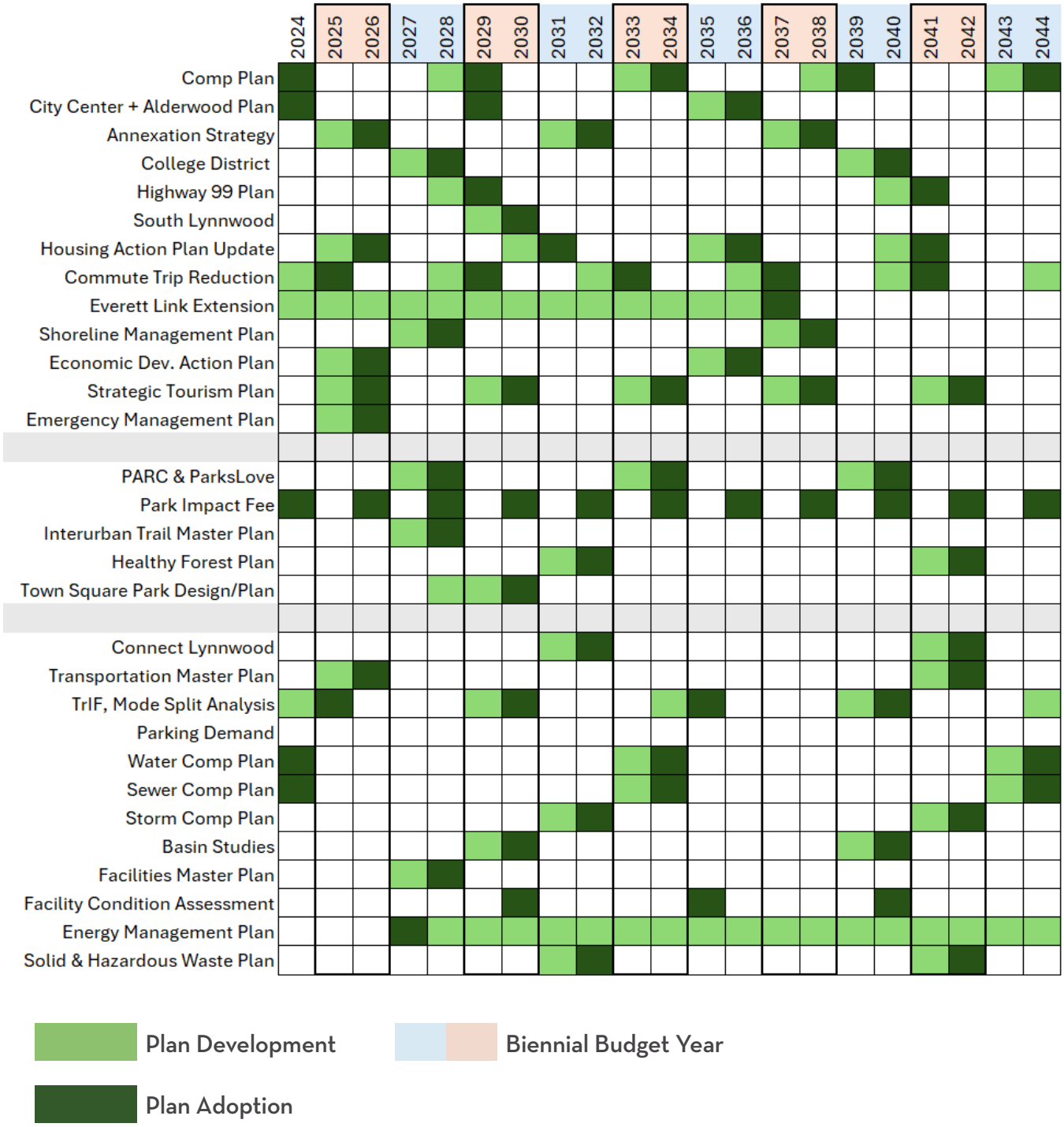
Shoreline Management Plan	Last Updated December 10, 2018	Ordinance 3318
Water Comprehensive Plan	Adopted February 25, 2013	Council Motion

COMPREHENSIVE PLAN HISTORY

Action	*Year*	*Ordinance*	*Date*
Adoption	1995	2033	Apr. 10, 1995
Amendment	1995	2058	Dec. 6, 1995
Amendment	1996	2117	Dec. 6, 1996
Amendment	1997	2162	Dec. 8, 1997
Amendment	1998	2221	Dec. 14, 1998
Amendment	1999	2277	Nov. 23, 1999
Amendment	2000	2343	Dec. 11, 2000
Amendment/Update	2001	2389	Oct. 8, 2001
Amendment	2002	2432	Nov. 12, 2002
Amendment	2003	2472	Jan. 12, 2004
Amendment	2004	2534	Nov. 22, 2004
Amendment	2005	2594	Nov. 28, 2005
Amendment	2006	2637	Sept. 11, 2006
Amendment	2007	2695	Sept. 24, 2007
Amendment	2008	2747	Nov. 24, 2008
Amendment	2009	2798	Sept. 14, 2009
Amendment	2010	2870	Dec. 13, 2010
Amendment	2011	2899	July 11, 2011
Amendment	2011	2910	Sept. 12, 2011
Amendment	2013	3027	Oct. 29, 2013
Amendment	2014	3087	Oct. 27, 2014
Adoption	2015	3142	June 22, 2015
Amendment	2016	3229	Nov. 28, 2016
Amendment	2016	3231	Nov. 28, 2016
Amendment	2021	3403	Nov. 22, 2021
Amendment	2021	3405	Dec. 13, 2021
Amendment	2023	3448	Nov. 27, 2023
Adoption	2025	3476	January 25, 2025
Amendment	2025	3494	November 24, 2025
Amendment	2026	XXXX	MONTH DAY, 2026

FUNCTIONAL PLAN UPDATES



LYNNWOOD WASHINGTON

Demographic Data

43,070

Total Population

Female

Identified Sex

51% 49%

Male

1,974 Veterans Live in Lynnwood

People born in a Foreign Country 29%

9.4% People Living with a Disability

Households that Speak a Language other than English 38%

Did you know?

Edmonds School District reports over 134 different languages spoken in student families throughout the district. The top ten languages spoken by student families of Edmonds School District: English, Spanish, Vietnamese, Arabic, Amharic, Korean, Russian, Ukrainian, Tigrinya, and Portuguese.

64% Population over 16 in the Workforce

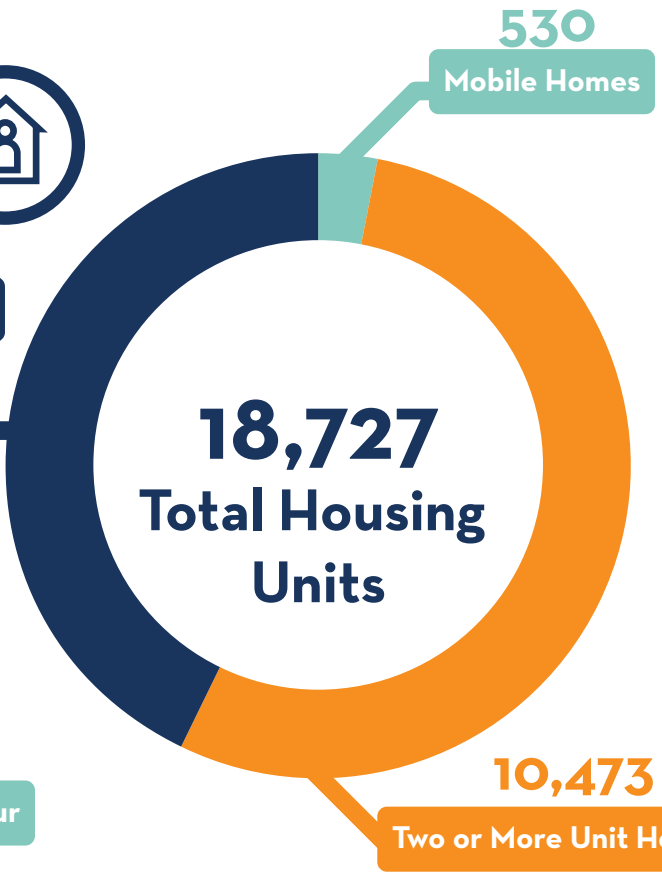
Native Hawaiian or Pacific Islander	Native American	Black Alone	Hispanic or Latino of Any Race	Two or More Races	Asian Alone	White Alone
0.3%	0.8%	9%	11%	12%	18%	50%

Sources: 2025 ACS data, US Census Bureau, Washington Office of Financial Management 2026

LYNNWOOD WASHINGTON

Housing and Transit Data





Median Value of Owner Occupied Units

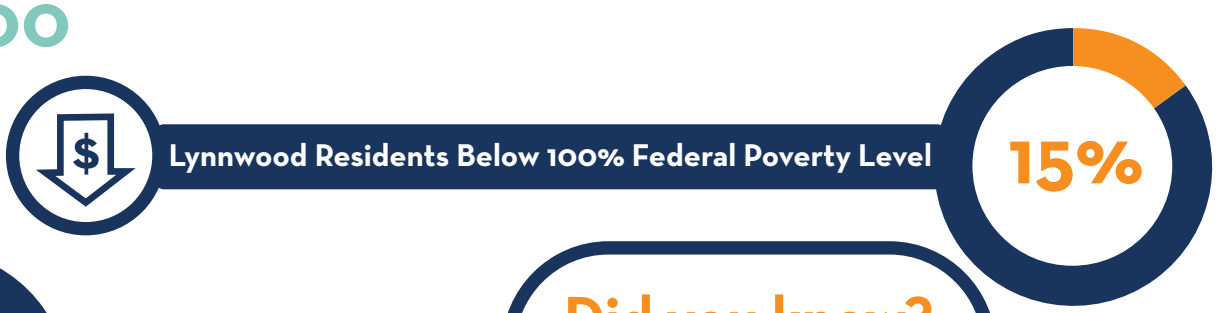
$686,900

Lynnwood Median Household Income

$77,704

100% Federal Poverty Level For a Family of Four

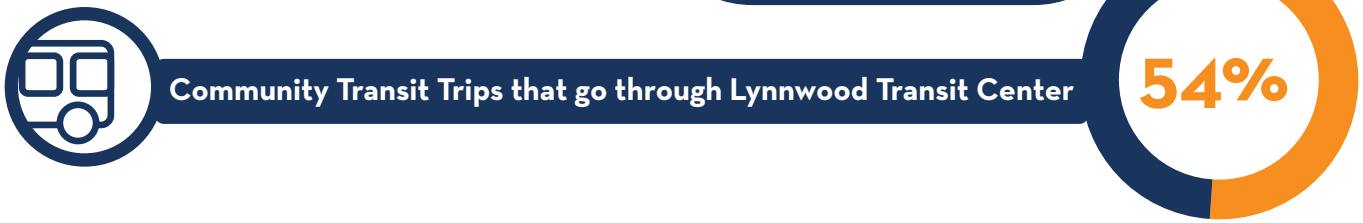
$31,200





Did you know?

Lynnwood City Center Station has 15 Community Transit routes and 4 Sound Transit routes!



Sources: 2025 ACS data, US Census Bureau, Washington Office of Financial Management 2026 Estimates

CITY OF Lynnwood 1959-2009

HAPPY 50TH BIRTHDAY

FINAL REPORT

FALL 2010



LYNNWOOD MOVING FORWARD:

Our Community Vision

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For additional information visit
www.ci.lynnwood.wa.us/VisioningLynnwood

Cover photo courtesy of Norm Nesting

Acknowledgement

Thank you to our fellow residents and citizens who worked hard creating our community vision.

Mayor Don Gough for his vision of and commitment to a truly citizen-based Community Visioning process.

Citizens Visioning Task Force

Bob Larsen, Chair
Kris Hildebrandt, Co-Vice Chair
Van AuBuchon, Co-Vice Chair

Nick Aldrich
Janice Ashenbrenner
Sang Chong
Luke Determan
David Gilbertson
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Mary K Hervol
Patricia Kresek
William Lindsay
Judi Martin
Carol Oshima
Ron Oshima
Arline Swanby
Beth Woolley

Elected Officials

Mayor
Don Gough

Council Members
Kimberly Cole, Ted Hikel, Kerri Lonergan, Loren Simmonds, Jim Smith, Mark Smith, and Stephanie Wright

Office of Neighborhoods & Community Affairs

Emily Yim, Director
Julie Moore, Administrative Assistant

City Department Heads

Bill Franz – Public Works, ***Paula Itaoka*** – Human Resources
Steve Jensen – Police Department, Chief , ***David Kleitsch*** – Economic Development
Paul Krauss – Community Development, ***Vicki Heilman*** – Administrative Services,
Jill O'Cain – Court Administration, ***Gary Olson*** – Fire Department, Chief
Lynn Sordel – Parks, Recreation and Cultural Arts, ***Emily Yim*** – Community Affairs

Task Force Intent

On January 9, 2009 a Citizen's Visioning Task Force was created by Mayor Don Gough for the City of Lynnwood. The Task Force assisted with the establishment and implementation of the city-wide Vision – Lynnwood Moving Forward. It is in force until December 31, 2010. Members of the Task Force are volunteers who participated throughout the visioning procedure beginning in June 2007. They helped develop the final language of the city's Visioning statement and the corresponding seven core statements. The city's Vision was adopted by the Lynnwood City Council on January 26, 2009.

The Task Force was inspired by the fact that the newly created Vision was adopted as a guiding force for the city government decision makers.

Each city council member was contacted by the Task Force. Plans for how the Vision could become a guide for shaping the city were shared with them. The Task Force also learned how the Vision could play a role in the City Council's format.

In 2009, a series of neighborhood informational meetings were held to define the Vision for the citizens and see if it resonated with them. The Task Force was pleased with the outcome of these meetings and felt that feedback received from the community showed the Vision was on target with their hopes for Lynnwood's future.

All of these events moved the Task Force in the direction of planning for the Vision's future and to develop the following questions:

How can the Task Force make sure the Vision is used constructively and consistently to guide policy and everyday decisions? What can the Task Force do to help our governing bodies align planning processes with the Vision? What process should be implemented to ensure that the Vision stays relevant and that the Vision's goals are met?

This report provides a presentation of the Task Force's recommendations to answer the previous questions. The Task Force has a strong desire to watch Lynnwood progress and become the best city ever imaginable. It will take partnership between City Administrators, the City Council and citizens to achieve the city's Vision. Developing those partnerships in a meaningful way will take Lynnwood forward, a very big step toward attaining the desired future. In the spirit of partnership, it is hoped that this report provides the opportunity for all stakeholders to invest and take ownership of the city's Vision: Lynnwood Moving Forward – Our Community Vision.

Lynnwood Moving Forward: Our Community Vision – What It Means to Our Community

The City of Lynnwood, Washington is experienced by each of us in many different ways. For many, Lynnwood has been a great place to raise a family and provide an affordable and comfortable way of life. For others it is a shopping Mecca with a multitude of conveniences. It is close to three of our region's largest cities and has wonderful freeway access. But, in recent years Lynnwood has not had a clear sense of identity as a community and has suffered because of this on-going situation.

When citizens were called to provide input to a Visioning process for Lynnwood the response was overwhelming. The result is a Vision that guides our city toward becoming a more community-centered place to live, work and play in the long term.

The City of Lynnwood will be a regional model for a sustainable, vibrant community with engaged citizens and an accountable government.

Our vision is…

To be a welcoming city that builds a healthy and sustainable environment.

To encourage a broad business base in sector, size and related employment, and promote high quality development.

To invest in preserving and expanding parks, recreation, and community programs.

To be a cohesive community that respects all citizens.

To invest in efficient, integrated, local and regional transportation systems.

To ensure a safe environment through rigorous criminal and property law enforcement.

To be a city that is responsive to the wants and needs of our citizens.

Taking Immediate Steps Toward Our Vision

Engaged Citizens and Accountable Government

Citizen engagement and government accountability are optimized when activities that bring people and city representatives together are prioritized. This was a central theme of the Vision and the focus of much of the Task Force's subsequent work. We created working definitions of each concept (called Consensus Commentaries, which are detailed in the Task Force's Interim Report), making clear what was meant by "engaged citizens" and "an accountable government":

> Accountable Government means that elected officials and all city employees are informed of and responsive to the people they serve. And, that they manage the city on behalf of all citizens.
>
> Engaged Citizens means those people who live and work in Lynnwood who actively participate in our community by listening, asking questions of their government, volunteering their time and otherwise acting to improve the community. We further believe that having engaged citizens is a sign of a healthy city.

The following priorities for actions that enhance citizen engagement and an accountable government are recommended by the Visioning Task Force. Our recommendations were influenced by our city's expected budget shortfall, focusing in the near term on no-cost or low-cost actions that will result in the most impact.

Recommendations

1. Citizen Communication Plan
2. Maintain and enhance in-person connections with citizens
3. Focus efforts on building and enhancing the trust of citizens
4. Support and encourage citizen-to-citizen engagement

1. Citizen Communication Plan

The goal of the proposed citizen communication plan is to inform citizens of the impacts and opportunities of government that influence their lives.

Just about every decision made by city employees and leaders impact citizens. That makes it difficult for our government to know what needs to be communicated and when. We recommend that the city develop a citizen communication plan that addresses what, when and where information is routinely reported. This will help citizens by giving them relevant information for making informed decisions about their own participation (including voting behavior). It will help the city by clarifying expectations and creating a communication pathway that's easy to follow. The development of a citizen communication plan also gives the city an opportunity to consider and learn what citizens find most important and the best ways to reach them.

Many of the things we see as priorities in such a plan are already communicated in some venues. What we suggest is taking the city's communications to citizens to the next level through a more concerted approach. Here are the Task Force's recommendations for some important components of the plan:

- Information about key concerns. In addition to publishing some things in full, we also request that a top-level summary be provided to make some information more accessible to the average citizen (like strategic plans). The following is a list of priorities for communication that were identified by the task force and through its outreach efforts.
    - Strategic plans: city-wide and departmental
    - Budgets: city-wide and departmental
    - Outcome measurements: city-wide and departmental as related to strategic plans and budgets
    - Calendar of specific events where city officials meet with citizens
    - Code enforcement progress and major impacts
    - Project updates
    - City-sponsored citizen surveys
        - Online participation via website link
        - Results: data summary and high-level analysis
    - Volunteer opportunities
- Provide information and reinforce its availability across all the communication vehicles the city currently has at its disposal
- Explore other community newspapers, such as Korean and Spanish-language papers
- Write in friendly style using words that are understandable by a wide audience
- See Appendix 2 for more details.

Implementation timeframe

- Assign plan to a single accountable department or individual and work with citizens to determine what is covered in the plan.
- The Office of Neighborhoods and Community Affairs Strategic Plan 2009-2011 addresses this

need in their City-wide Outreach section (Improving Communications).
- Create, submit a plan for approval by City Council no later than 12/31/10
- Plan implementation:
  - Quarterly review for impacts, refine as needed
  - Report to City Council by 12/31/11 on success and areas for refinement

For future implementation
- Develop social media plan for purpose of engaging more citizens
  - Consider Facebook presence for city or specific groups, such as Police Explorers
- Redesign Lynnwood city website to accomplish the goals of this section

2. Maintain and Enhance In-Person Connections With Citizens

Engaging citizens through meaningful in-person activities builds connections, a sense of community and trust in government.

The task force recommends that the City of Lynnwood continue to:
- Include people as government participants and advisors through
  - Lynnwood University and Citizens Academy
  - Boards, commissions, task forces, and committees
  - Visioning
- Reach out to all citizens through well-planned services and programs such as those currently administered by the Office of Neighborhoods and Community Affairs, including:
  - Maintaining the city's connections with service groups
  - Creating opportunities for in-person government-to-citizen encounters within our neighborhoods
  - Making our city services and government more accessible to groups that are currently under-represented
  - Prioritizing city-wide events that appeal to a wide range of citizens
- Dedicate a City Council representative for every board, commission and task force
- Provide real-person service for people who telephone the city for help

The task force also recommends the following new activity:
- Deepen its partnership with the Edmonds School District to substantially engage our children and youth in learning about and participating in government
  - City personnel offered as speakers on government in classes
  - Job shadowing opportunities within city government for students

3. Focus efforts on building and enhancing the trust of citizens

An accountable government is both responsive to and trusted by its citizens. We see opportunities for trust-building through:

- Developing a service approach in our police department where citizens are recognized as the department's customer
- Leadership by safety officers (police and fire) at community events, with particular focus on school-aged children and youth
- Permission for safety officers and city officials to participate side-by-side with citizens at volunteer events in the community
- Through the support of the Office of Neighborhoods, continue to engage under-represented communities in communications and all aspects of government

4. Support and encourage citizen-to-citizen engagement

Recognizing that as citizens we are responsible for determining the character of our community, we recommend that the city's citizen communication plan and outreach emphasize and support citizens' efforts, such as:

- Neighborhood-based problem-solving that brings government in when needed, not as the only solution
- Volunteering in city-related activities and private organizations
- Attending City Council meetings
- Considering/participating in new approaches to organize community members around issues and in general

Conclusion

These recommendations are based on citizen input and validate existing initiatives already supported by City Council and City Administration. Specifically, what we learned aligns well with the priorities identified in the Office of Neighborhoods and Community Affairs' Strategic Plan and strongly suggests the need for continuing the activities of the department.

Our Responsibility

The first vision report, Lynnwood Moving Forward: Our Community Vision, (April 2009) described the key to having an effective future vision:

The key to having an effective future vision is when residents, stakeholders, city officials and employees, and city elected leadership all consciously choose to accept and embrace the vision and then all city officials and employees start to use the vision as direct guidance when making program, service, budget and decisions. This wide range of decisions must be brought into concert with, directly linked to, and aligned with accomplishing the future vision. City residents and stakeholders must choose to work to monitor, measure, and ensure that city decision-makers are held accountable for making progress toward achieving the vision.

Alignment of City Department Strategic Plans with Lynnwood's Vision

The Visioning Task Force reviewed the 2009 City Department Strategic Plans to assess their alignment with Lynnwood's Vision statement and seven core statements. The Task Force designed a review process that can be replicated in future years. The outcome of the first review process was a baseline measure of alignment and the plan was to conduct biannual reviews to assess the alignment in future strategic plans.

The Process

In October 2009, the Task Force volunteers were invited to observe City Department Directors present their strategic plans to City Council and the Mayor during two work sessions. In February 2010, Task Force volunteers began reviewing each strategic plan, identifying evidence of alignment to the Vision statement, and assessing the degree of alignment. Volunteers reviewed the plans and completed a worksheet in advance of the meeting.

Each strategic plan was reviewed by up to 10 volunteers. Specific evidence of alignment was noted and recorded. Volunteers completed each department review and scored each statement with high, medium, low, or not applicable alignment for each department plan. High alignment equaled 3 points, medium equaled 2 points, low equaled 1 point, and not applicable equaled 0 point.

How well do the vision statement and 7 core vision statements align with city departments?

Vision Statement	High Alignment	Medium Alignment
The City of Lynwood will be a regional model for a sustainable, vibrant community with engaged citizens and an accountable government	• Police • Public Works • Neighborhoods & Community Affairs • Courts	• Human Resources • Administrative Services • Fire • Parks & Recreation
1. To be a welcoming city that builds a healthy and sustainable environment	• Public Works • Neighborhoods & Community Affairs • Parks & Recreation	• Police • Human Resources • Administrative Services • Fire • Court • Community Development • Economic Development
2. To encourage a broad business base in sector, size, and related employmnt and promote high quality development	• Administrative Services • Economic Development	• Public Works • Human Resources • Neighborhoods & Community Affairs • Community Development • Parks & Recreation
3. To invest in preserving and expanding parks, recreation, and community programs	• Parks & Recreation	• Public Works
4. To be a cohesive community that respects all citizens	• Public Works • Human Resources • Neighborhoods & Community Affairs • Courts • Parks & Recreation	• Police • Community Development
5. To invest in efficient, integrated, local and regional tranportation systems	• Public Works • Community Development	
6. To ensure a safe environment through rigorous criminal and property law enforcement	• Police	• Courts • Community Development
7. To be a city that is responsive to the wants and needs of our citizens	• Public Works • Neighborhoods & Community Affairs • Fire • Parks & Recreation	• Police • Human Resources • Administrative Services • Courts • Community Development • Economic Development

Recommendations

1. Continue to require that strategic plans address the community vision.
2. Develop an evaluation tool to assess the extent to which the department followed through on its plan to align with the community vision and report findings in an annual report.
3. Encourage each department to set inspirational goals and seek to be a regional model.
4. Identify one consistent way to present the alignment between the vision and department goals in future strategic plans – either by sorting with the department goals or sorting with the vision statements.

Ensuring Lynnwood Stays a Visioning City

Recommendations

Articulating a vision for Lynnwood's future makes a lot of sense. Because it's an agreed-upon destination, a vision serves as a guidepost for everyday decisions that together shape our city. But what about the vision of our elected leaders—individually and collectively? It's the role of the Mayor and City Council to lead the city toward a better future and to inspire residents to support the city's efforts. Citizens express their support for a candidate's vision by voting for them. They also work together with elected officials and city staff to keep the city moving toward its goals.

Based on the experience gained since January of 2009, the Citizens Visioning Task Force has come to the following conclusions regarding the ongoing care-taking of Lynnwood's Vision and how it can be rejuvenated at appropriate intervals over time. We base the following recommendations on our belief that citizen participation in vision development is part of a vibrant government-citizen partnership and that having a clearly articulated vision will help organize the city's efforts toward an agreed-upon outcome—while leaving room for inspired leadership of elected individuals and our government as a whole to guide us.

Introduction

There are two aspects to visioning that need to be regularly monitored and revised as needed, they are performance monitoring and relevance. If either aspect is found to be below par, then the Lynnwood's Community Vision should be updated.

This section offers guidance on how to assess the Community Vision, in terms of viability and performance, and how it can be updated.

It is our hope that the process recommended here be codified into the Lynnwood Municipal Code to ensure this valuable document and community based process that produced it, will be carried forward into the future for the betterment of our community.

1. Performance Monitoring

The key issue facing any community vision is relevance of the vision and whether or not it is making a difference. Specifically, does it still fit public aspirations, and is it being implemented?

Monitoring Recommendation – Implementation of The Community Vision: It is recommended by the Visioning Task Force that once a year the Mayor give an assessment of the implementation of the Vision by the City Departments he or she is responsible for.

It is recommended that the Mayor's visioning implementation assessment be provided to the public and City Council during the annual State of The City address. See section 2.c. below.

In order to arrive at an accurate assessment of implementation, the Mayor should be directed to instruct his or her Department Directors to:

a. Use the Vision document as their guide in development of their business plans, and
b. State in text and with data, to what extent they have carried out each of the Vision statements in the previous year that are relevant to their function. Directors should be encouraged to compare their department's performance to other cities around the region.

2. Relevance of the Community Vision

It is anticipated that over time relevance of the Vision, in whole or in part, will fade. Eventually the time will come when the Vision will need to be revised in order to remain relevant to the public and its elected officials.

The Visioning Task Force recommends it should be the province of City Council to determine both the viability of the Community Vision, and when it should be updated.
In order to determine the viability of the Vision three areas of input should be considered:

a. Community Survey: The Community Survey already goes a long way toward determining what the public wants and how it expects to pay for services. A comparison of the results of the Survey to the Vision would give an idea as to the Vision's relevance at the time of the review. It would help if specific questions relevant to the Vision were included in the Survey, if possible.

b. Department Directors Input: The Directors know a great deal about how well their operations work in concert with (or not) the Vision Document. It is recommended the Directors be polled as to how well the Vision works for them as a guide. Would they recommend changes?

c. Mayor's Report: At each State of the City address the Mayor should speak to the relevance of the over-arching Vision, and the 7 supporting vision statements for the City. Where he or she determines times have changed and the vision has not, then he or she should point that out, and make a recommendation as to how best to address deficiencies.

If it is deemed by the Mayor that an annual review of the relevance of Visioning is too frequent, then a bi-annual review could be substituted, which would occur in non-budget cycle years.
Within one month of the State of the City Address containing a review of the relevance of the Community Vision, and if after examination of the above noted Council review factors, any Council member finds reason to support an update of the Community Vision, then he or she should make a motion to that affect. And if after hearing the Mayor's view on the subject, the motion is supported by a majority of the Council, then the Vision should be deemed in need of an update.

Within two months of the Council's vote to update the Community Vision, the Mayor should submit for Council's consideration names of individuals who would form a committee tasked with the update of the Vision. The Committee would be made up of residents and city employees who would meet as needed to produce update recommendations. The Committee would eventually meet with City Council to discuss its findings and recommendations. This meeting or meetings with Council would begin at a date determined by the Mayor and Council President, but not to exceed 1 year following the vote to update.

It is recommended that updates not take place during election cycles, if possible.
The Vision Update Committee should be made up of four or more residents at large, an Administration representative, a member of the City's Diversity Commission (counted as a fifth resident), preferably the Chair of the Commission, and a volunteer Council liaison, approved by a majority vote of the Council. Leadership of the Committee would be left to the group to determine, so long as a spokesperson / point of contact for the Committee is identified.

The Vision Update Committee could then study the same input Council reviewed, as well as hold resident input sessions similar to those held during the first phase of the original Vision, when it was being formed. Indeed, it is recommended the same set of four questions be asked to residents during the update phase.

At such time as the Update Committee deems it has arrived at a recommendation, it would then meet with City Council to discuss its findings and recommendations. It is expected that this meeting(s) would be collaborative in nature, and that City Council would influence the outcome of those discussions in such a way as to encourage their buy-in to this valuable process.

Ideally the Community Vision should not be allowed to age more than 7 years without being updated. However, for up to two years after the 7th year since the last update, and voting within one month of the State of the City Address, the Council could give a one year extension to the current adopted City Vision. After that point the Community Vision would have to be updated by default. Any and all updates should follow the preceding recommendations. Therefore, the next update of the Community Vision should be undertaken in the spring of 2016, if not sooner. A non-action default would require the Vision to be updated no later than 2018.

The following table provides an overview of significant actions that led to the creation of Lynnwood's Vision and taken by the Citizen's Visioning Task Force since then. The Task Force published two reports as part of our work. The reader is encouraged to reference those documents for more detailed information about the history and efforts related to Visioning and the basis for the Task Force's conclusions in this report.

Date	Visioning Milestones
Jun 2007	***Listening Phase began*** – Over 400 Lynnwood residents, business people, civic groups, and city staff responded with more than 4,000 ideas and comments in 29 public visioning sessions and two visioning surveys
May 2008	***Envisioning Phase began*** – 47 vision volunteers and city staff refined the 4,000 ideas and comments gathered in the first phase into 31 actionable statements
Jul 2008	City department directors met with vision volunteers; 30 vision volunteers crafted one vision statement and seven core statements from the actionable statements over the course of three meetings
Aug 2008	Vision volunteers attended a workshop where the vision was shared with city department directors for their review and feedback which was included in the final Vision draft.
Sept - Nov 2008	Vision volunteers met with city council members; the city council met with the vision volunteers at a council work session; and the city council adopted the proposed community vision as a working draft
Jan 2009	City council unanimously adopts the community vision as a living document in its entirety without amendments; the mayor signed a Mayor's Directive forming the Citizen's Visioning Task Force charged with recommending an informative set of commentaries for the vision statement and the seven core statements
Mar - May 2009	Task Force prepared a Consensus Commentary where certain words and phrases in the Vision document were called out and defined
May - Jun 2009	Volunteers conducted an outreach campaign with door hangings, mailings, and Inside Lynnwood articles
Apr 2009	Task Force and city staff produced the first vision report: Lynnwood Moving Forward: Our Community vision presented at Lynnwood's 50th Birthday Celebration
May - Jun 2009	102 Lynnwood residents attended five community outreach meetings
Jul 2009	Interim Report produced by Task Force and city staff , which summarized the findings of the outreach meetings and reported the Consensus Commentaries related to each vision statement
Sept 2009	***Oversight, and Outreach Phase began*** – Task Force was charged with developing recommendations to ensure that the Vision guides decision-making and budget making within city government, progress is measured, the Vision is periodically reviewed, two-way communication about the Vision continues to occur, and a recommendation be made to insure Lynnwood's citizens remain an active part of the city's Visioning process
Oct 2009	City department directors presented strategic plans aligned with vision statement to City Council and the Mayor while Task Force volunteers observed from the audience
Feb - May 2010	Volunteers begin reviewing department strategic plans to identify examples of strong alignment and best practices
May 2010	City council used the vision statement to inform their work during a Priorities of Government work session that preceded passage of the 2011-2012 budget
Jun 2010	Task Force and city staff produced the third vision report
Dec 2010	Task Force scheduled to cease operations

This version of the recommended Citizen Communication Plan contains all the priority items identified by the Task Force through its outreach efforts. Here are the Task Force's recommendations for some important components of the plan:

- Information about key concerns. In addition to publishing some things in full, we also request that a top-level summary be provided to make some information more accessible to the average citizen (like strategic plans). The following is a list of priorities for communication that were identified by the task force and through its outreach efforts.
  - o Strategic plans: city-wide and departmental
  - o Budgets: city-wide and departmental
    - Annual financial reports
  - o Outcome measurements: city overall and departments as related to strategic plans and budgets
  - o Calendar of specific events where city officials meet with citizens
    - City Council meetings and notice of television broadcasts
    - City Council, including Mayor
      - Semi-annual forums with citizens for open discussion, questions and answers
    - Mayor - ?
    - Department directors -?
  - o Code enforcement progress and major impacts
  - o Project updates
    - Construction
    - Closure of city services, including alternative resources (ex.: Recreation Center)
  - o City-sponsored citizen surveys
    - Online participation via website link
    - Results: data summary and high-level analysis
  - o Volunteer opportunities
- Provide information and reinforce its availability across all the communication vehicles the city currently has at its disposal:
  - o City website
  - o Everett Herald community announcements
    - Event and meeting notices
    - Event and meeting outcome summaries
  - o Inside Lynnwood
    - Develop a set of subjects included in every issue, in addition to spontaneous announcements and news stories
  - o Existing committees with citizen participants
- Explore other community newspapers, such as Korean and Spanish-language papers
- Write in friendly style using words that are understandable by a wide audience

Lynnwood Moving Forward: Our Community Vision

The City of Lynnwood will be a regional model for a sustainable, vibrant community with engaged citizens and an accountable government.

Our vision is…

To be a welcoming city that builds a healthy and sustainable environment.

- Safe and walk-able interconnecting residential and commercial neighborhoods
- Vibrant city center
- Promote Lynnwood as an affordable place to live, work, and play
- Aesthetic neighborhood quality through code enforcement
- Preserve and expand natural spaces, parks, and cultural diversity and heritage
- Integrate the built environment to support the natural environment
- Encourage economic development

To encourage a broad business base in sector, size and related employment, and promote high quality development.

- Promote high quality, sustainable development and design (LEED)
- Balanced commercial development mindful of traffic management
- Convention center as an engine of economic growth and community events
- Protect residential areas from commercial use
- Communicate with the community on city plans, policies, and events

To invest in preserving and expanding parks, recreation, and community programs.

- Develop a network of pedestrian and bike trails for recreation and transportation
- Encourage business/organization partnerships & participation to create and promote community events
- Create civic pride through cultural arts, events, parks, and services
- Promote healthy lifestyles
- Provide diverse senior services creating a liveable community
- Establish a new signature event that creates civic pride
- Use parks and cultural arts to attract economic growth

To be a cohesive community that respects all citizens.

- A safe, clean, beautiful, small-town atmosphere
- Build and enhance a strong, diverse, integrated community
- Develop and identify physical neighborhoods
- Encourage citizens to be involved in community events
- Engage our diverse population through effective, inclusive communication
- Continue community communications and open process

To invest in efficient, integrated, local and regional transportation systems.

- Improve pedestrian and bike flow, safety, and connectivity
- Adaptive, safe, well-maintained, state-of-the-art traffic management infrastructure
- Support the needs of commuters and non-commuters
- Reduce traffic congestion

To ensure a safe environment through rigorous criminal and property law enforcement.

- Continue to provide good quality response times for fire, paramedics, and police
- Encourage support for police and fire department citizen volunteer programs
- Become a benchmark city through technology and through neighborhood involvement
- Increase police presence through more patrol and bike officers
- Increase and support public education on public safety

To be a city that is responsive to the wants and needs of our citizens.

- Develop goals and objectives that benefit residents and businesses
- Create/enhance Lynnwood's brand identity
- Govern and grow in a way to stay true to the city's defined identity
- Develop and execute a measurable strategic plan (budget, timeline); involve community
- Fair and diverse revenue base
- Promote Lynnwood's convenient location to maximize opportunities and benefits
- Be environmentally friendly – sustainable

Consensus Commentaries

ACCOUNTABLE GOVERNMENT means that elected officials and all city employees are informed of, and responsive to the people they serve. And, that they manage the city on behalf of all citizens.

ALL CITIZENS means all persons who live, work or play in the City of Lynnwood.

BROAD BUSINESS BASE means a set of businesses of diverse size and type including retail, light industry, offices, services and entertainment.

COHESIVE COMMUNITY means all individuals and groups in Lynnwood are unified through common interests, while maintaining mutual respect and understanding of our differences.

ENGAGED CITIZENS means those people who live and work in Lynnwood who actively participate in our community by listening, asking questions of their government, volunteering their time and otherwise acting to improve the community. We further believe that having engaged citizens is a sign of a healthy city.

HEALTHY means encouraging citizens to connect with each other and promoting an active lifestyle. Establishing and enforcing policies that promote clean air, clean water, and public safety as well as caring for the condition of our neighborhoods.

HIGH QUALITY DEVELOPMENT means public and private development that is aesthetically pleasing, has a positive influence on the immediate surroundings, promotes sustainable construction practices, and prohibits all forms of pollution and negative impacts.

LOCAL means Lynnwood will promote an intra-city transportation system with excellent connectivity through the use of all readily available transportation choices.

REGIONAL MODEL means in comparison to the cities and communities of the Puget Sound area, Lynnwood will set a standard of excellence by which other communities compare themselves. In establishing ourselves as a model, Lynnwood will create and use a system for evaluating progress in achieving our vision.

RESPONSIVE means city government will elicit public input and participation and will act in accordance to the needs and desires of the community by identifying issues and actively providing solutions.

RIGOROUS means active, judicious, effective law enforcement. Laws should be enforced through assertive actions while being mindful of citizens' rights.

SAFE means Lynnwood will be a place that provides security to all persons and their property throughout the city.

SUSTAINABLE means using decision-making processes that promotes and reflects outcomes that are self-renewing and reinforces a strong business base that is compatible with a self-sufficient, ecologically balanced community.

VIBRANT means a quality of life that is inspiring, exciting and accepting of individual thoughts, ideas, cultures and the arts.

WANTS & NEEDS means meeting necessities and enhancing the quality of life.

WELCOMING means an environment where all aspects of the community including citizens, businesses, as well as public and private facilities, radiate a sense of community. Lynnwood will have a reputation as a friendly and hospitable place to live, work, and play.

Lynnwood 2024 Comprehensive Plan
HB 1220 Analysis Methodology and Results
DRAFT 2024-08-14

Land Capacity to Meet Housing Targets, Housing Needs by Income Band, ADU and Middle Housing Capacity, Adequate Provisions

Background

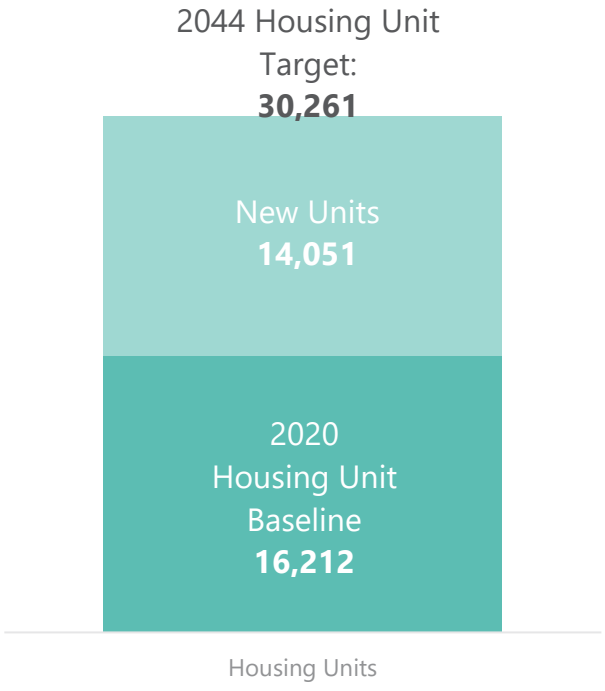
As part of Lynnwood's 2044 Comprehensive Plan update, Leland Consulting Group (LCG) was retained as part of a consultant team led by Otak to complete an analysis of land capacity for housing, including considerations of housing by income band as required by RCW 36.70A.070(2)(c) and adequate provisions for meeting all housing needs as required by RCW 36.70A.070(2)(d). This memo outlines the methodology and results of this analysis, using the process outlined in the Washington Department of Commerce's 2023 guidebook "Guidance for Updating Your Housing Element."

Land Capacity Analysis

Housing Targets

Lynnwood is required to show land capacity to meet 2019-2044 targets for housing units based on the Washington Office of Financial Management countywide projections as allocated to jurisdictions through the Snohomish County Countywide Planning Policies. Figure 1 below shows Lynnwood's baseline and target housing units through 2044.

Figure 1. Lynnwood Baseline and Target Housing Units, 2020-2044

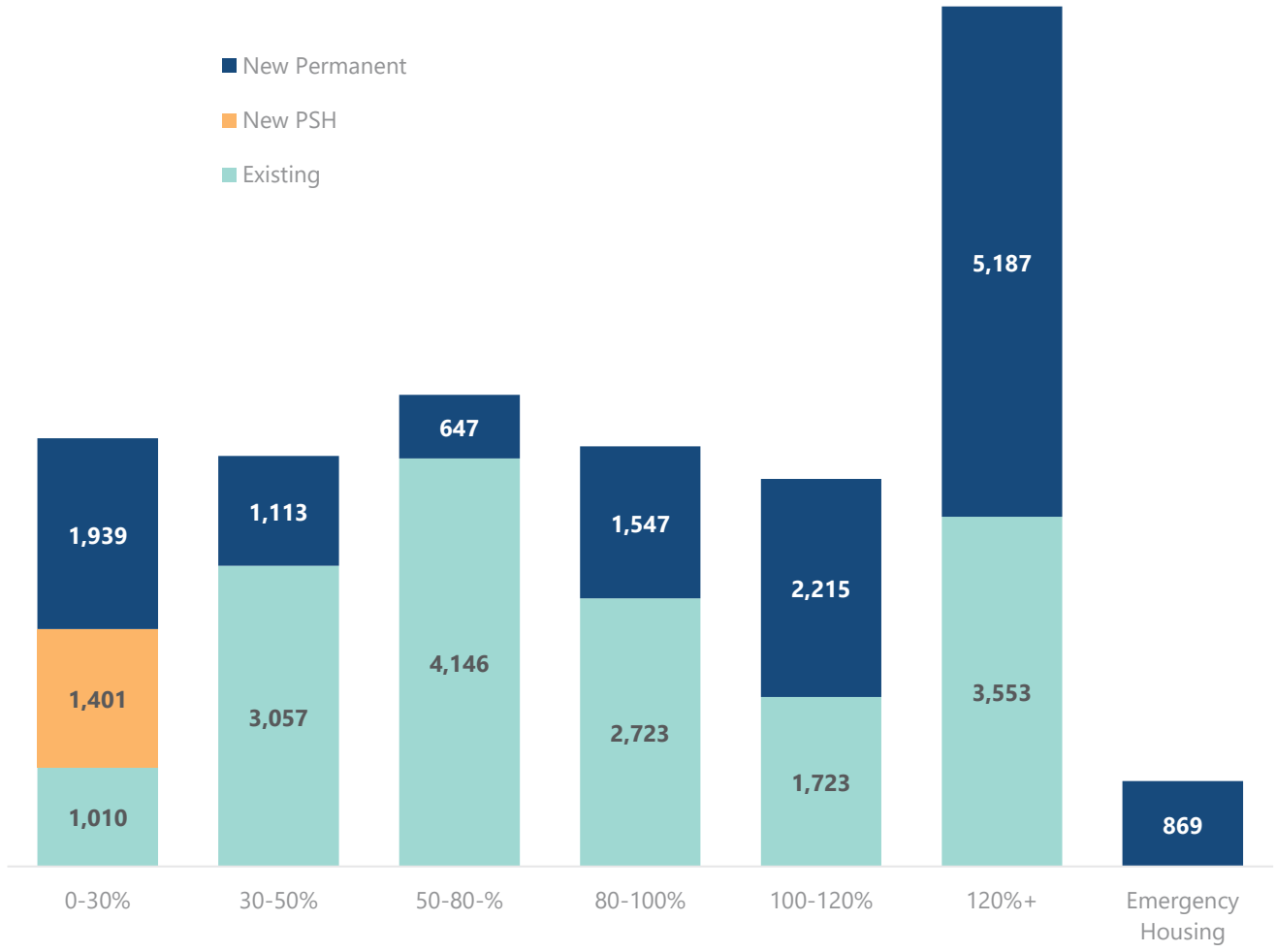


Source: Snohomish County Countywide Planning Policies (Effective March 6, 2022)

The housing unit baseline and targets are further broken down by what income band the housing units can serve, expressed as a percentage of the HUD Area Median Income (AMI). For reference, the AMI for Snohomish County is **$146,500.** The AMI is determined by the U.S. Department of Housing and Urban Development (HUD), and is generally higher than the Census-reported Median Household income for a given city, since it is a countywide metric and adjusted for household size. The HUD AMI is used to determine eligibility and income limits for subsidized affordable housing units.

The housing targets for families earning under 30% AMI are broken down into permanent units (i.e. standard housing units) and permanent supportive housing (PSH), defined in the Department of Commerce guidebook as "subsidized, leased housing for people who are experiencing homelessness or are at risk of homelessness and living with a disabling condition." Finally, each jurisdiction receives a housing target for emergency housing, defined as "temporary accommodations for households who are experiencing homelessness or are at imminent risk of becoming homeless." Lynnwood's housing baseline and 2044 targets by income band are shown below:

Figure 2. Lynnwood Existing and Target Housing Units by Income Band, 2019-2044



Source: Snohomish County HO-5 Report

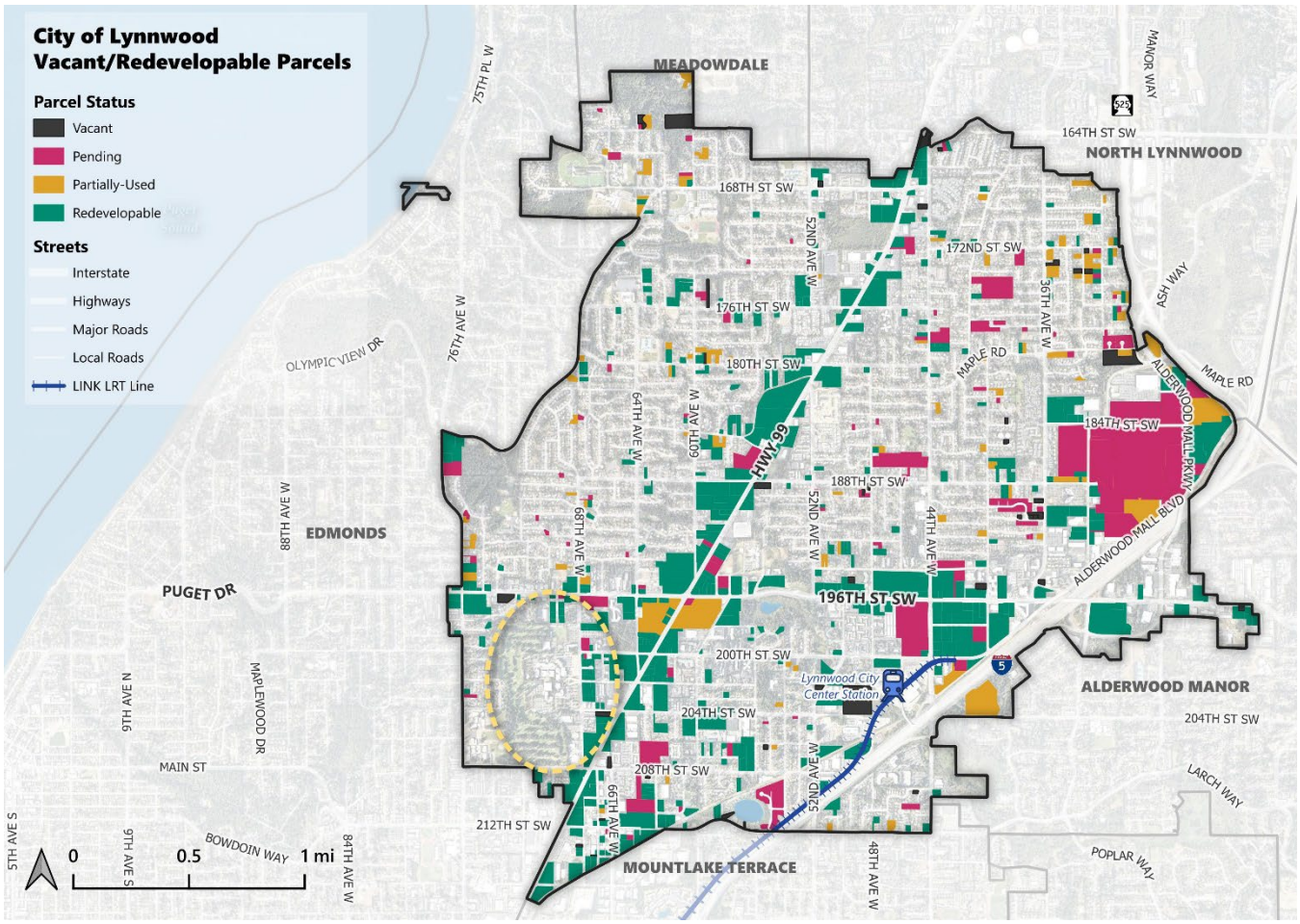
Vacant, Redevelopable, and Pending Parcels and Critical Areas

The first step in the land capacity analysis is to determine which parcels could accommodate new development over the 20-year planning horizon. Snohomish County provided GIS data from their Urban Growth Capacity Report classifying parcels in Lynnwood as vacant, redevelopable, or partially-used. Working with city staff, LCG refined the set of vacant and redevelopable parcels to account for planned and proposed development, some changes in land classification, and new development which has taken place since the County assessment. The revised set of vacant and redevelopable parcels is shown below in Figure 3.

Next, housing development which has occurred since 2020 or is planned, proposed, or under construction was totaled. These new housing units count towards the growth targets, since the baseline established by Snohomish County for housing units was for 2020. Parcels with pending units are shown in pink in the map below. This recent and forthcoming development totals **248 single-family housing units and 5,827 pending multifamily housing units**.

Note that Critical Area acreage was calculated by Snohomish County as part of their Buildable Lands process, and the deductions for critical areas from that dataset at a parcel level were used for this analysis (the total acreage used was the GBACRES field, which removed critical area acreage).

Figure 3. Vacant, Redevelopable, Partially-Used, and Pending Parcels in Lynnwood for Land Capacity Analysis



Source: Snohomish County, City of Lynnwood, Leland Consulting Group

Reduction Factor

Commerce's HB 1220 guidance indicates that jurisdictions should reduce the amount of vacant and redevelopable acreage by a reasonable amount to account for land which may not be available for redevelopment due to the need for new right-of-way, public space, stormwater facilities, or other dedications, as well as a reasonable estimate of the amount of land that will remain unavailable due to the market. The Department of Commerce suggests a minimum reduction of 15% for vacant parcels and 25% for redevelopable parcels. Using these as minimum deductions, LCG calculated an additional market factor based on recent development trends by zone in Lynnwood to arrive at a reasonable estimate of redevelopment capacity in the city. The reduction factors are shown below in Figure 4.

Figure 4. Deduction Factors by Zone in Lynnwood

		Vacant			Partially Used / Redevelopable			
Zone	**Total Buildable Acres**	Buildable Acres	Deduction Factor	Net Acres	Buildable Acres	Deduction Factor	Net Acres	**Total Net Acres**
Single-Family								
RS-8	48.6	0.0	15%	0.0	48.6	25%	36.4	36.4
RS-7	1.2	0.0	15%	0.0	1.2	25%	0.9	0.9
RS-4	0.0	0.0	95%	0.0	0.0	95%	0.0	0.0
Multi-Family								
RML	10.8	0.0	53%	0.0	10.8	58%	4.5	4.5
RMM	8.1	0.8	15%	0.7	7.3	25%	5.5	6.2
RMH	0.6	0.0	15%	0.0	0.6	25%	0.4	0.4
MHP	6.1	0.0	95%	0.0	6.1	95%	0.3	0.3
Commercial / Mixed Use								
NC	24.0	2.7	50%	1.3	21.2	55%	9.5	10.8
PCD	29.6	0.0	15%	0.0	29.6	25%	22.2	22.2
ACC	14.5	0.0	15%	0.0	14.5	25%	10.9	10.9
CC-W	21.0	0.0	15%	0.0	21.0	25%	15.8	15.8
CC-N	1.5	0.2	15%	0.2	1.3	25%	1.0	1.1
CC-C	53.2	0.6	15%	0.5	52.6	25%	39.4	39.9
CG	129.5	3.1	64%	1.1	126.5	70%	37.6	38.7
PRC	16.9	0.0	15%	0.0	16.9	25%	12.7	12.7
HMU	54.7	0.0	15%	0.0	54.7	25%	41.0	41.0
CR	0.0	0.0	15%	0.0	0.0	25%	0.0	0.0
CDM	12.0	0.0	15%	0.0	12.0	25%	9.0	9.0
Industrial								
BTP	13.5	0.2	65%	0.1	13.3	72%	3.7	3.8
LI	39.2	0.0	15%	0.0	39.2	25%	29.4	29.4
Public								
P-1	0.0	0.0	95%	0.0	0.0	95%	0.0	0.0
TOTAL								
	484.9			**3.9**				**284.0**

Source: Snohomish County, City of Lynnwood, WA Department of Commerce, Leland Consulting Group

Housing Density Assumptions

Having established the amount of available developable acreage, the next step in the analysis is to estimate the density at which that acreage could redevelop. Following Commerce guidance, single-family zones are assumed to redevelop at the maximum allowed density in the zoning code. Note that additional capacity for middle housing and ADUs in low-density zones will be addressed at the parcel level below. Housing unit density assumptions for multifamily zones are based on the density of recent development in that zone over the past five years based on CoStar data, as well as regional prototype averages. The future density assumptions for housing are shown in Figure 5 at right. These densities are then applied based on the net capacity for development in each zone shown above to determine total additional capacity in each zone.

Figure 5. Density Assumptions by Zone in Lynnwood

Zone	Assumed Density (Du/Ac)
Single-Family	
RS-8	5
RS-7	6
RS-4	12
Multi-Family	
RML	13
RMM	23
RMH	28
MHP	12
Commercial/Mixed Use	
NC	28
PCD	42
ACC	47
CC-W	47
CC-N	47
CC-C	47
CG	27
PRC	43
HMU	27
CR	26
CDM	26
Industrial	
BTP	0
LI	13
Public	
P-1	0

Additional ADU and Middle Housing Capacity

HB 1337, passed by the legislature in 2023, requires that cities allow two ADUs, detached or attached, on all parcels currently zoned for low-density residential (i.e. single-family). HB 1110, also passed in 2023, requires that Lynnwood allow duplexes on all lots in low-density residential zones as well. Framework conducted an in-depth analysis of the potential for ADUs and middle housing on lots in Lynnwood's single-family zones for the 2023 Housing Code Review & Recommendations Report. LCG used the results of Framework's analysis to calculate potential capacity for ADUs and duplexes in the city for the purposes of this analysis. Framework found 7,196 parcels where an ADU could be built. Following Commerce guidance and regional trends, LCG assumed that 5 percent of property owners might choose to build an ADU over the next 20 years, resulting in a capacity for 396 ADUs over the planning horizon. For middle housing, a similar methodology was used although it was expected that closer to 2% of potential parcels would redevelop as duplexes. Given that these would also remove the existing unit, this resulted in an additional capacity of 30 units for duplexes over the planning horizon.

Housing Needs by Income Band

Having established overall acreage, reduction, and density assumptions, the next step in the analysis is to break down housing unit capacity by what income levels it can serve, per HB 1220 requirements.

Pending Units by Income Band

Income Categories

This analysis uses three main income categories:

Low-Income (Households earning under 80% AMI)

Moderate-Income (Households earning 80-120% AMI)

High-Income (Households earning more than 120% AMI)

The first step in this analysis is to break down the units which have been built since 2020, are proposed, or are under construction by the income level that they will serve. LCG analyzed existing average rents by zone and by unit size based on data from CoStar. These rents and housing prices were then compared to the HUD Area Median Income (AMI) and income limits set by the Washington State Housing Finance Commission for the appropriate household size to determine what income levels (as a percentage of the AMI) could afford to rent or purchase housing in Lynnwood's various zones. Overall, most recently constructed rental properties in Lynnwood are renting to households earning between 80 and 120 percent AMI, and single-family ownership properties

are affordable to higher-income households earning 120 percent AMI or higher. The table below in Figure 6 shows the breakdown of recent and planned units by income bracket and zone based on this analysis.

Figure 6. Breakdown of Pending (Recent and Planned) Units by Income Band

AMI	Pipeline Units
Low Income (0-80% AMI)	2,414
Moderate Income (80-120% AMI)	3,415
High Income (120% AMI +)	246

Source: City of Lynnwood, CoStar, Leland Consulting Group

Land Capacity by Income Band

The next step in this analysis is to break down the land capacity for future units into income bands that those units could serve. Following Department of Commerce guidance, this is accomplished by grouping zones into zone categories based on the housing types that are allowed, and then grouping those categories by the lowest potential income level that could be served by the housing types in that zone category. This classification is shown below.

Figure 7. Lynnwood Zone Category Classification

Zone	Housing Types Allowed	Assumed Density	Assigned Zone Category	Zone Capacity
Single-Family				
RS-8	Single-Family, ADUs	5	Low Density	182
RS-7	Single-Family, ADUs	6	Low Density	6
RS-4	Single-Family, ADUs	12	Low Density	0
Multi-Family				
RML	Multifamily, Single-Family (conditional use)	13	Moderate Density	25
RMM	Multifamily, Single-Family (conditional use)	23	Low-Rise	105
RMH	Multifamily, Single-Family (conditional use)	28	Low-Rise	9
MHP	Mobile Homes	12	Low Density	0
Commercial / Mixed Use				
NC	Multifamily (not more than 3 stories)	28	Low-Rise	301
PCD	Multifamily (no height limit)	42	Mid-Rise	932
ACC	Multifamily (50-150 feet)	47	Mid-Rise	967
CC-W	Any housing except detached single-family or manufactured homes	47	Mid-Rise	1,405
CC-N	Any housing except detached single-family or manufactured homes	47	Mid-Rise	102
CC-C	Any housing except detached single-family or manufactured homes	47	Mid-Rise	3,555
CG	Multi-family (along 99 only, no height limit)	27	Mid-Rise	446
PRC	Multifamily (no height limit)	43	Mid-Rise	1,127
HMU	Multifamily (50-90 feet)	27	Mid-Rise	481
CR	Multifamily (with ground floor commercial, no height limit)	26	Mid-Rise	0
CDM	Single-Family, Multifamily	26	Mid-Rise	198
Industrial				
BTP	None	0	n/a	0
LI	None	13	n/a	0
Public				
P-1	None	0	n/a	0
TOTAL				**9,839**

Source: City of Lynnwood, Leland Consulting Group, WA Department of Commerce

In Lynnwood's multifamily zones, there are units serving both lower-income residents earning 0-80 percent AMI as well as moderate-income residents earning 80-120 percent AMI. In order to accurately ascertain capacity, CoStar data on rents of recent projects by bedroom size were compared to HUD income limits by unit size to split capacity in mid-rise zones between 0-80 and 80-120 percent AMI categories. The table below shows this breakdown.

Figure 8. Zone Categories and AMI Breakdown in Lynnwood Land Capacity

Zone Category	Housing Types Allowed	Aggregated Capacity	0-80% AMI	80-120% AMI	120% AMI +
Low Density	Single-Family, ADUs, Mobile Homes	188			188
Moderate Density	Low density multifamily, SF in MF zones	25		25	
Low-Rise	Multifamily with height limits	414	414		
Mid-Rise	Multifamily without height limits	9,211	3,762	5,449	
ADUs	ADUs	396		396	
Additional Duplexes	Duplexes	30		30	

Source: WA Department of Commerce, Leland Consulting Group

Finally, the aggregated housing needs for each income band from King County are compared with the total pending units and additional land capacity by income band. The results are shown below in Figure 9.

Figure 9. Lynnwood Housing Targets by Income Band

Income Band	Zone Category	Housing Needs	Aggregated Housing Needs	Pipeline Units	Remaining Housing Needs	Total Capacity	Surplus/ Deficit
0-30 PSH		1,401					
0-30 Non PSH	Low-Rise, Mid-Rise (assuming similar rents to recent	1,939	5,100	2,414	2,686	4,177	1,491
30-50	development)	1,113					
50-80		647					
80-100	Low-Rise, Mid-Rise (assuming similar rents to recent	1,547	3,762	3,415	347	5,900	5,553
100-120	development), Moderate Density, ADUs, Duplexes	2,215					
120+	Low Density	5,187	5,187	246	4,941	188	(4,753)
		14,049	14,049	6,075	7,974	10,265	**2,291**

Overall, this analysis shows that Lynnwood has sufficient overall housing capacity to meet its growth targets, as discussed in the previous section of this report. The GMA requires that cities show sufficient capacity for low- and moderate-income households – the 0-80% AMI and 80-120% AMI categories. **Lynnwood has a significant surplus in both of these zone categories, satisfying the requirements of HB 1220**.

As shown above, Lynnwood has a deficit of capacity in the 120% AMI category. **Statute does not require that this deficit be addressed through zoning**, and as noted previously, there is an overall surplus of zoned capacity for housing. However, the targets reflect an expectation for a larger influx of higher-income households into the city in the coming decades brought on by the increase in regional housing demand. Traditionally, these households have been served by single-family detached housing units at the higher end of the housing market. Due to the lack of available land for additional, new construction of single-family detached housing in Lynnwood, these households may increase demand for existing housing stock that is currently serving lower-income levels, subsequently increasing their costs. In order to alleviate this cost pressure, and also due to the overall lack of single-family detached housing, households across the income spectrum may be forced to look to housing options in the other zone categories, such as duplexes, fourplexes, and higher-end apartments or condominiums, rather than in the more traditional single-family development patterns which have served higher-income households in the past.

Adequate Provisions & Emergency Housing

Barriers to Housing Production at Lower Income Levels

In addition to this analysis by income band, HB 1220 also requires cities to show that their housing element "[m]akes adequate provisions for existing and projected needs of all economic segments of the community." This analysis requires a comparison of the historic rate of housing production to the rate of housing production needed to meet housing targets by income band. The results of this analysis are shown below in Figure 10, using CoStar data and income-band distribution for new units developed to classify pending units by income band as discussed previously. As shown, Lynnwood is producing sufficient housing to meet its targets for low- and moderate-income households.

Figure 10. Lynnwood Historic and Target Yearly Production of Housing Units

	Yearly Need	Historic Yearly Production 2018-2023	Barrier Exists?
0-80% AMI	213	347	**No**
80-120% AMI	157	324	**No**

Source: CoStar, Census SOCDS, City of Lynnwood, Leland Consulting Group

In addition to results shown above, Commerce asks jurisdictions to look at the rate of production of deeply subsidized units, a subset of the 0-80% AMI category. This analysis reveals that nearly all of Lynnwood's production of 0-80% units historically has been in the 50-80% category, with only 13 new units per year on average that serve households earning 0-0% AMI, compared with a yearly need of 178. Therefore, a commerce-provided checklist addressing potential barriers PSH and Emergency Housing is included as Appendix A below.

Emergency Housing

In addition to permanent units, Lynnwood has a planning target of 869 new emergency housing units (beds) over the planning horizon. Recent changes to the GMA require that cities cannot prohibit emergency housing or emergency shelters in zones where hotels are allowed. Commerce is currently developing a model code for jurisdictions to comply with new regulations around siting, quantity, intensity and spacing of emergency housing. The draft model code can be found here, with significant guidance for jurisdictions around emergency housing: https://deptofcommerce.app.box.com/s/159a00b5v41g591d7t5ek7g5h723c33m. Final guidance will be released in Summer 2024.

Previous Commerce guidance indicated that a quantitative Land Capacity Analysis for emergency housing was not required if jurisdictions allow emergency housing and hotels by right in a zone as well as removing other obstacles to spacing, intensity, and occupancy of emergency housing. However, recent communication with Commerce in late June 2024 has indicated that they are now requiring cities to conduct a quantitative analysis for emergency housing capacity to fulfill GMA requirements. Therefore, LCG will be completing this analysis in July/August 2024 and adding it to this report.

Land Capacity for Emergency Housing

RCW 36.70A.070(2)(c) requires that, in addition to land capacity for permanent housing, jurisdictions also show sufficient land capacity for their allocations of emergency housing as part of their comprehensive plan updates. This section outlines the methodology and results of this analysis, which is based on the Emergency Housing Land Capacity Analysis Option B (assumed density method) as outlined on pp. 44-48 of the WA Department of Commerce's "Guidance for Updating Your Housing Element" (August 2023).[1]

Lynnwood's municipal code does not currently have explicit provisions for indoor emergency housing or emergency shelter in its use tables. Due to new requirements in the GMA adopted in 2021, all cities are required to allow indoor emergency housing in zones where hotels are allowed, and to remove occupancy, intensity, and most spacing restrictions on indoor emergency housing. Lynnwood is planning to make these required changes as well as other updates to the zoning code and future land use map as part of this comprehensive plan update. Therefore, this analysis was conducted to determine if the city has sufficient capacity to meet targets for emergency housing in the following zones, in which staff is proposing to allow emergency housing:

- City Center (currently three zones, CC-W, CC-N, and CC-C, these are planned to be consolidated into one zone)
- Alderwood City Center Transition Area
- Planned Commercial Development
- General Commercial
- Highway 99 Mixed Use
- Neighborhood Commercial
- College District Mixed Use
- *Alderwood (proposed new zone)*
- *MUR-45 (proposed new zone)*

(Note that this analysis does not consider the Alderwood and MUR-45 zones since these have not been defined yet)

Per Commerce guidance, this analysis considers parcels in these zones which were classified as "Vacant," "Underutilized," or "Partially Used" in the overall land capacity analysis as detailed above. Lynnwood does not have any intensity or spacing requirements for emergency housing which would limit the number of these potential parcels that could be used. After removing critical area acreage as detailed previously, the total net area in these zones available for emergency housing is **340 acres.**

This acreage is then multiplied by a density assumption for potential emergency shelters, measured in beds per acre. The density assumption is based on a combination of prototypes drawn from the Commerce guidebook which most closely match staff expectations for the types of potential emergency housing that could be developed in Lynnwood under current zoning. Details and densities on the prototypes used and the percentage of each prototype used in generating the average density assumption of **52 beds per acre** are shown below.

[1] https://deptofcommerce.box.com/s/1d9d5l7g509r389f0mjpowh8isjpirlh

Figure 111. Density Prototypes for Lynnwood Emergency Shelter Land Capacity Analysis

Name	Location	Zoning	Details	Beds	Acres	Density (beds/acre)	Percentage
Serenity of House of Clallam County	Port Angeles	Residential Moderate Density	Clustered 2 story buildings, parking, open space	70	1.89	37	35%
Benedict House	Bremerton	R-10	2 story SF home conversion	24	0.21	128	15%
North King County Enhanced Shelter	Shoreline	Mixed Business	1 story former nursing home, parking, open space	60	2.66	23	35%
The Gateway	Seattle	Commercial 1-55	3 story former hotel with parking	135	2.25	60	10%
Rosy's Tiny House Village	Seattle	Mixed-University	36 8x12-foot microhomes	50	0.41	122	5%
			Average Density for LCA:			52	100%

Source: City of Lynnwood, WA Department of Commerce, Snohomish County, Leland Consulting Group

Applying this density assumption to the available acreage by zone results in a capacity for **17,679 beds** on vacant and redevelopable parcels in zones where emergency housing is allowed in Lynnwood, as broken down below in Figure 112.

Figure 12. Emergency Shelter Capacity by Zone in Lynnwood, 2020-2044

Zone	Gross Acres	Beds / Acre	Emergency Shelter Bed Capacity
CC	76	52	3,960
ACC	15	52	758
PCD	30	52	1,547
CG	130	52	6,775
HMU	55	52	2,863
NC	24	52	1,253
CDM	12	52	626
TOTAL	340	52	17,679

Source: City of Lynnwood, WA Department of Commerce, Snohomish County, Leland Consulting Group

Lynnwood's target for emergency housing is 869 beds, as shown in the target allocations above in Figure 2. Therefore, the city has a **surplus capacity of 16,810 shelter beds** for the 2020-2044 planning period, as shown below in Figure 13.

Figure 13. Emergency Shelter Capacity and Target in Lynnwood, 2020-2044

Total Emergency Shelter Need (Beds)	Total Emergency Shelter Capacity (Beds)	Surplus/ Deficit
869	17,679	16,810

Source: City of Lynnwood, WA Department of Commerce, Snohomish County, Leland Consulting Group

Appendix A: Adequate Provisions Checklist

Exhibit B3: Supplementary barrier review checklist for PSH and emergency housing

DEVELOPMENT REGULATIONS			
Spacing requirements (for example, minimum distance from parks, schools or other emergency/PSH housing facilities)[2]	No	There do not appear to be specific requirements for separating temporary shelters from parks, schools, or other shelters	Clarify whether this is true for permanent shelters as well
Parking requirements	Possibly	It is not clear what parking standards would apply to temporary or permanent shelters. Parking requirements that may apply include: -Residential: 0.5 stalls/unit -Senior: 0.25 stalls/unit -Overnight Accommodations: 1 stall/room In addition, if a temporary shelter displaces existing parking, it must provide off-street parking to compensate for the loss of on-site parking.	Clarify what standards apply to temporary or permanent housing for homeless residents. Parking requirements should be limited, as the vast majority of residents in PSH do not have a car. The City should not require temporary shelters to provide parking that is temporarily displaced.
On-site recreation and open space requirements	Possibly	There is an open space requirement of 200 ft of	Clarify what regulations apply to temporary or

[2] Note that RCW 35A.21.430 expressly states requirements on occupancy, spacing, and intensity of use may not prevent the siting of a sufficient number of permanent supportive housing, transitional housing, indoor emergency housing or indoor emergency shelters necessary to accommodate each code city's projected need for such housing and shelter under RCW 36.70A.070(2)(a)(ii). The restrictions on these uses must be to protect public health and safety.

		passive recreation space per unit for Assisted Living & Continuing Care facilities. It is not clear whether this requirement also applies to permanent or temporary homeless shelters.	permanent housing for homeless residents. Ensure that the requirements for outdoor space are not greater than those for multifamily housing.
Restrictions on support spaces, such as office space, within a transitional or PSH building in a residential zone	No	Zones that allow for multifamily, including C-R, NC, PCD, and CG also allow for office and medical uses	Ensure that this is the case in all zones where temporary or permanent housing for homeless residents is permitted.
Arbitrary limits on number of occupants (in conflict with RCW 35A.21.314)	Yes	Outdoor and extreme weather shelters are not permitted to house more than 100 residents under any circumstances.	Remove this limitation to allow for more flexibility, particularly for PSH and shelters on larger sites.
Requirements for PSH or emergency housing that are different than the requirements imposed on housing developments generally (in conflict with RCW 36.130.020)	Yes	Temporary outdoor encampments are required to have 20-foot setbacks from commercial uses and 40-foot setbacks from residential uses. They also must have six-foot sight obscuring lockable fences.	Ensure that the regulations governing multifamily and/or senior housing are applied to temporary or permanent housing for homeless residents. Eliminate excessive setback requirements.
Other restrictions specific to emergency shelters, emergency housing, transitional housing and permanent supportive housing	No	It does not appear that there are additional restrictions specific to emergency, transitional, or permanent supportive housing.	Clarification on where permanent supportive housing is allowed is needed to verify that this is the case.

Lynnwood 2024 Comprehensive Plan
Land Capacity Analysis Methodology and Results
DRAFT 2024-07-03

Background

As part of Lynnwood's 2044 Comprehensive Plan update, Leland Consulting Group (LCG) was retained as part of a consultant team led by Otak to complete an analysis of land capacity for housing and jobs under several growth alternatives. This memo outlines the methology and results of this analysis. Housing unit land capacity is also required to be broken down by what income band future housing units can serve per HB 1220 (2021). This analysis is found in Appendix xxx of the Housing Element.

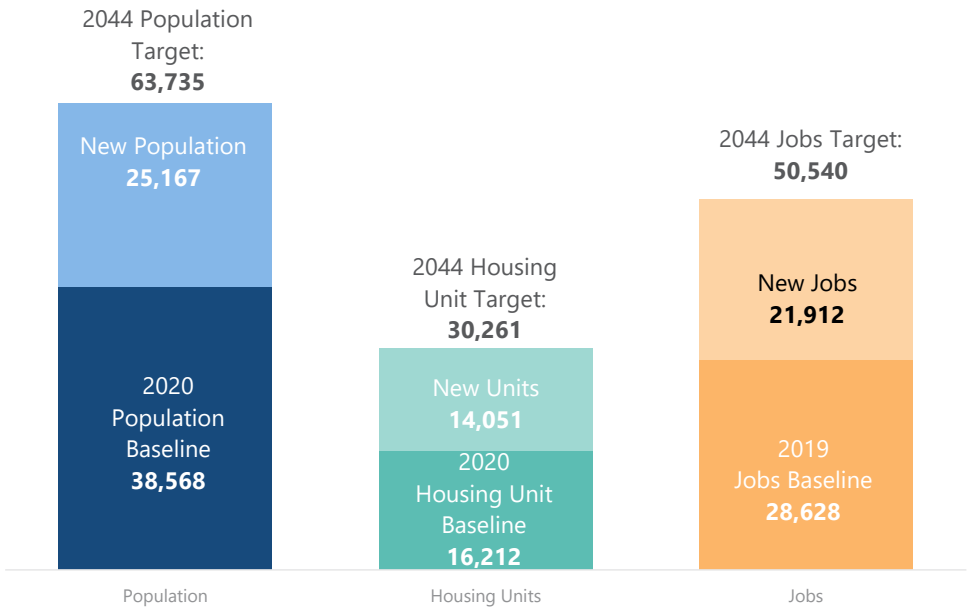
Commented [AO1]: Sierra - placeholder for wherever that ends up.

Land Capacity Analysis

Housing and Jobs Targets

Lynnwood is required to show land capacity to meet 2020-2044 targets for population, housing units and jobs based on the Washington Office of Financial Management countywide projections as allocated to jurisdictions through the Countywide Planning Policies. Figure 1 below shows Lynnwood baseline and target housing units and jobs through 2044.

Figure 1. Lynnwood Baseline and Target Housing Units and Jobs, 2019/20-2044

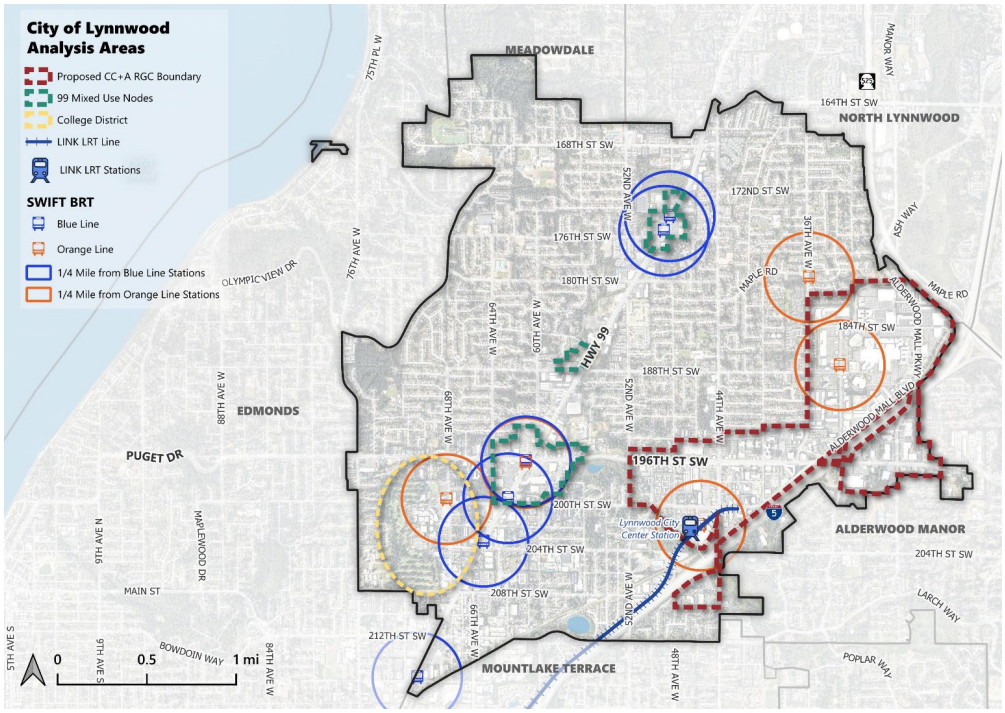


Source: Snohomish County Countywide Planning Policies (Effective March 6, 2022)

Scenario Details

For this analysis, the consultant team and City staff explored four possible scenarios. Land Capacity for housing and jobs was calculated under each scenario for the purposes of exploring potential impacts to transportation and infrastructure as well as compliance with growth targets. Figure 3 below shows the various areas considered in the scenario analysis, including the City Center and Alderwood Regional Growth Center, Highway 99 Mixed-Use Nodes, College District Subarea, and ¼ mile buffers from the SWIFT Bus Rapid Transit stops in the city.

Figure 2. Analysis Areas for Alternatives



Source: City of Lynnwood, Snohomish County, Sound Transit, Leland Consulting Group

Details on the concepts behind each scenario are as follows:

- **Alternative 1 (No Action)**
  - This scenario represents a continuation of current development trends. The rate of development as well as types and densities of development are assumed to remain consistent over the next 20 years.
- **Alternative 2 (Concentrated Growth)**
  - This scenario represents a future concentration of new development in Lynnwood's Regional Growth Center (shown above in a red dotted line), following regional policy objectives. This area would see denser housing and employment building prototypes and a more aggressive rate of redevelopment than that assumed in Alt 1.
- **Alternative 3a (Dispersed Growth)**

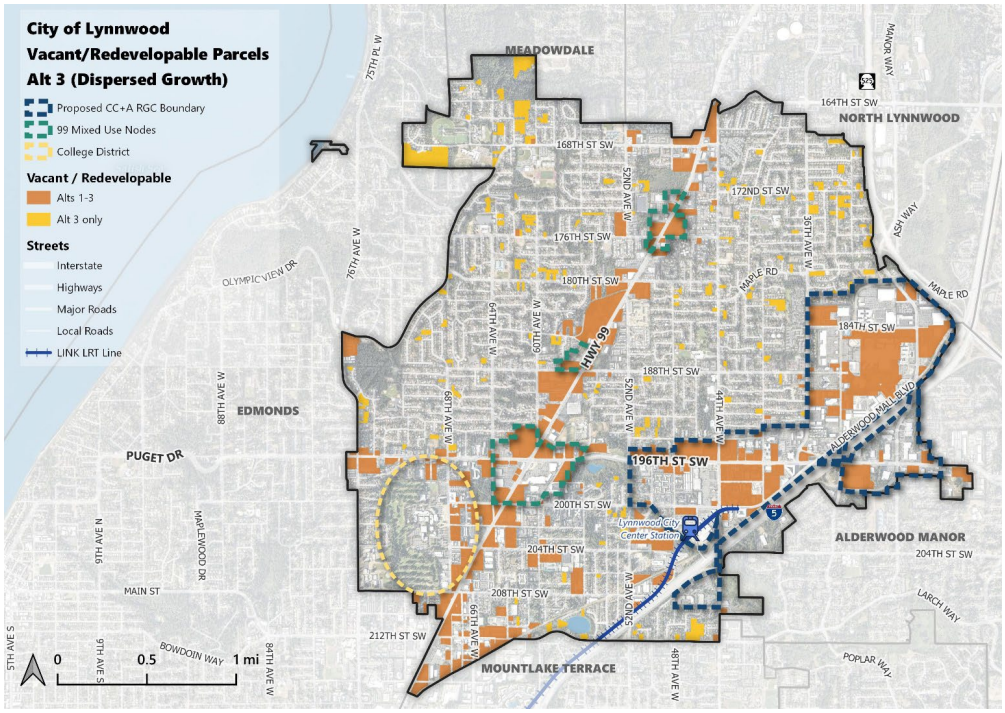
- This scenario represents increased growth in Lynnwood's other centers – the Highway 99 mixed-use nodes and the ¼ mile buffers from BRT stations. These areas would see denser building prototypes and a more aggressive rate of redevelopment than that assumed in Alt 1.

- **Alternative 3b (Dispersed Growth with Higher RGC)**
  - This scenario combines elements of Alt 2 and Alt 3 for a higher-growth option. In this scenario, denser development and more aggressive rate of redevelopment are assumed both in the RGC and in the other growth areas – the Highway 99 nodes and ¼ mile buffers from BRT stations.

Vacant and Redevelopable Parcels

The first step in the land capacity analysis is to determine which parcels could accommodate new development over the 20-year planning horizon. Snohomish County provided GIS data from their Urban Growth Capacity Report classifying parcels in Lynnwood as vacant or redevelopable. Working with city staff, LCG refined the set of vacant and redevelopable parcels to account for planned and proposed development, some changes in land classification, and new development which has taken place since the County assessment. The revised set of vacant and redevelopable parcels is shown below in Figure 4 for all scenarios. Note that in Alt 3a and 3b, additional low-value parcels in residential zones (with an improvement-to-land value ratio of 1.0 or less) were added, to reflect potential new regulations the city is exploring around middle housing.

Figure 3. Vacant and Redevelopable Parcels in Lynnwood for Land Capacity Analysis

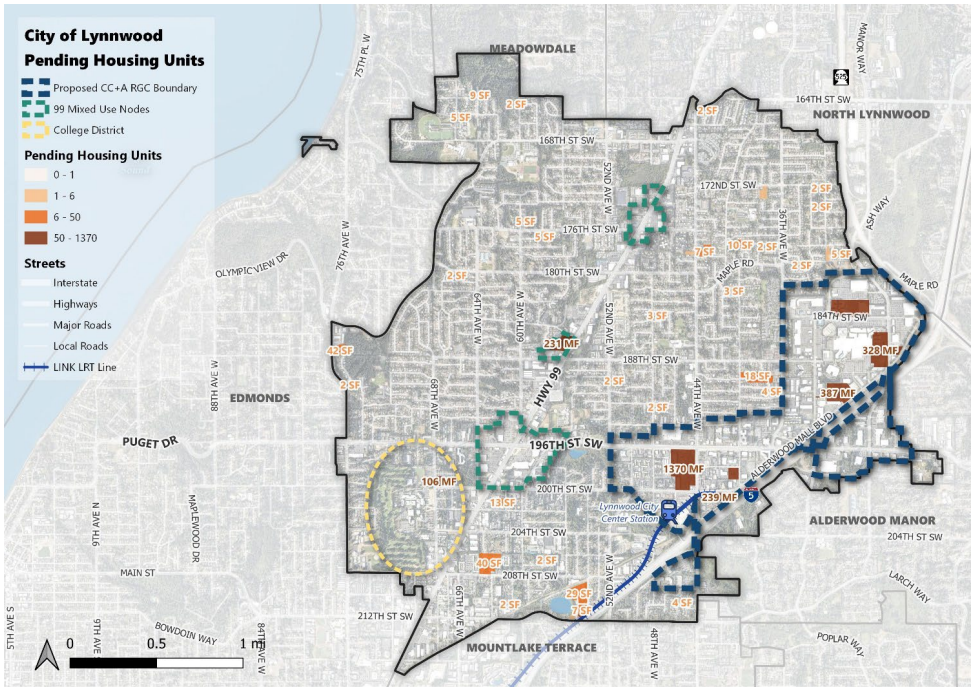


Source: Snohomish County, City of Lynnwood, Leland Consulting Group

Pending Development

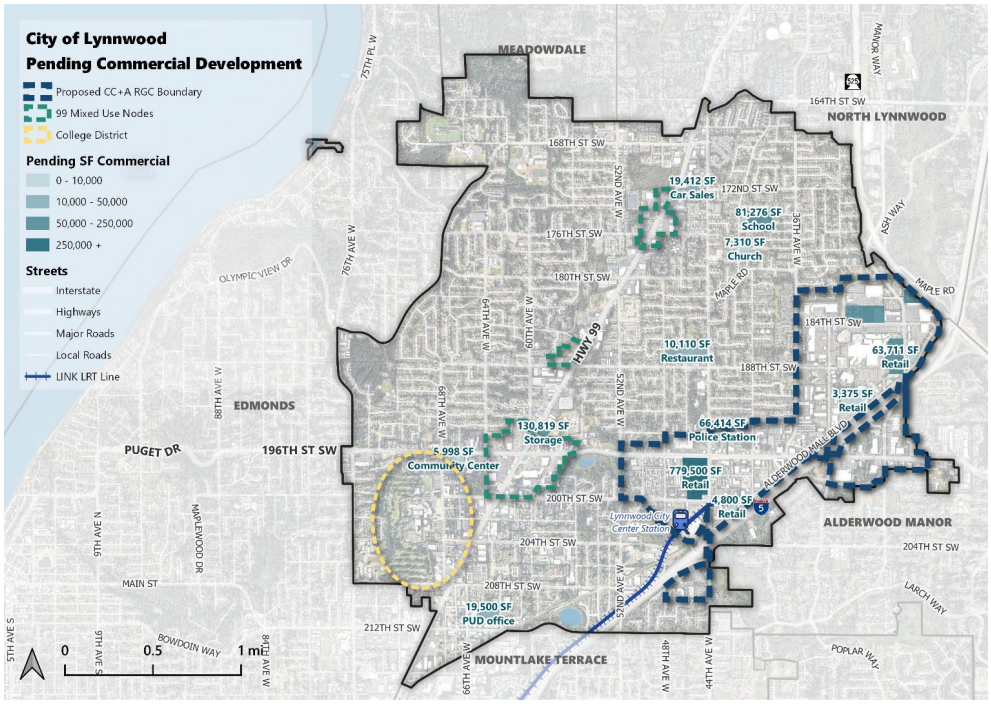
Next, housing development which has occurred since 2020 and commercial development which has occurred since 2019 or is planned, proposed, or under construction was totaled. These new housing units and jobs count towards the growth targets, since the baseline established by Snohomish County for housing units was for 2020 and for jobs was 2019. The maps below in Figure 4 and Figure 5 shows the parcels with recent or forthcoming development on the city. This recent and forthcoming development totals **248 single-family housing units, 5,827 pending multifamily housing units, and 4,377 jobs**. These housing units and jobs were added to all scenarios.

Figure 4. Housing Development Since 2020 and Planned Development in Lynnwood



Source: Snohomish County Buildable Lands Report GIS Data, City of Lynnwood GIS Data, CoStar, Leland Consulting Group

Figure 5. Commercial (Employment) Development Since 2019 and Planned Development in Lynnwood



Source: Snohomish County Buildable Lands Report GIS Data, City of Lynnwood GIS Data, CoStar, Leland Consulting Group

Reduction Factor

Commerce's HB 1220 guidance indicates that jurisdictions should reduce the amount of vacant and redevelopable acreage by a reasonable amount to account for land which may not be available for redevelopment due to the need for new right-of-way, public space, stormwater facilities, or other dedications, as well as a reasonable estimate of the amount of land that will remain unavailable due to the market. LCG analyzed recent multifamily and commercial development trends over the past five years by zone in Lynnwood using CoStar data, as well as factoring in Census building permit data for single-family development over the same period and accounting for the pending development discussed above. These trends for the past five years and next five years were then extrapolated out to the 20-year planning horizon and compared with the available vacant and redevelopable acreage calculated previously to determine a likely amount of each zone's vacant and redevelopable acreage that could be expected to change over the next 20 years. The acreage in each zone was then reduced by the amount expected to not redevelop over the planning horizon, to represent the results as a reduction factor from total vacant and redevelopable acreage. These baseline market factor reductions for Alt 1 were increased for Alts 2, 3a, and 3b, reflecting potential future policy changes and infrastructure investments that the city is exploring to stimulate further development in the RGC or in the other node areas, depending on the scenario, as outlined above. The reduction factors for all alternatives by zone are shown below in Figure 7. These reduction factors were applied to the total vacant and redevelopable acreage in each alternative to arrive at the net vacant and redevelopable acreage by zone.

Figure 6. Reduction Factors by Zone for Lynnwood Land Capacity Analysis

Zone	Alt 1	Alt 2	Alt 3a and 3b
Single-Family			
RS-8	0%	0%	0%
RS-7	81%	81%	0%
MHP	100%	100%	100%
Multi-Family			
RML	49%	49%	49%
RMM	0%	0%	0%
RMH	100%	100%	100%
MHP			
Commercial			
NC	67%	67%	72%
PCD	80%	30%	50%
ACC	80%	30%	50%
CC-W	80%	30%	50%
CC-N	80%	30%	50%
CC-C	80%	30%	50%
CG	87%	65%	50%
PRC	47%	30%	50%
HMU	52%	60%	25%
CR	100%	30%	50%
CDM	71%	71%	71%
Industrial			
BTP	71%	71%	71%
LI	100%	100%	100%
Public			
P-1	100%	100%	100%

Source: CoStar, Census SOCDS Permit Data, City of Lynnwood, Leland Consulting Group

Housing and Job Density Assumptions

Having established the amount of available developable acreage, the next step in the analysis is to estimate the density at which that acreage could redevelop. For Alt 1 (the no action scenario), maximum housing unit densities in single-family and multifamily zones were taken from the zoning code. For mixed-use zones, housing unit densities were calculated based on averages of recent development in City Center zones and in zones along Highway 99. For Alt 2 (the concentrated scenario), densities in the RGC zones were increased to reflect higher regional precedents such as Redmond downtown. These densities are already allowed under Lynnwood's code but reflect potential future policy and infrastructure investments in the RGC area. Similarly, in Alt 3a (the dispersed scenario), densities were increased in the Highway 99 nodes to reflect the higher end of what would be allowed under the zoning code in those areas. Alt 3b used both the higher densities in the RGC and the Highway 99 node areas. In Alt 3a and Alt 3b, increased density was assumed in single-family zones to account for potential increased middle housing types. This analysis assumed the potential for 20 percent of redeveloped units in RS-7 and RS-8 to be duplexes, and 10 to be three- or four-plexes. Density assumptions for housing (in units per acre) for all alternatives are shown below in Figure 9.

Figure 7. Housing Density Assumptions for Lynnwood Land Capacity Analysis (units/acre)

Zone	Alt 1	Alt 2	Alt 3a	Alt 3b
Single-Family				
RS-8	4.9	4.9	7.1	7.1
RS-7	6.1	6.1	8.8	8.8
RS-4	10.9	10.9	10.9	10.9
Multi-Family				
RML	13	13	13	13
RMM	23	23	23	23
RMH	28	28	28	28
MHP	12	12	12	12
Commercial / Mixed Use				
NC	28	28	28	28
PCD	42	42	42	42
ACC	89	75	44	75
CC-W	89	75	44	75
CC-N	89	75	44	75
CC-C	89	75	44	75
CG	12	27	32	32
PRC	89	75	44	75
HMU	12	27	32	32
CR	89	75	44	75
CDM	26	26	80	80
Industrial				
BTP	0	0	0	0
LI	13	13	13	13
Public				
P-1	0	0	0	0

Source: Lynnwood Zoning Code, CoStar, City of Lynnwood, Leland Consulting Group

For employment density, a similar process was used. Employment densities were calculated in commercial rentable building area (RBA) per acre. Alt 1 assumed densities consistent with recent and proposed development by zone (or averages across the City Center zones). Alt 2 increased densities in the RGC to those seen in areas with denser office and commercial developments, such as Redmond Downtown and Redmond Overlake, where Google and others have developed larger multistory office products in recent years. In Alt 3a, densities in the Highway 99 areas were assumed to be more similar to what has been seen recently in the City Center. Again, Alt 3b uses the higher density assumptions both in the RGC and the Highway 99 nodes. Density assumptions for commercial development in RBA/Acre for all alternatives are shown below in Figure 10.

In addition to commercial development, following PSRC guidance, a share of employment capacity was allocated to residential units to represent Lynnwood residents working from home. This was calculated based on the industry mix in Lynnwood and the Seattle metro area as a whole, and the reported share of workers working from home by industry on a regular basis according to 2021-2023 research by Nick Bloom at Stanford University. This indicated that around a quarter of work days in Lynnwood may be worked from home. However, in the interest of being conservative and assuming that work from home shares may decrease over the next 20 years, it was assumed that 14 percent of workers in Lynnwood may be working from home, i.e. 1/15th of a job was added for each new capacity for a resident in a new unit. These work-from-home jobs, distributed throughout the city, were added to the total jobs capacity in the city.

Figure 8. Job Density Assumptions for Lynnwood Land Capacity Analysis (jobs/acre)

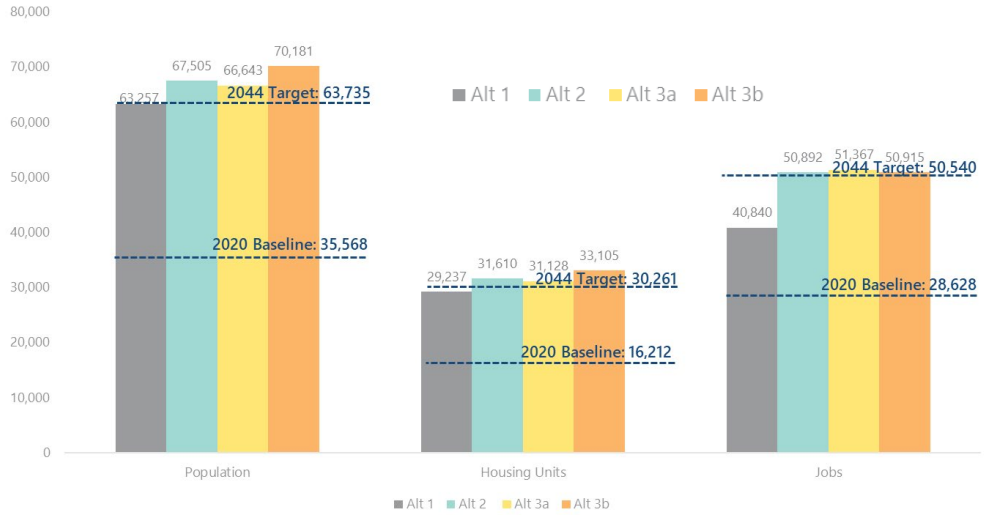
Zone	Alt 1	Alt 2	Alt 3a	Alt 3b
Single-Family				
RS-8	0	0	0	0
RS-7	0	0	0	0
RS-4	0	0	0	0
Multi-Family				
RML	5,000	5,000	5,000	5,000
RMM	14,000	14,000	14,000	14,000
RMH	4,000	4,000	4,000	4,000
MHP				
Commercial / Mixed Use				
NC	6,000	6,000	6,000	6,000
PCD	33,000	50,000	50,000	50,000
ACC	11,093	46,374	53,874	46,374
CC-W	11,093	46,374	53,874	46,374
CC-N	11,093	46,374	53,874	46,374
CC-C	11,093	46,374	53,874	46,374
CG	13,000	12,437	14,437	15,437
PRC	11,093	46,374	53,874	46,374
HMU	8,000	12,437	14,437	15,437
CR	11,093	46,374	53,874	46,374
CDM	10,000	16,000	16,000	16,000
Industrial				
BTP	7,500	7,500	7,500	7,500
LI	10,000	10,000	10,000	10,000
Public				
P-1	7,000	7,000	7,000	7,000

Source: CoStar, City of Lynnwood, Leland Consulting Group

Results

Having established assumptions for housing and jobs densities, these were then applied to the net acreage determined by reducing the total vacant and redevelopable parcel acreage by the reduction factors detailed previously by zone. Existing housing units that would be lost to redevelopment were removed at a parcel level. The net new housing unit numbers were then multiplied by Lynnwood's current household size to determine population capacity. The results are shown below in Figure 10 for all scenarios. As shown, Lynnwood has sufficient capacity to meet its population, housing, and jobs targets under any of the Action scenarios (Alt 2, 3a, and 3b). Note that none of these scenarios require rezoning – each scenario simply represents a different intensity and speed of redevelopment within allowed densities and uses. The differences between the alternatives reflect policy directions that the City could take to improve infrastructure and capacity to encourage and stimulate the type and scale of development that would likely be needed to meet the growth targets, particularly in the Regional Growth Center.

Figure 9. Baseline and Target Population, Housing Units, and Jobs in Lynnwood, 2020-2044



Source: WA Department of Commerce, WA Office of Financial Management, Snohomish County, City of Lynnwood, CoStar, Leland Consulting Group

Transportation Solutions
INNOVATIVE | PRACTICAL | EQUITABLE

Technical Memorandum

December 13, 2024

TO: David Mach, PE
City of Lynnwood

FROM: Andrew L. Bratlien, PE, PTOE
Daniel B. Hodun, EIT

SUBJECT: 2044 Citywide Traffic Operations Analysis

This memorandum summarizes the methods, findings, and recommendations associated with the 2044 intersection Level of Service. This work will support the ongoing update of the Transportation Element of the Lynnwood Comprehensive Plan.

BACKGROUND

The City of Lynnwood is currently updating the Transportation Element of the Comprehensive Plan. The Element will define a long-term vision for the city's transportation system which is consistent with the city's broader 2024 Comprehensive Plan update. The analysis described in this memorandum will form the technical foundation for the transportation needs and financial analysis described in the Transportation Element.

This analysis has been developed in coordination with City of Lynnwood staff and consultants, and incorporates the latest land use forecasts, traffic counts, transportation system inventory, and other available data as of June 2024. It is consistent with the Lynnwood Comprehensive Plan update and PSRC VISION 2050 goals and policies.

STUDY AREA

This analysis evaluated weekday AM and PM peak hour intersection operations at major intersections in the City of Lynnwood. Study intersections include all roundabouts and signalized intersections in city limits, all principal arterial and minor arterial intersections, and other intersections which play a significant role in the city's transportation network, based on functional classification, intersection context, anticipated growth potential, and engineering judgment.

The analysis included a total of 77 intersections in the AM peak hour and 90 intersections in the PM peak hour, including 29 intersections on Washington State Department of Transportation (WSDOT) routes.

ANALYSIS METHODS AND ASSUMPTIONS

Study Periods

Weekday AM and PM peak hour traffic operations were evaluated under 2023 and 2044 traffic volumes. 2023 traffic volumes were identified using intersection turning movement counts and 2044 traffic volumes were forecast using the Lynnwood travel demand model, which is described in detail later in this memo.

Data Collection

Intersection turning movement count data were collected on non-holiday weekdays from 7-9 AM and 4-6 PM from October 12, 2023 to November 9, 2023.

Roadway alignment, intersection control, and channelization were obtained from the Lynnwood 2017 citywide intersection operations model and were verified using aerial photography and field review to reflect 2023 conditions.

Existing signal timing plans were obtained from WSDOT and City of Lynnwood staff and input to the 2023 intersection operations model. For the 2044 analyses, signal phase splits were assumed to be optimized while maintaining existing cycle lengths.

Capacity Analysis Methodology

Traffic operations were analyzed in Synchro 11 software using *Highway Capacity Manual 6th Edition* methodologies. Model inputs were defined according to the Washington State Department of Transportation (WSDOT) Synchro & SimTraffic Protocol. Peak Hour Factor (PHF) was applied on a per-intersection basis. An ideal saturation flow rate of 1,750 vehicles per hour per lane (vphpl) was applied at signalized intersections, per WSDOT guidance.

Intersection Level of Service Definition and Standards

Level of service (LOS) is a qualitative description of the operating performance of an element of transportation infrastructure such as a roadway or an intersection. LOS is typically expressed as a letter score from LOS A, representing free flow conditions with minimal delays, to LOS F, representing breakdown flow with high delays.

Intersection LOS is defined by the average delay experienced by a vehicle traveling through an intersection. Delay at a signalized intersection can be caused by waiting for the signal or waiting for the queue ahead to clear the signal. Delay at roundabouts and stop-controlled intersections is caused by waiting for a gap in traffic or waiting for a queue to clear the intersection or roundabout.

Level of service for signalized, roundabout, and all-way stop control intersections is based on the average delay for all vehicles entering the intersection during the study period. LOS for minor-approach stop-controlled intersections is based on the control delay on the worst movement.

Intersection LOS thresholds are defined by the Transportation Research Board *Highway Capacity Manual.* Signalized and roundabout intersections utilize different LOS thresholds than stop-controlled intersections. Intersection LOS thresholds for all intersection types are shown in **Table 1**.

Table 1. Level of Service Thresholds

LOS	Signal and Roundabout Delay (sec/veh)	Stop-Controlled Intersection Delay (sec/veh)
A	≤10	≤10
B	>10 – 20	>10 – 15
C	>20 – 35	>15 – 25
D	>35 – 55	>25 – 35
E	>55 – 80	>35 – 50
F	>80	>50

Level of Service Policy

Lynnwood Municipal Code (LMC) 12.22.090 defines Level of Service Standards as shown in **Table 2.** Minimum LOS standards for State routes are established by the Washington State Department of Transportation (WSDOT). WSDOT designates I-5 as a Highway of Statewide Significance (HSS), with a minimum LOS D standard. The WSDOT designates SR 99 and SR 524 (196th St SW) as non-HSS routes with a minimum LOS E/Mitigated standard, meaning that congestion should be mitigated when peak hour LOS falls below LOS E.

Table 2. Minimum LOS Standards

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

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

Per LMC 12.22.090, transportation concurrency failure occurs when 20 percent of signalized intersections citywide operate below their respective LOS standards. Given the current total of 68 signalized intersections within city limits, including 26 on WSDOT routes, up to 13 signalized intersections are permitted to operate below their minimum LOS standards before a transportation concurrency deficiency is triggered.

TRAVEL DEMAND FORECASTING

Modeling Software

The Lynnwood travel demand model is maintained in PTV Visum software. Prior to this analysis, the most recent model update was completed in 2019 and represented a minor recalibration of the last major model update completed in 2012 for the 2015 Comprehensive Plan update.

Travel Demand Model Procedures

The travel demand model uses a modified four-step procedure consisting of trip generation, trip distribution, mode choice, and traffic assignment. The four model steps are described below.

Trip Generation

Trip generation consists of converting modeled land use (including dwelling units and employees) to vehicle or person trips into and out of each transportation analysis zone (TAZ) in a travel demand model. Trip generation rates were based on the 2019 travel demand model and on trip generation data published in the Institute of Transportation Engineers *Trip Generation Manual 11th Edition*. Trip generation rates were calibrated based on 2023 traffic count data. Trip rates distinguish between trip purposes, including home-to-work, work-to-home, home-to-other, other-to-home, and non-home-based trip purposes.

Trip Distribution

Trip distribution involves defining the origin and destination location of each trip generated by the model. In the Lynnwood model, trip distribution is based on a gravity model which calculates the attraction between any two TAZs based on travel time using the utility function:

$$f(U) = a * (U^b) * (e^{cU})$$

In the utility function, U is defined as travel time between zones. The parameters a, b, and c are calibration factors which influence the weight of travel time in the gravity model. Gravity parameters were calibrated based on guidance identified in National Highway Cooperative Research Project (NCHRP) Report 716 *Travel Demand Forecasting: Parameters and Techniques* (TRB 2012) and using 2023 peak hour traffic counts.

Mode Choice

Mode choice reflects the selection of one or more travel modes for each model-generated trip. The Lynnwood travel demand model is a vehicle-based tool which does not explicitly include a mode choice routine. Instead, mode choice is implicitly modeled by adjusting vehicle trip generation rates based on the availability and estimated utility of public transit and active transportation facilities.

Vehicle trip generation adjustment factors for the 2023 travel demand model were estimated based on 2023 intersection turning movement counts. Vehicle trip generation adjustment factors for the 2044 analysis scenarios are described in the Scenario Design section of this memorandum.

Traffic Assignment

Traffic assignment involves the selection of a preferred route from origin to destination for each vehicle trip. The Lynnwood model's trip assignment procedure utilizes an equilibrium assignment process which allocates vehicle trips between origins and destinations along the route with the lowest travel time. The assignment routine updates network travel time iteratively to reflect network congestion, re-assigning traffic until no vehicle can decrease its travel time by shifting to a new path. Travel times are controlled by free-flow speeds, which were defined in the model based on posted speed limits and collected speed data, and by volume-delay functions (VDFs), which calculate congestion on street segments and intersections based on relationships between traffic volume and capacity.

In the Lynnwood model, intersection VDFs utilized *Highway Capacity Manual* capacity methodologies, except roundabouts which utilized the TRL/Kimber roundabout capacity method.

Land Use

An accurate inventory of existing and planned development is fundamental to the accuracy of the travel demand model. Land use in the travel demand model is represented by a total of 195 Transportation Analysis Zones (TAZs), of which 165 TAZs are within Lynnwood city limits. Land use is expressed in three residential categories and 10 non-residential categories.

Land use inventory for the 2023 travel demand model was developed using parcel data obtained from Snohomish County, citywide residential inventory provided by the Washington Office of Financial Management (OFM), and citywide employment estimates identified in the PSRC Land Use Vision – Implemented Targets (LUV-it) database. Parcel data was translated into modeled land uses and quantities and aggregated to the TAZ level before being validated using OFM and PSRC citywide inventory estimates.

Network Architecture

The 2023 travel demand model consists of approximately 393 lane-miles of roadway and 124 signalized, roundabout, or all-way stop control intersections in or near city limits. Street and intersection

alignment, channelization, and control devices were reviewed using aerial photography, street-level photography, and field observation.

Model Validation

The 2023 AM and PM peak hour travel demand models were calibrated according to best practices identified in the *National Cooperative Highway Research Program Report 765: Analytical Travel Forecasting Approaches for Project-Level Planning and Design* (TRB 2014) and *Travel Model Validation and Reasonableness Checking Manual Second Edition* (FHWA 2010).

Coefficient of determination (R^2) and percent root-mean squared error (%RMSE) measure the overall degree to which modeled volumes correspond to observed count data, where perfection would be 100 percent correlation of modeled volumes to counts ($R^2 = 1$) with no error (%RMSE = 0).

The calibrated travel demand models achieved an R^2 value of 0.90 and %RMSE values of 33% (AM peak hour) and 25% (PM peak hour). These results are consistent with validation suggestions identified in the FHWA *Model Validation and Reasonableness Checking Manual* (FHWA 1997).

Volume Post-Processing

Validated raw model volumes were post-processed to minimize remaining errors. The Lynnwood model utilizes an origin-destination matrix correction procedure to minimize model errors by generating a "correction" matrix based on the differences between raw model volumes and traffic counts. This correction matrix is applied to all analysis scenarios.

Future year model volumes will be further refined using the "difference method," by which existing model volumes are subtracted from future model volumes, and that difference is added to existing counts. Post-processed model volumes were also reviewed by Transportation Solutions staff.

SCENARIO DESIGN

The 2044 travel demand forecasts and intersection operations analysis considered six scenarios, which included varying land use, work-from-home employment, transportation network improvement, and mode choice assumptions. Scenario parameters were developed through coordination with City and consultant staff. The 2044 analysis scenarios are summarized in **Table 2** and described below.

Table 2. 2044 Analysis Scenarios

Scenario	Land Use	Work-from-Home (WFH) Employment	Assume Funded TIP Projects[1]	Increased Non-SOV Travel[2]
Alternative 1A	2044 Baseline	Baseline	No	Yes
Alternative 1B	2044 Baseline	Baseline	Yes	Yes
Alternative 2A	Concentrated Growth	Baseline	Yes	No
Alternative 2B	Concentrated Growth	Increased WFH	Yes	Yes
Alternative 3A	Dispersed Growth	Increased WFH	Yes	Yes
Alternative 3B	Dispersed Growth w/ Denser RGC[3]	Increased WFH	Yes	Yes

[1]TIP: 2024-2029 Capital Facilities Plan and Transportation Improvement Program
[2]SOV: single-occupant vehicle; [3]RGC: Lynnwood City Center & Alderwood Regional Growth Center

Land Use Targets

Land use scenarios for the 2044 analysis were developed by Leland Consulting Group based on PSRC VISION 2050 land use targets, Snohomish County Countywide Planning Policies, and OFM population and employment forecasts. Land use scenarios included:

- **Baseline**: Development that would be expected to occur based on recent trends, without further investment or zoning changes.
- **Concentrated Growth**: Baseline development plus increased city investment and redevelopment projects in the Regional Growth Center[1] (RGC).
- **Dispersed Growth**: Baseline development plus increased investment and redevelopment dispersed throughout the city, including the SR 99 corridor and College Station
- **Dispersed Growth with Denser RGC**: Combination of increased development in the RGC (Concentrated Growth) with additional development outside the RGC (Dispersed Growth)

Leland Consulting Group also identified anticipated work-from-home employment forecasts for each land use scenario. Work-from-home employment can significantly impact travel demand patterns during the morning and afternoon peak periods by reducing commute-related trips. Citywide housing and employment growth forecasts by scenario are shown in **Figures 1** and **2**.

[1] Lynnwood's Regional Growth Center includes most of the City Center subarea and the area around Alderwood Mall. As one of 29 regional growth centers identified by PSRC, it is a focal point for planned growth, economic development, and infrastructure investment

Figure 1. 2044 Citywide Residential Growth Forecasts

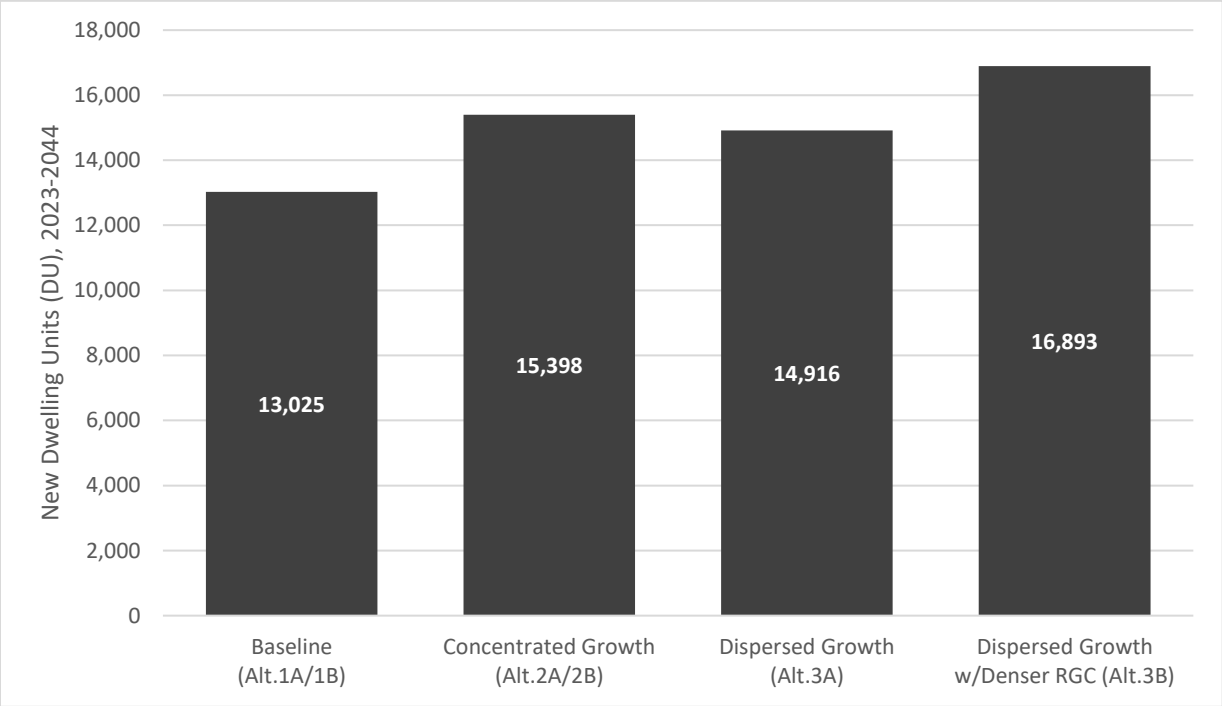
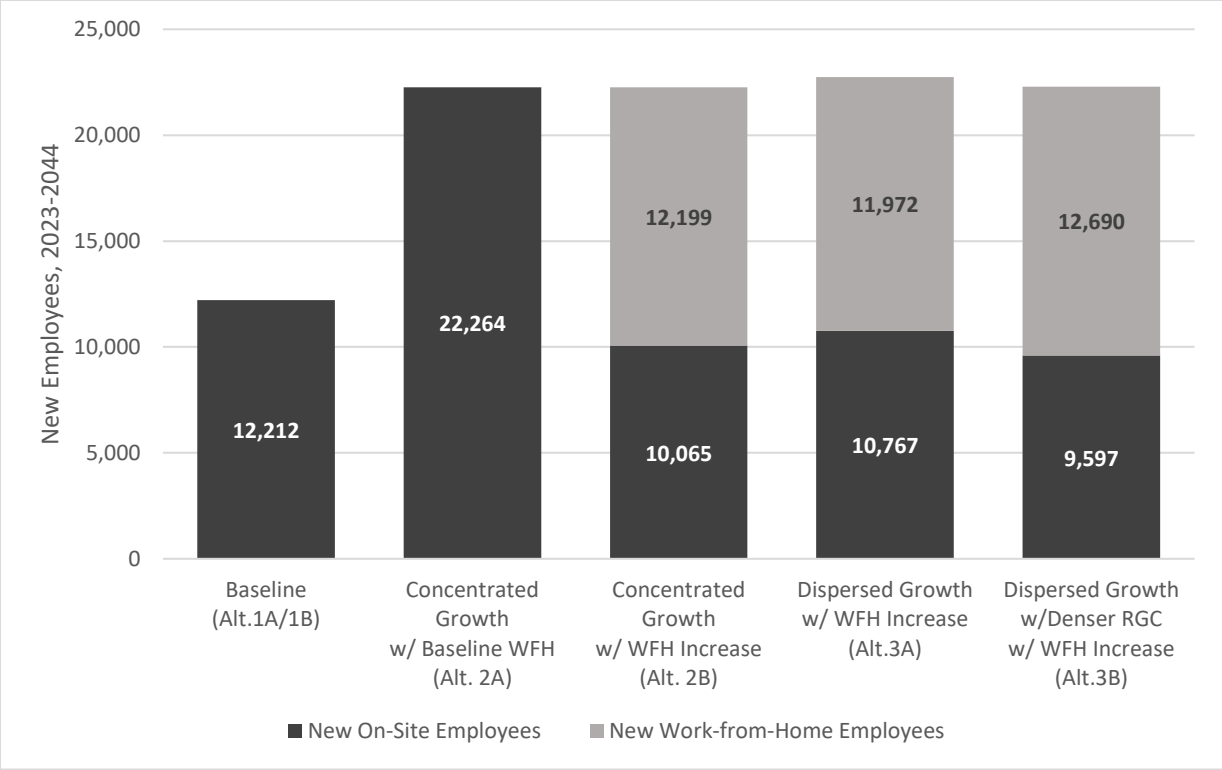


Figure 2. 2044 Citywide Employment Growth Forecasts



Street Network Improvements

2044 Alternative 1A assumed completion of no major street improvement projects. All other 2044 alternatives assumed completion of the following three projects identified in the 2024-2029 Capital Facilities Plan and Transportation Improvement Program (TIP):

- **Poplar Extension Bridge**: Construct a new bridge across I-5 to connect Poplar Way with 33rd Avenue W. This project is funded.
- **New Road – 42nd Avenue W**: Construct a new City Center street from Alderwood Mall Blvd to 194th St SW to provide access to adjacent buildings, to distribute traffic, and to shorten blocks to facilitate pedestrian traffic. This project is partially funded.
- **New Road – 46th Avenue W**: Construct a new City Center street from 196th St SW to 200th St SW, to connect with the existing signalized intersection at 200th St SW & 46th Ave W. This project is partially funded.

Mode Choice

2044 Alternative 2A assumed that current rates of SOV mode choice will continue through 2044. All other 2044 scenarios assumed that, by 2044, vehicle trip generation rates will decline based on the following factors:

- **Lynnwood Link LRT Extension**: Extend light rail from Northgate to Lynnwood City Center Station. This project was under construction at the time of this analysis.
- **Everett Link LRT Extension**: Extend light rail from Lynnwood City Center Station to Everett, including a new station in the Alderwood Mall area which is anticipated to be open by 2037. The location of the Alderwood Mall LRT station was not finalized at the time of this analysis but was assumed to be located on 33rd Avenue W between 184th Street SW and 188th Street SW.
- **Regional Growth Center Infrastructure Investment**: The City Center Subarea Plan and Lynnwood Comprehensive Plan outline a long-range vision for the City Center and Alderwood Regional Growth Center which emphasizes mobility and accessibility for all travel modes. Street improvement projects will be designed to accommodate active transportation and transit users, while infill development will provide opportunities for short trips. The implementation of this vision will reduce the need for residents, employees, and visitors to rely on personal automobiles for travel within the Regional Growth Center.
- **Bus Rapid Transit (BRT) Expansion**: Community Transit operates the Swift Blue and newly added Swift Orange BRT lines in Lynnwood. These lines are anticipated to support increased demand with the opening of the Lynnwood and Everett LRT extensions, in addition to increased development density in the vicinity of BRT corridors such as SR 99.

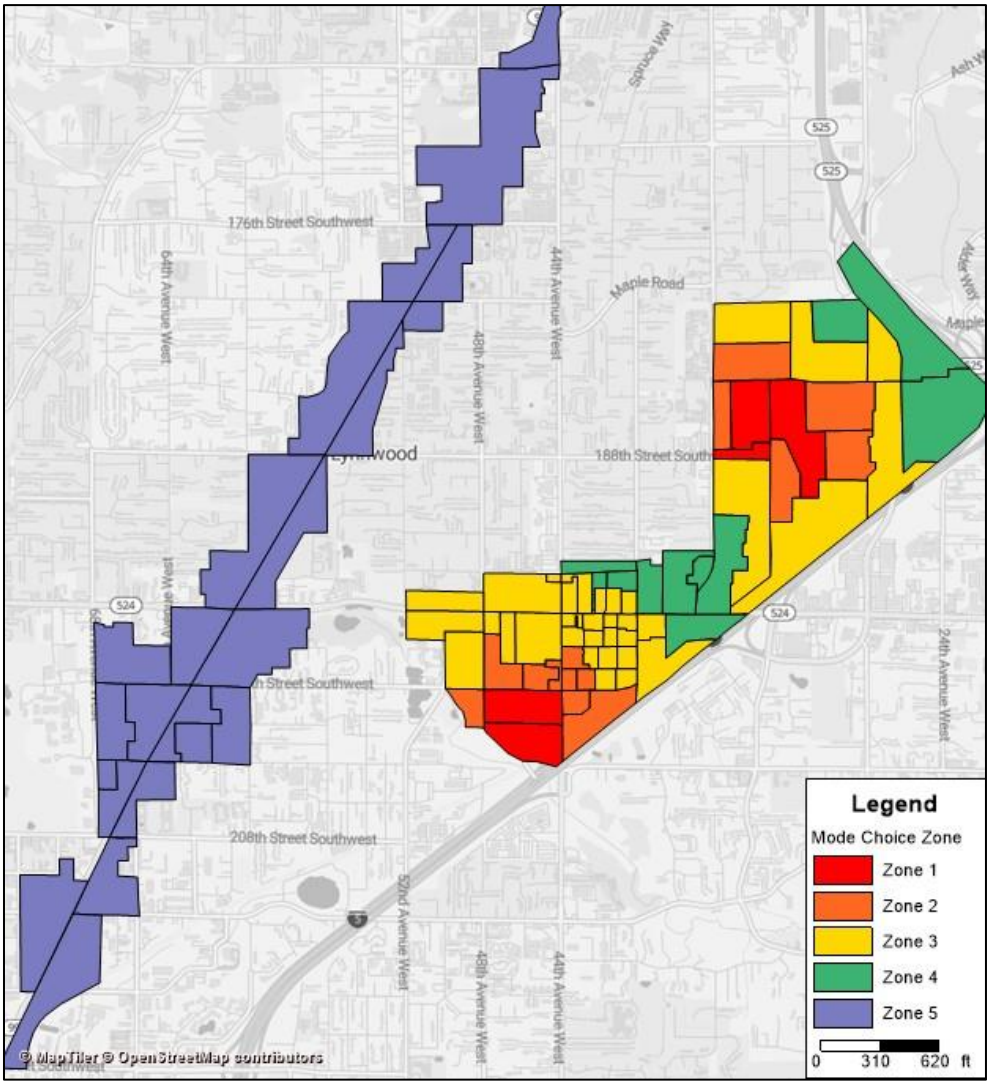
Mode choice changes were incorporated to the travel demand model by adjusting vehicle trip generation rates at the TAZ level based on proximity to LRT and BRT stations as well as TAZ location relative to the Regional Growth Center. Trip generation adjustment factors were determined based on mode choice data published in the *Trip and Parking Generation Study of Orenco Station TOD, Portland Region* and through review of the American Community Survey (ACS) 2018-2022 commute trip data from census tracts near other LRT stations. Vehicle trip generation adjustment factors are summarized in **Table 3** and shown graphically in **Figure 3**.

Table 3. 2044 Vehicle Trip Generation Adjustment Factors

Mode Choice Adjustment Zone	Transportation Analysis Zone Location	Vehicle Trip Generation Adjustment Factor[1]
1	Lynnwood Transit Center and Alderwood West LRT Stations	0.585
2	Regional Growth Center within ¼ Mile of LRT station	0.60
3	Regional Growth Center within ½ Mile of LRT station	0.75
4	Regional Growth Center beyond ½ Mile radius from LRT	0.85
5	SR 99 BRT Corridor	0.90

[1]Vehicle trip generation rate adjustments are applied to calibrated baseline trip generation rates

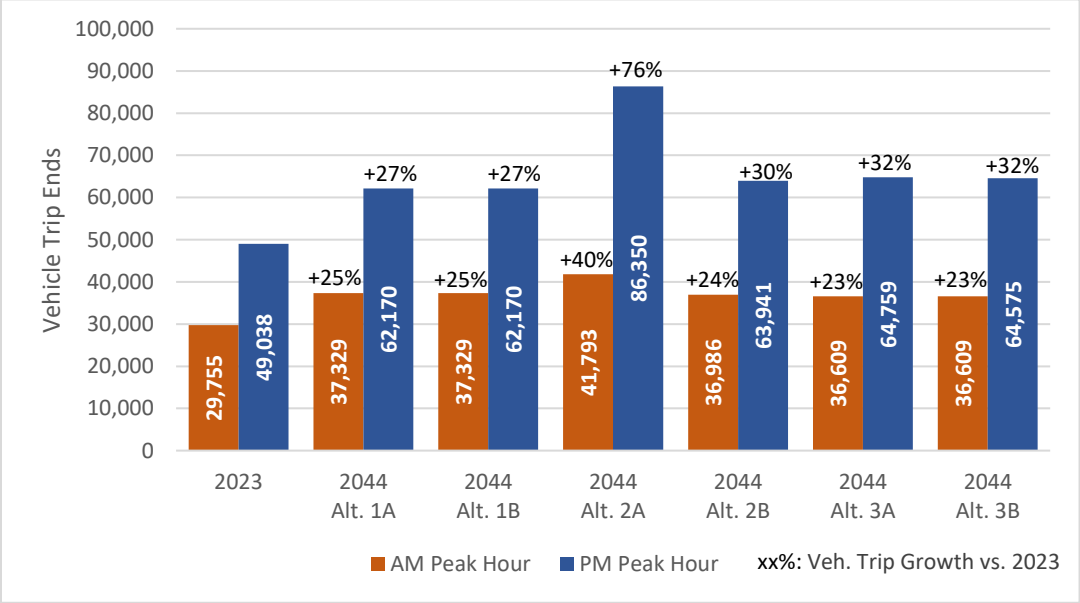
Figure 3. 2044 Mode Choice Adjustment Zones



TRIP GENERATION FORECASTS

Trip generation forecasts were calculated using the calibrated travel demand model vehicle trip generation rates based on the land use forecasts and mode choice adjustment factors described above. Trip generation forecasts for each of the 2044 scenarios are shown in **Figure 4**. The calibrated 2023 trip generation calculations are also shown for comparison.

Figure 4. Citywide Peak Hour Vehicle Trip Generation Forecasts



Alternative 2A represents a "worst case" trip generation scenario in which vehicle trip growth is anticipated to increase by 40 percent in the AM peak hour and 76 percent in the PM peak hour, relative to 2023. In all other scenarios, vehicle trips are anticipated to increase by 23-25 percent in the AM peak hour and 27-32 percent in the PM peak hour, relative to 2023.

This analysis indicates that the combined work-from-home (WFH) increases and transit mode shift described above will save up to 5,184 vehicle trips in the AM peak hour and 24,180 vehicle trips in the PM peak hour by 2044.

INTERSECTION LOS RESULTS

Intersection Levels of Service were analyzed for each of the 2044 scenarios to identify anticipated intersection LOS deficiencies. Intersections which are anticipated to operate below their respective LOS standards are identified in **Table 4**. A total of 10 intersections within city limits are anticipated to reach LOS-deficient status in at least one of the 2044 scenarios.

Table 4. 2044 Intersection LOS Deficiencies

ID	Name	Control [1]	LOS Std[2]	Alt. 1A	Alt. 1B	Alt. 2A	Alt. 2B	Alt. 3A	Alt. 3B
4	44th Ave W & 196th St SW	Signal	E						
	AM Peak Hour			E (58)	**F (106)**	**F (139)**	**F (126)**	**F (101)**	**F (109)**
	PM Peak Hour			E (65)	E (65)	E (64)	E (60)	E (63)	E (61)
44	66th Ave W & 212th Street SW[3]	AWSC	D						
	PM Peak Hour			**E (46)**	**E (46)**	**E (43)**	**E (44)**	**E (44)**	**E (47)**
63	52nd Ave W & 208th Street SW[3]	TWSC	D						
	PM Peak Hour			**F (86)**	**F (65)**	**F (58)**	**E (46)**	**F (55)**	**F (93)**
88	40th Ave W & 194th Street SW	TWSC	E						
	AM Peak Hour			B (14)	C (17)	D (25)	C (19)	C (17)	C (18)
	PM Peak Hour			C (21)	D (25)	**F (63)**	D (35)	D (34)	E (40)
90	SR 99 & 52nd Ave W[3]	TWSC	E*						
	PM Peak Hour			**F (230)**	**F (222)**	**F (384)**	**F (154)**	**F (201)**	**F (208)**
114	52nd Ave W & 204th St SW[3]	TWSC	D						
	PM Peak Hour			**E (44)**	**E (48)**	**E (43)**	**E (36)**	**E (40)**	**F (51)**
131	44th Ave W & 172nd Street SW	TWSC	D						
	AM Peak Hour			C (18)	C (23)	C (21)	C (21)	C (24)	C (21)
	PM Peak Hour			D (31)	D (30)	**E (40)**	C (22)	C (22)	C (23)
203	66th Ave W & 208th St SW	TWSC	D						
	AM Peak Hour			D (32)	D (34)	D (33)	D (31)	D (34)	D (31)
	PM Peak Hour			**F (64)**	D (30)	D (34)	D (31)	D (30)	**F (67)**
292	52nd Ave W & 194th Street SW	TWSC	D						
	AM Peak Hour			B (13)	B (14)	C (16)	B (14)	B (14)	B (14)
	PM Peak Hour			C (19)	C (23)	**E (38)**	C (20)	C (23)	C (21)
891	26th Ave & Ash Way & Maple Rd	TWSC	D						
	AM Peak Hour			B (15)	B (14)	C (15)	B (15)	B (14)	B (14)
	PM Peak Hour			D (33)	**E (47)**	**F (75)**	**F (52)**	**F (55)**	**E (47)**

ID	Name	Control [1]	LOS Std[2]	Alt. 1A	Alt. 1B	Alt. 2A	Alt. 2B	Alt. 3A	Alt. 3B

[1]Intersection control, where Signal=signalized; RAB=roundabout; AWSC=all-way stop; TWSC=minor-approach stop
[2]Minimum LOS standard.; [3]AM peak hour intersection counts not available; AM peak hour traffic forecast omitted.
*For TWSC, delay is reported for the worst movement. For all other intersections, the overall average delay is reported.

In addition to the LOS-deficient intersections summarized above, this analysis identified intersections which are anticipated to operate at their respective minimum LOS standards in each of the 2044 scenarios. These intersections, identified in **Table 5**, should be monitored with ongoing development and may be programmed for capacity improvements as necessary.

Table 5. Intersections Operating at Minimum LOS Standards by 2044

ID	Name	Control [1]	LOS Std[2]	Alt. 1A	Alt. 1B	Alt. 2A	Alt. 2B	Alt. 3A	Alt. 3B
9	Scriber Lake Rd/58th Ave W & 196th St	Signal	E						
	AM Peak Hour			E (60)	D (53)	D (53)	D (54)	D (53)	D (53)
	PM Peak Hour			E (56)	E (56)	E (74)	D (48)	D (52)	D (55)
16	SR 99 & 196th Street SW	Signal	E						
	AM Peak Hour			E (58)	E (58)	E (59)	E (55)	E (57)	E (57)
	PM Peak Hour			D (52)	D (55)	E (61)	D (54)	E (56)	E (56)
25	44th Ave W & 176tth Street SW	Signal	D						
	AM Peak Hour			C (32)	C (32)	D (36)	C (32)	C (31)	C (34)
	PM Peak Hour			D (36)	D (37)	D (49)	C (32)	C (34)	D (36)
31	Alderwood Mall Pkwy & 196th Street SW	Signal	E						
	AM Peak Hour			D (48)	D (49)	D (50)	D (50)	D (48)	D (50)
	PM Peak Hour			E (55)	D (46)	D (54)	D (49)	D (50)	D (53)
41	Cedar Valley Rd/50th Ave W & 200th St SW	Signal	D						
	AM Peak Hour			C (35)	C (32)	C (32)	C (32)	C (32)	C (32)
	PM Peak Hour			D (43)	D (39)	D (45)	D (39)	D (40)	D (43)
50	52nd Ave W & 168th Street SW	Signal	D						
	AM Peak Hour			B (20)	C (20)	B (19)	B (20)	C (20)	B (20)

ID	Name	Control [1]	LOS Std[2]	Alt. 1A	Alt. 1B	Alt. 2A	Alt. 2B	Alt. 3A	Alt. 3B
	PM Peak Hour			D (44)	D (42)	E (55)	C (31)	C (31)	C (32)
52	44th Ave W 168th Street SW	Signal	D						
	AM Peak Hour			D (35)	D (36)	D (37)	D (35)	D (36)	D (35)
	PM Peak Hour			C (33)	C (31)	D (39)	C (30)	C (32)	C (34)
53	33rd Ave W & 188th Street SW	Signal	D						
	AM Peak Hour			B (17)	B (18)	C (21)	B (19)	B (18)	B (19)
	PM Peak Hour			C (22)	C (23)	D (44)	C (25)	C (26)	C (25)
54	36th Ave W & 188th Street SW	Signal	D						
	AM Peak Hour			B (19)	B (16)	B (20)	B (18)	B (17)	B (18)
	PM Peak Hour			C (29)	C (27)	D (40)	C (27)	C (28)	C (29)
58	33rd Ave W/Dwy & 184th Street SW	Signal	D						
	AM Peak Hour			D (42)	D (42)	D (44)	D (42)	D (42)	D (42)
	PM Peak Hour			D (48)	D (44)	D (52)	D (44)	D (55)	D (54)
59	Nordstrom Access & 184th Street SW	Signal	D						
	AM Peak Hour			C (32)	D (36)	D (38)	C (34)	D (36)	C (34)
	PM Peak Hour			D (37)	D (37)	D (50)	C (34)	C (34)	C (34)
60	Alderwood Mall Parkway & 184th St SW	Signal	D						
	AM Peak Hour			B (17)	B (16)	B (20)	B (15)	B (16)	B (15)
	PM Peak Hour			D (43)	D (39)	D (53)	D (43)	D (40)	D (43)
61	44th Ave W & 212th Street SW	Signal	D						
	AM Peak Hour			D (40)	D (44)	D (45)	D (43)	D (45)	D (43)
	PM Peak Hour			C (30)	C (28)	C (30)	C (27)	C (27)	C (31)
64	52nd Ave W & 212th Street SW	Signal	D						
	AM Peak Hour			C (33)	D (39)	D (36)	D (37)	D (39)	D (36)
	PM Peak Hour			D (44)	D (39)	C (33)	C (32)	C (33)	D (44)
65	Poplar Way & Alderwood Mall Pkwy	Signal	D						

ID	Name	Control [1]	LOS Std[2]	Alt. 1A	Alt. 1B	Alt. 2A	Alt. 2B	Alt. 3A	Alt. 3B
	AM Peak Hour			D (36)	D (40)	D (38)	D (37)	D (41)	D (39)
	PM Peak Hour			D (40)	D (39)	D (43)	D (39)	D (39)	D (42)
72	Alderwood Mall Parkway & 33rd Ave W/ Maple Rd	Signal	D						
	AM Peak Hour			D (51)	D (52)	D (51)	D (52)	D (52)	D (52)
	PM Peak Hour			D (45)	D (44)	D (52)	D (46)	D (46)	D (45)
74	Alderwood Mall Blvd & 33rd Ave W	Signal	D						
	AM Peak Hour			A (5)	B (17)	B (19)	B (18)	B (17)	B (18)
	PM Peak Hour			A (6)	C (25)	D (47)	C (26)	C (26)	C (27)
91	44th Ave W & 180th Street SW	TWSC	D						
	AM Peak Hour			C (17)	C (17)	C (18)	C (17)	C (17)	C (17)
	PM Peak Hour			D (26)	D (25)	D (34)	C (24)	D (26)	D (29)
94	68th Ave W/Blue Ridge & 188th Street SW[3]	Signal	D						
	PM Peak Hour			C (22)	C (24)	D (34)	C (17)	C (17)	C (17)
106	200th Street SW & 42nd Ave W	Signal	E						
	AM Peak Hour			-	C (23)	D (38)	C (32)	C (24)	C (27)
	PM Peak Hour			-	B (14)	E (60)	B (18)	C (28)	B (17)
155	50th Ave W & 196th Street SW[3]	TWSC	E						
	PM Peak Hour			E (45)	E (41)	E (44)	D (34)	E (37)	E (37)
160	184th Street SW & 33rd Ave W	Singal	D						
	AM Peak Hour			A (8)	C (30)	C (30)	C (30)	B (13)	A (8)
	PM Peak Hour			B (16)	B (20)	D (37)	C (20)	C (21)	C (20)
501	33rd Ave W & W 30th Pl	Signal	D						
	AM Peak Hour			D (38)	D (39)	D (38)	D (38)	D (39)	D (38)
	PM Peak Hour			D (38)	D (38)	D (36)	D (38)	D (38)	D (37)

[1]Intersection control, where Signal=signalized; RAB=roundabout; AWSC=all-way stop; TWSC=minor-approach stop
[2]Minimum LOS standard; [3]AM peak hour intersection counts not available; AM peak hour traffic forecast omitted.
*For TWSC, delay is reported for the worst movement. For all other intersections, the overall average delay is reported.

Table 6 summarizes the number of LOS-deficient intersections and the number of intersections that will operate at their minimum LOS standards in each of the 2044 scenarios.

Table 6. 2044 Analysis Summary

Scenario	LOS-Deficient Intersections	Intersections at Minimum LOS
Alternative 1A	5	23
Alternative 1B	6	19
Alternative 2A	9	28
Alternative 2B	6	13
Alternative 3A	6	15
Alternative 3B	7	17

Ten intersections within city limits, including one intersection on the WSDOT-owned SR 99, will reach LOS-deficient status in one or more 2044 scenarios. Up to 28 intersections are expected to operate at their minimum adopted LOS standard in at least one 2044 scenario.

Current City of Lynnwood transportation concurrency policy allows up to 20 percent of signalized intersections to operate in LOS-deficient status. Given the current total of 68 signalized intersections within city limits, up to 13 signalized intersections are permitted to operate below their minimum LOS standards before a transportation concurrency deficiency is triggered. Therefore, none of the evaluated 2044 scenarios trigger a transportation concurrency deficiency.

MITIGATION STRATEGIES

This section identifies transportation improvement strategies which may be implemented to mitigate anticipated intersection LOS deficiencies through the 2044 analysis horizon. Mitigation strategies were identified through review of intersection operations model results, intersection and corridor context, WSDOT *Design Manual* guidance, and review of the City of Lynnwood *2024-2029 Capital Facilities Plan and Transportation Improvement Program* and the November 2022 Transportation Solutions memorandum "2022 Intersection Improvement Prioritization."

The suggested mitigation strategies, identified in **Table 7**, are intended to guide long-range transportation planning efforts. The final selection of improvement strategies will require more detailed analysis and improvements on WSDOT facilities will require coordination with WSDOT, including following the Intersection Control Evaluation (ICE) process.

Table 7. Suggested Transportation Mitigation Strategies

ID	Name	Deficiency in Alternative						Suggested Mitigation
		1A	1B	2A	2B	3A	3B	
4	44th Ave W & 196th St SW		X	X	X	X	X	Signal coordination improvements or adaptive signal control
44	66th Ave W & 212th Street SW	X	X	X	X	X	X	New traffic signal or roundabout (TIP #202000022)
63	52nd Ave W & 208th Street SW	X	X	X	X	X	X	New traffic signal or roundabout (TIP #202000024)
88	40th Ave W & 194th Street SW			X				New traffic signal or roundabout with 194th St SW extension (TIP #200900101)
90	SR 99 & 52nd Ave W	X	X	X	X	X	X	Prohibit left-turn movements from 52nd Ave W; may require further analysis and public input
114	52nd Ave W & 204th St SW	X	X	X	X	X	X	All-way stop control as interim improvement until traffic signal warrants are satisfied.
131	44th Ave W & 172nd Street SW			X				Add westbound right-turn lane.
203	66th Ave W & 208th St SW	X					X	All-way stop control or new single-lane roundabout.
292	52nd Ave W & 194th Street SW			X				All-way stop control or new single-lane roundabout.
891	26th Ave & Ash Way & Maple Rd		X	X	X	X	X	Turn restrictions on south leg (26th Ave W); may require further analysis and public input.

Intersection mitigation strategies are summarized below.

- The signalized intersection of 196th Street SW & 44th Ave W (#4) operates with AM peak hour LOS deficiencies in all 2044 scenarios except Alternative 1A. Intersection improvements may include signal coordination improvements along 196th Street SW or adaptive signal control.
- The all-way stop-controlled intersection of 212th St SW & 66th Ave W (#44) operates with PM peak hour LOS E in all 2044 scenarios. The intersection is identified for a new traffic signal in the 2024-2029 TIP (#202000022) and is identified in the "2022 Intersection Improvement Prioritization" memo as the highest priority intersection improvement based on vehicle delay.
- The minor-approach stop-controlled intersection at 52nd Ave W & 208th St SW (#63) operates with PM peak hour LOS E or F in all 2044 scenarios. The intersection is identified for a new traffic signal in the 2024-2029 TIP (#202000024). Roundabout control was also identified as a possible mitigation strategy in the "2022 Intersection Improvement Prioritization" memo.
- The minor-approach stop-controlled intersection of 40th Ave W & 194th Street SW operates with PM peak hour LOS F in Alternative 2A. 194th Street is identified for extension from 40th Ave W to 33rd Ave W in the 2024-2029 TIP (#200900101). It is anticipated that the intersection will be converted to a roundabout or signalized with the 194th Street SW extension.
- The minor-approach stop-controlled intersection of SR 99 & 52nd Ave W (#90) operates with PM peak hour LOS F in all 2044 scenarios. Eliminating westbound left-turns will reduce intersection delay, but the intersection will continue to operate at LOS F due to westbound right-turn delay.

A more detailed evaluation and public involvement process may be necessary to identify the preferred ultimate improvement at this intersection. These improvements may be identified in the 2024-2029 TIP project Highway 99 Safety Improvements (#202100002).

- The minor-approach stop-controlled intersection of 52nd Ave W & 204th St SW (#114) operates with PM peak hour LOS E or F in all 2044 scenarios. The intersection is anticipated to meet *Manual of Uniform Traffic Control Devices* (MUTCD) volume warrants for signalization by 2044. All-way stop control may be considered as an interim mitigation strategy.
- The minor-approach stop-controlled intersection of 44th Ave W & 172nd St SW (#131) operates with PM peak hour LOS E in Alternative 2A due to westbound approach delay. The addition of a right-turn lane on the westbound approach will allow the intersection to operate at LOS D. The intersection will satisfy the MUTCD peak hour volume warrant for signalization in Alternative 2A.
- The minor-approach stop-controlled intersection of 66th Ave W & 208th St SW (#203) operates with PM peak hour LOS F in Alternative 1A and 3B due to northbound left-turn movement delay. The intersection will not satisfy volume warrants for signalization. Mitigation may include all-way stop control or a single-lane roundabout.
- The minor-approach stop-controlled intersection of 52nd Ave W & 194th St SW (#292) operates with PM peak hour LOS E in Alternative 2A due to delay on the westbound (194th St SW) approach. Mitigation may include all-way stop control or a single-lane roundabout.
- The minor-approach stop-controlled intersection of 26th Ave & Ash Way & Maple Rd (#891) operates with PM peak hour LOS E and F in all 2044 scenarios except Alternative 1A. No improvements are currently programmed for the intersection. Mitigation may include prohibition of left-turns from the south (26th Ave W) intersection leg. However, turn restrictions will impact property access to the south of the intersection. Selection of an improvement at this location should therefore include a public involvement process. Improvements at this intersection should also consider operations and potential improvements at the intersection of Alderwood Mall Parkway & 33rd Ave W to the west.

CONCLUSIONS

The methods, assumptions, and findings described above are consistent with the latest available City of Lynnwood policies, plans, and ongoing Comprehensive Plan update efforts. This analysis may be incorporated to the 2024 Transportation Element update.

Attachment 1. Intersection Level of Service Summary Table
Attachment 2. Intersection Capacity Reports

				Alternative 1a		Alternative 1b		Alternative 2a		Alternative 2b		Alternative 3a		Alternative 3b	
ID	Name	Control	LOS Std	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS
1	Poplar Way & 196th Street SW	SIGNAL	E	5.2	A	18.2	B	19.6	B	19.0	B	18.7	B	18.9	B
3	36th Ave W & 196th Street SW	SIGNAL	E	20.9	C	19.2	B	26.4	C	21.9	C	19.2	B	21.4	C
4	44th Ave W & 196th Street SW	SIGNAL	E	57.5	E	106.4	F	138.7	F	125.8	F	101.4	F	109.0	F
5	44th Ave W & 200th Street SW	SIGNAL	E	50.1	D	51.5	D	42.3	D	39.4	D	51.9	D	50.1	D
6	44th Ave W & 204th Street SW	SIGNAL	E	5.2	A	4.8	A	4.9	A	4.8	A	4.8	A	4.8	A
7	44th Ave W & I-5 NB Off-Ramp	SIGNAL	E	11.4	B	11.3	B	12.2	B	12.0	B	11.5	B	12.1	B
8	48th Ave W & 196th Street SW	SIGNAL	E	33.6	C	19.3	B	19.9	B	19.2	B	19.3	B	18.4	B
9	Scriber Lake Rd/58th Ave W & 196th Street SW	SIGNAL	E	59.8	E	53.2	D	53.1	D	53.6	D	53.2	D	53.4	D
10	64th Ave W & 196th Street SW	SIGNAL	E	16.5	B	16.4	B	16.4	B	16.1	B	16.3	B	16.3	B
11	68th Ave W & 196th Street SW	SIGNAL	E	17.1	B	16.5	B	17.2	B	16.0	B	16.5	B	16.8	B
12	76th Ave W & 196th Street SW	SIGNAL	E	30.9	C	31.0	C	30.8	C	31.0	C	31.0	C	31.0	C
13	SR 99 & 168th Street SW	SIGNAL	E	39.1	D	39.5	D	39.7	D	39.0	D	39.4	D	39.6	D
14	SR 99 & 176th St SW	SIGNAL	E	32.9	C	35.8	D	34.7	C	33.2	C	35.5	D	34.1	C
15	SR 99 & 188th St SW	SIGNAL	E	29.8	C	30.7	C	30.2	C	29.5	C	30.6	C	29.4	C
16	SR 99 & 196th St SW	SIGNAL	E	62.2	E	61.1	E	64.7	E	58.3	E	60.9	E	62.5	E
17	SR 99 & 200th St SW	SIGNAL	E	32.0	C	31.9	C	31.5	C	31.0	C	31.9	C	32.4	C
18	SR 99 & 208th St SW	SIGNAL	E	33.8	C	31.3	C	31.7	C	31.5	C	31.5	C	33.0	C
19	SR 99 & 212th St SW	SIGNAL	E	41.8	D	42.3	D	43.6	D	42.7	D	42.7	D	43.6	D
23	SR 99 & 216th St SW	SIGNAL	E	35.6	D	35.7	D	35.0	C	35.6	D	35.0	D	36.0	D
24	36th Ave W & 195th St SW	SIGNAL	E	7.1	A	6.8	A	7.1	A	6.9	A	6.8	A	6.8	A
25	44th Ave W & 176th St SW	SIGNAL	D	32.0	C	32.0	C	36.3	D	32.3	C	31.4	C	34.1	C
26	SR 99 & 174th Pl SW	SIGNAL	E	11.2	B	9.3	A	10.1	B	9.6	A	9.3	A	11.6	B
27	52nd Ave W & 188th Sreet SW	SIGNAL	D	17.8	B	17.5	B	17.9	B	17.3	B	17.5	B	17.5	B
28	68th Ave W & 200th Street SW	SIGNAL	D	15.3	B	15.3	B	15.1	B	15.1	B	15.3	B	15.2	B
29	196th Street SW & 40th Ave W	SIGNAL	E	26.5	C	22.0	C	27.9	C	25.0	C	21.9	C	24.0	C
30	44th Ave W & Veterans Way/194th St SW	SIGNAL	E	18.5	B	19.4	B	23.1	C	19.9	B	19.3	B	19.8	B
31	Alderwood Mall Parkway & 196th Street SW	SIGNAL	E	48.1	D	48.8	D	50.1	D	49.6	D	48.3	D	50.1	D
32	24th Ave W & 196th Street SW	SIGNAL	E	15.2	B	15.3	B	15.2	B	15.0	B	15.1	B	15.2	B
33	60th Ave W/Scriber Lake Rd & 200th Street SW	SIGNAL	D	32.5	C	31.6	C	30.1	C	31.0	C	31.4	C	29.7	C
41	Cedar Valley Rd/50th Ave W & 200th Street SW	SIGNAL	D	34.6	C	32.3	C	31.8	C	32.2	C	32.3	C	31.8	C
42	48th Ave W & 200th Street SW	SIGNAL	E	23.6	C	22.0	C	25.5	C	21.7	C	22.0	C	21.5	C
43	196th Street SW & 52nd Ave W	SIGNAL	E	13.0	B	14.0	B	14.3	B	13.8	B	14.1	B	14.1	B
46	44th Ave W & 20800 Block	SIGNAL	D	4.0	A	4.0	A	4.0	A	4.0	A	4.0	A	4.0	A
49	62nd Ave/168th St SW & Olympic View Dr	SIGNAL	D	22.5	C	24.1	C	22.0	C	22.3	C	24.1	C	22.7	C
50	52nd Ave W & 168th Street SW	SIGNAL	D	19.7	B	20.4	C	19.4	B	19.5	B	20.4	C	19.7	B
51	48th Ave W & 168th Street SW	SIGNAL	D	9.6	A	9.4	A	9.4	A	9.4	A	9.4	A	9.6	A
52	44th Ave W & 168th Street SW	SIGNAL	D	35.4	D	35.7	D	36.5	D	35.2	D	35.8	D	35.2	D
53	33rd Ave W & 188th Sreet SW	SIGNAL	D	17.2	B	18.0	B	20.9	C	19.2	B	18.0	B	19.3	B
54	36th Ave W & 188th Street SW	SIGNAL	D	19.2	B	16.4	B	20.2	C	17.8	B	16.5	B	18.3	B
56	44th Ave W & 188th Street SW	SIGNAL	D	17.8	B	18.4	B	19.7	B	18.4	B	18.5	B	18.5	B
57	36th Ave W & 184th Street SW	SIGNAL	D	12.6	B	13.0	B	13.4	B	12.6	B	13.0	B	12.6	B
58	33rd Ave W/Dwy & 184th Street SW	SIGNAL	D	42.0	D	42.1	D	43.6	D	42.2	D	42.1	D	42.1	D
59	Nordstrom Access & 184th Street SW	SIGNAL	D	31.8	C	35.8	D	38.3	D	33.9	C	35.8	D	34.1	C
60	Alderwood Mall Parkway & 184th Street SW	SIGNAL	D	17.2	B	15.8	B	19.6	B	15.3	B	15.8	B	15.2	B
61	44th Ave W & 212th Street SW	SIGNAL	D	39.8	D	43.7	D	45.4	D	43.1	D	44.8	D	43.1	D
64	52nd Ave W & 212th Street SW	SIGNAL	D	32.5	C	38.9	D	36.4	D	36.5	D	39.2	D	36.0	D
65	Poplar Way & Alderwood Mall Pkwy	SIGNAL	D	35.5	D	40.4	D	37.8	D	37.4	D	40.7	D	38.7	D
66	Alderwood Mall Parkway & 3000 Block	SIGNAL	D	4.0	A	4.0	A	4.0	A	4.0	A	4.0	A	4.0	A
67	Alderwood Mall Parkway & 28th Ave W	SIGNAL	D	20.7	C	22.9	C	22.8	C	21.1	C	21.4	C	20.0	B
68	3000 Block & 196th Street SW	SIGNAL	E	10.3	B	11.5	B	10.3	B	11.5	B	12.8	B	11.4	B
69	76th Ave W & 208th Street SW	SIGNAL	D	9.1	A	9.1	A	9.0	A	9.0	A	9.1	A	9.0	A
70	Alderwood Mall Parkway & Alderwood Mall Boulevard	SIGNAL	D	9.2	A	6.7	A	6.6	A	6.5	A	6.7	A	6.5	A
71	Alderwood Mall Parkway & Macys Access	SIGNAL	D	9.6	A	9.7	A	10.9	B	9.8	A	10.0	B	9.8	A
72	Alderwood Mall Parkway & 33rd Ave W/Maple Road	SIGNAL	D	51.4	D	52.2	D	51.2	D	52.0	D	52.1	D	52.1	D
73	44th Ave W & 181tst Pl/Maple Road	SIGNAL	D	15.4	B	18.9	B	18.3	B	17.0	B	18.5	B	16.6	B
74	Alderwood Mall Boulevard & 33rd Ave W	SIGNAL	D	5.3	A	17.1	B	18.8	B	17.9	B	17.2	B	17.9	B
75	SR 99 & 164th Street SW	SIGNAL	E	22.3	C	24.7	C	25.3	C	23.8	C	24.8	C	24.1	C
76	40th Ave W & 188th St SW	SIGNAL	D	7.8	A	8.7	A	9.2	A	8.3	A	8.6	A	8.4	A
77	Alderwood Mall Parkway & 19300 Block	SIGNAL	D	4.9	A	5.1	A	5.0	A	5.0	A	5.1	A	5.1	A
78	200th St SW/ AMB & 40th Ave W	SIGNAL	E	17.3	B	12.9	B	9.5	A	10.0	B	12.9	B	10.0	B
82	46th Ave W & 200th Street SW	SIGNAL	E	21.4	C	38.9	D	35.2	D	38.4	D	38.7	D	35.1	D
88	40th Ave W & 194th Street SW	TWSC	E	13.5	B	16.5	C	25.0	D	19.4	C	16.5	C	18.1	C
91	44th Ave W & 180th Street SW	TWSC	D	16.7	C	16.7	C	18.0	C	16.8	C	16.6	C	17.1	C
104	196th Street SW & 42nd Ave W	SIGNAL	E	-	-	8.6	A	18.8	B	14.5	B	8.7	A	12.6	B
105	194th Street SW & 42nd Ave W	TWSC	E	-	-	8.1	A	8.6	A	8.3	A	8.0	A	8.2	A
106	200th Street SW & 42nd Ave W	SIGNAL	E	-	-	22.9	C	37.7	D	32.3	C	23.9	C	27.3	C
108	196th Street SW & 46th Ave W	SIGNAL	E	-	-	16.5	B	17.4	B	13.8	B	16.0	B	15.5	B
131	44th Ave W & 172nd Stret SW	TWSC	D	18.4	C	23.3	C	21.3	C	20.7	C	23.5	C	21.4	C
135	36th Ave W & 172nd Stret SW	RAB	D	5.5	A	5.8	A	5.7	A	5.5	A	5.8	A	5.6	A
136	36th Ave W & Maple Road	SIGNAL	D	14.2	B	14.5	B	14.9	B	14.3	B	14.6	B	14.3	B
149	40th Ave W & Maple Road	TWSC	D	10.5	B	10.9	B	10.6	B	10.4	B	10.8	B	10.4	B
157	Maple Road & Spruce Way	AWSC	D	8.8	A	9.0	A	9.3	A	8.9	A	9.0	A	8.9	A
160	184th Street SW & 33rd Ave W	SIGNAL	D	8.3	A	29.8	C	29.8	C	29.8	C	12.7	B	8.3	A
203	66th Ave W & 208th Street SW	TWSC	D	31.8	D	33.9	D	33.0	D	30.9	D	33.5	D	30.9	D
208	Olympic View Drive & 176th Street SW	SIGNAL	D	10.7	B	10.8	B	10.7	B	10.6	B	10.8	B	10.7	B
292	52nd Ave W & 194th Street SW	TWSC	D	12.6	B	14.4	B	15.7	C	14.4	B	14.2	B	14.4	B
358	68th Ave W & 204th St SW	RAB	D	6.8	A	6.6	A	6.8	A	6.8	A	6.8	A	6.8	A
500	33rd Ave W & 182nd Street SW	SIGNAL	D	13.5	B	14.3	B	15.2	B	13.7	B	14.3	B	13.8	B
501	33rd Ave W & W 30th Place	SIGNAL	D	38.3	D	38.6	D	38.0	D	38.1	D	38.6	D	38.1	D
891	26th Ave & Ash Way & Maple Road	TWSC	D	14.8	B	14.4	B	15.2	C	14.7	B	14.3	B	14.4	B
9145	Alderwood Mall Parkway & SR 525 SB Off-Ramp	SIGNAL	D	13.0	B	12.8	B	13.4	B	12.5	B	12.8	B	12.2	B

				Alternative 1a			Alternative 1b		Alternative 2a		Alternative 2b		Alternative 3a		Alternative 3b	
ID	Name	Control	LOS Std	Delay	LOS	LOS Std	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS
1	Poplar Way & 196th Street SW	SIGNAL	E	10.0	A	E	34.7	C	40.0	D	35.7	D	36.2	D	37.1	D
3	36th Ave W & 196th Street SW	SIGNAL	E	48.5	D	E	31.2	C	35.6	D	34.3	C	49.8	D	35.3	D
4	44th Ave W & 196th Street SW	SIGNAL	E	64.7	E	E	64.5	E	64.4	E	59.9	E	62.5	E	61.2	E
5	44th Ave W & 200th Street SW	SIGNAL	E	49.2	D	E	52.6	D	77.1	E	36.7	D	54.3	D	29.9	C
6	44th Ave W & 204th Street SW	SIGNAL	E	3.9	A	E	4.0	A	3.9	A	3.9	A	4.0	A	4.1	A
7	44th Ave W & I-5 NB Off-Ramp	SIGNAL	E	22.9	C	E	19.1	B	18.2	B	17.6	B	18.9	B	19.3	B
8	48th Ave W & 196th Street SW	SIGNAL	E	20.9	C	E	29.7	C	25.2	C	18.9	B	29.3	C	21.5	C
9	Scriber Lake Rd/58th Ave W & 196th Street SW	SIGNAL	E	55.8	E	E	55.6	E	74.4	E	47.8	D	52.3	D	54.6	D
10	64th Ave W & 196th Street SW	SIGNAL	E	18.7	B	E	18.9	B	22.5	C	17.2	B	18.2	B	18.9	B
11	68th Ave W & 196th Street SW	SIGNAL	E	22.0	C	E	21.7	C	25.8	C	20.3	C	20.6	C	20.7	C
12	76th Ave W & 196th Street SW	SIGNAL	E	49.4	D	E	50.7	D	52.2	D	46.8	D	47.1	D	47.7	D
13	SR 99 & 168th Street SW	SIGNAL	E	46.0	D	E	45.9	D	48.5	D	43.5	D	44.7	D	45.4	D
14	SR 99 & 176th St SW	SIGNAL	E	40.9	D	E	40.3	D	44.3	D	36.9	D	38.4	D	39.8	D
15	SR 99 & 188th St SW	SIGNAL	E	27.5	C	E	26.3	C	40.5	D	26.2	C	28.4	C	29.6	C
16	SR 99 & 196th St SW	SIGNAL	E	52.1	D	E	54.5	D	60.8	E	53.8	D	56.3	E	55.7	E
17	SR 99 & 200th St SW	SIGNAL	E	40.5	D	E	37.3	D	51.1	D	34.2	C	37.0	D	44.1	D
18	SR 99 & 208th St SW	SIGNAL	E	27.9	C	E	26.9	C	27.3	C	26.2	C	26.6	C	27.9	C
19	SR 99 & 212th St SW	SIGNAL	E	56.6	E	E	54.2	D	61.9	E	56.1	E	57.2	E	60.3	E
23	SR 99 & 216th St SW	SIGNAL	E	36.8	D	E	36.5	D	35.9	D	36.7	D	37.3	D	37.5	D
24	36th Ave W & 195th St SW	SIGNAL	E	8.5	A	E	8.4	A	9.2	A	8.5	A	8.4	A	8.4	A
25	44th Ave W & 176th St SW	SIGNAL	D	36.1	D	D	37.3	D	49.0	D	31.6	C	34.1	C	35.7	D
26	SR 99 & 174th Pl SW	SIGNAL	E	17.2	B	E	17.1	B	19.8	B	17.8	B	19.8	B	20.8	C
27	52nd Ave W & 188th Sreet SW	SIGNAL	D	22.0	C	D	22.7	C	26.6	C	22.6	C	23.2	C	22.3	C
28	68th Ave W & 200th Street SW	SIGNAL	D	18.7	B	D	18.9	B	20.6	C	19.0	B	19.1	B	18.9	B
29	196th Street SW & 40th Ave W	SIGNAL	E	30.1	C	E	30.2	C	20.4	C	25.0	C	34.3	C	28.4	C
30	44th Ave W & Veterans Way/194th St SW	SIGNAL	E	30.7	C	E	26.6	C	38.3	D	24.3	C	25.6	C	27.3	C
31	Alderwood Mall Parkway & 196th Street SW	SIGNAL	E	55.3	E	E	45.7	D	54.1	D	48.8	D	49.9	D	53.2	D
32	24th Ave W & 196th Street SW	SIGNAL	E	18.3	B	E	18.5	B	18.9	B	18.2	B	18.4	B	18.6	B
33	60th Ave W/Scriber Lake Rd & 200th Street SW	SIGNAL	D	22.4	C	D	22.2	C	24.7	C	21.1	C	21.6	C	22.3	C
34	SR 99 & 180th Street SW	TWSC	E	32.2	D	E	32.2	D	40.5	E	27.0	D	30.0	D	31.5	D
41	Cedar Valley Rd/50th Ave W & 200th Street SW	SIGNAL	D	42.6	D	D	39.1	D	45.3	D	39.2	D	39.6	D	43.1	D
42	48th Ave W & 200th Street SW	SIGNAL	E	20.5	C	E	20.9	C	23.2	C	19.3	B	19.1	B	16.4	B
43	196th Street SW & 52nd Ave W	SIGNAL	E	13.4	B	E	13.6	B	19.2	B	13.5	B	13.8	B	14.2	B
44	66th Ave W & 212th St SW	AWSC	D	46.3	E	D	46.3	E	42.7	E	44.1	E	44.4	E	46.5	E
46	44th Ave W & 20800 Block	SIGNAL	D	5.8	A	D	5.7	A	5.7	A	5.7	A	5.7	A	5.8	A
49	62nd Ave/168th St SW & Olympic View Dr	SIGNAL	D	16.0	B	D	16.1	B	16.1	B	14.5	B	14.6	B	14.8	B
50	52nd Ave W & 168th Street SW	SIGNAL	D	43.8	D	D	42.3	D	55.0	E	30.5	C	31.0	C	32.3	C
51	48th Ave W & 168th Street SW	SIGNAL	D	10.0	B	D	10.0	B	11.2	B	10.0	B	10.5	B	10.7	B
52	44th Ave W & 168th Street SW	SIGNAL	D	33.0	C	D	30.7	C	38.5	D	29.7	C	31.8	C	33.8	C
53	33rd Ave W & 188th Sreet SW	SIGNAL	D	21.6	C	D	23.1	C	44.4	D	24.7	C	25.5	C	25.4	C
54	36th Ave W & 188th Street SW	SIGNAL	D	29.3	C	D	26.7	C	40.4	D	26.7	C	27.5	C	28.6	C
56	44th Ave W & 188th Street SW	SIGNAL	D	24.5	C	D	24.6	C	30.9	C	24.0	C	25.0	C	25.5	C
57	36th Ave W & 184th Street SW	SIGNAL	D	22.7	C	D	21.9	C	28.9	C	20.5	C	21.0	C	20.8	C
58	33rd Ave W/Dwy & 184th Street SW	SIGNAL	D	47.6	D	D	44.2	D	52.0	D	44.2	D	54.9	D	54.0	D
59	Nordstrom Access & 184th Street SW	SIGNAL	D	36.7	D	D	36.7	D	50.1	D	33.7	C	34.3	C	33.8	C
60	Alderwood Mall Parkway & 184th Street SW	SIGNAL	D	42.6	D	D	38.8	D	53.3	D	42.7	D	40.3	D	43.1	D
61	44th Ave W & 212th Street SW	SIGNAL	D	30.3	C	D	28.2	C	29.6	C	26.5	C	26.5	C	31.2	C
63	52nd Ave W & 208th Street SW	TWSC	D	85.9	F	D	65.1	F	57.9	F	46.1	E	55.1	F	92.5	F
64	52nd Ave W & 212th Street SW	SIGNAL	D	43.7	D	D	39.0	D	32.9	C	31.8	C	32.6	C	43.6	D
65	Poplar Way & Alderwood Mall Pkwy	SIGNAL	D	40.1	D	D	39.2	D	42.8	D	38.9	D	38.8	D	42.1	D
66	Alderwood Mall Parkway & 3000 Block	SIGNAL	D	5.5	A	D	5.7	A	5.3	A	5.2	A	5.4	A	5.1	A
67	Alderwood Mall Parkway & 28th Ave W	SIGNAL	D	29.9	C	D	28.2	C	27.5	C	25.3	C	23.9	C	26.7	C
68	3000 Block & 196th Street SW	SIGNAL	E	18.0	B	E	17.7	B	20.7	C	21.8	C	21.6	C	22.2	C
69	76th Ave W & 208th Street SW	SIGNAL	D	11.0	B	D	10.9	B	11.5	B	11.1	B	11.3	B	11.4	B
70	Alderwood Mall Parkway & Alderwood Mall Boulevard	SIGNAL	D	11.5	B	D	11.3	B	16.3	B	12.9	B	12.7	B	10.8	B
71	Alderwood Mall Parkway & Macys Access	SIGNAL	D	11.6	B	D	11.0	B	14.8	B	11.9	B	11.5	B	10.9	B
72	Alderwood Mall Parkway & 33rd Ave W/Maple Road	SIGNAL	D	44.8	D	D	43.5	D	52.4	D	45.7	D	46.1	D	45.2	D
73	44th Ave W & 181tst Pl/Maple Road	SIGNAL	D	20.8	C	D	17.6	B	24.3	C	14.8	B	15.8	B	17.8	B
74	Alderwood Mall Boulevard & 33rd Ave W	SIGNAL	D	6.1	A	D	24.7	C	46.7	D	25.9	C	26.3	C	27.2	C
75	SR 99 & 164th Street SW	SIGNAL	E	32.4	C	E	32.2	C	44.1	D	31.7	C	32.3	C	33.1	C
76	40th Ave W & 188th St SW	SIGNAL	D	13.2	B	D	12.6	B	14.9	B	12.1	B	12.0	B	11.8	B
77	Alderwood Mall Parkway & 19300 Block	SIGNAL	D	32.8	C	D	34.3	C	33.0	C	33.9	C	34.1	C	33.5	C
78	200th St SW/ AMB & 40th Ave W	SIGNAL	E	14.0	B	E	13.2	B	23.2	C	14.9	B	15.1	B	14.9	B
82	46th Ave W & 200th Street SW	SIGNAL	E	28.7	C	E	28.3	C	37.2	D	25.9	C	25.1	C	22.4	C
88	40th Ave W & 194th Street SW	TWSC	E	20.6	C	E	25.1	D	63.1	F	34.9	D	33.7	D	40.1	E
90	SR 99 & 52nd Ave W	TWSC	E	229.8	F	E	221.6	F	383.9	F	153.9	F	201.4	F	208.0	F
91	44th Ave W & 180th Street SW	TWSC	D	26.1	D	D	25.0	D	33.5	D	23.7	C	26.2	D	28.9	D
94	68th Ave W/ Blue Ridge & 188th Street SW	SIGNAL	D	22.6	C	D	23.8	C	33.9	D	17.0	C	17.4	C	16.6	C
99	208th Street SW & 68th Ave W	TWSC	D	14.5	B	D	13.6	B	14.1	B	13.7	B	13.8	B	14.5	B
101	60th Ave W & 188th St SW	AWSC	D	16.7	C	D	16.2	C	21.1	C	13.6	B	14.2	B	14.3	B
104	196th Street SW & 42nd Ave W	SIGNAL	E	-	-	E	35.0	D	39.8	D	33.2	C	36.7	D	34.5	C
105	194th Street SW & 42nd Ave W	SIGNAL	E	-	-	E	9.2	A	12.6	B	10.2	B	10.2	B	9.9	A
106	200th Street SW & 42nd Ave W	SIGNAL	E	-	-	E	13.7	B	60.4	E	17.5	B	28.3	C	17.1	B
108	196th Street SW & 46th Ave W	TWSC	E	-	-	E	41.4	D	27.0	C	18.7	B	48.5	D	25.6	C
114	52nd Ave W & 204th St	TWSC	D	43.8	E	D	47.8	E	43.3	E	36.4	E	40.0	E	50.6	F
131	44th Ave W & 172nd Stret SW	TWSC	D	31.1	D	D	30.1	D	40.4	E	21.6	C	22.5	C	23.0	C
135	36th Ave W & 172nd Street SW	RAB	D	6.4	A	D	6.2	A	6.7	A	5.9	A	6.0	A	6.1	A
136	36th Ave W & Maple Road	SIGNAL	D	19.4	B	D	19.1	B	22.7	C	18.4	B	18.8	B	18.5	B
149	40th Ave W & Maple Road	TWSC	D	13.9	B	D	13.8	B	14.5	B	12.9	B	13.3	B	13.3	B
154	Spruce Way & 172nd Street SW	AWSC	D	11.1	B	D	11.6	B	14.7	B	10.8	B	11.2	B	10.6	B
155	50th Ave W & 196th Street SW	TWSC	E	44.5	E	E	40.7	E	43.8	E	34.1	D	36.6	E	36.9	E
157	Maple Road & Spruce Way	AWSC	D	13.7	B	D	14.3	B	18.0	C	13.1	B	13.9	B	13.3	B
160	184th Street SW & 33rd Ave W	SIGNAL	D	16.3	B	D	19.9	B	37.2	D	20.4	C	21.0	C	20.1	C
203	66th Ave W & 208th Street SW	TWSC	D	64.3	F	D	30.1	D	34.3	D	30.8	D	30.3	D	67.3	F
208	Olympic View Drive & 176th Street SW	SIGNAL	D	13.1	B	D	13.2	B	15.0	B	12.5	B	12.6	B	12.9	B
230	SR 99 & 204th Street SW	SIGNAL	E	19.5	B	E	23.1	C	24.7	C	20.2	C	21.0	C	20.3	C
292	52nd Ave W & 194th Street SW	TWSC	D	19.0	C	D	22.5	C	37.8	E	20.1	C	23.1	C	21.1	C
358	68th Ave W & 204th St SW	RAB	D	6.5	A	D	6.5	A	6.4	A	6.4	A	6.4	A	6.5	A
500	33rd Ave W & 182nd Street SW	SIGNAL	D	14.5	B	D	15.0	B	16.8	B	14.0	B	14.1	B	13.3	B
501	33rd Ave W & W 30th Place	SIGNAL	D	37.7	D	D	37.9	D	36.1	D	37.7	D	37.6	D	37.2	D
891	26th Ave & Ash Way & Maple Road	TWSC	D	33.0	D	D	47.0	E	74.5	F	51.9	F	55.2	F	47.0	E
9145	Alderwood Mall Parkway & SR 525 SB Off-Ramp	SIGNAL	D	13.1	B	D	27.8	C	32.6	C	27.8	C	28.0	C	28.2	C

Transportation Solutions
INNOVATIVE | PRACTICAL | EQUITABLE

Technical Memorandum

March 5, 2024

TO: David Mach, PE
City of Lynnwood

FROM: Andrew L. Bratlien, PE, PTOE
Daniel B. Hodun, EIT

SUBJECT: 2023 Intersection Level of Service Analysis

This memorandum describes the methods, assumptions, and findings of the 2023 intersection Level of Service (LOS) analysis developed in support of the Lynnwood Transportation Element Update.

LEVEL OF SERVICE BACKGROUND

Level of Service Definition

Level of service (LOS) is a qualitative description of the operating performance of an element of transportation infrastructure such as a roadway or an intersection. LOS is typically expressed as a letter score from LOS A, representing free flow conditions with minimal delays, to LOS F, representing breakdown flow with high delays.

Intersection LOS is defined by the average delay experienced by a vehicle traveling through an intersection. Delay at a signalized intersection can be caused by waiting for the signal or waiting for the queue ahead to clear the signal. Delay at roundabouts and stop-controlled intersections is caused by waiting for a gap in traffic or waiting for a queue to clear the intersection or roundabout.

Level of service for signalized, roundabout, and all-way stop control intersections is based on the average delay for all vehicles entering the intersection during the study period. LOS for minor-approach stop-controlled intersections is based on the control delay on the worst movement.

Intersection LOS thresholds are defined by the Transportation Research Board *Highway Capacity Manual.* Signalized and roundabout intersections utilize different LOS thresholds than stop-controlled intersections. Intersection LOS thresholds for all intersection types are shown in **Table 1**.

Table 1. Level of Service Thresholds

LOS	Signal and Roundabout Delay (sec/veh)	Stop-Controlled Intersection Delay (sec/veh)
A	≤10	≤10
B	>10 – 20	>10 – 15
C	>20 – 35	>15 – 25
D	>35 – 55	>25 – 35
E	>55 – 80	>35 – 50
F	>80	>50

Level of Service Policy

Lynnwood Municipal Code (LMC) 12.22.090 defines Level of Service Standards as shown in **Table 2.** Minimum LOS standards for State routes are established by the Washington State Department of Transportation (WSDOT). WSDOT designates I-5 as a Highway of Statewide Significance (HSS), with a minimum LOS D standard. The WSDOT designates SR 99 and SR 524 (196th St SW) as non-HSS routes with a minimum LOS E/Mitigated standard, meaning that congestion should be mitigated when peak hour LOS falls below LOS E.

Table 2. Minimum LOS Standards

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

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

Per LMC 12.22.090, transportation concurrency failure occurs when 20 percent of signalized intersections citywide operate below their respective LOS standards. Given the current total of 68 signalized intersections within city limits, including 26 on WSDOT routes, up to 13 signalized intersections are permitted to operate below their minimum LOS standards before a transportation concurrency deficiency is triggered.

FUNCTIONAL CLASSIFICATION

Functional Classification Definition

Functional classification is a method of classifying roadways according to the character of the service they are intended to provide. It provides a conceptual framework for identifying the role of individual streets in serving the two primary goals of a roadway network: access to/from specific locations, and travel mobility.

Functional classification generally indicates a roadway's position on a spectrum between access and mobility, as shown in **Figure 1**. For example, arterials emphasize travel mobility at the expense of land access, while local streets provide land access with less emphasis on mobility.

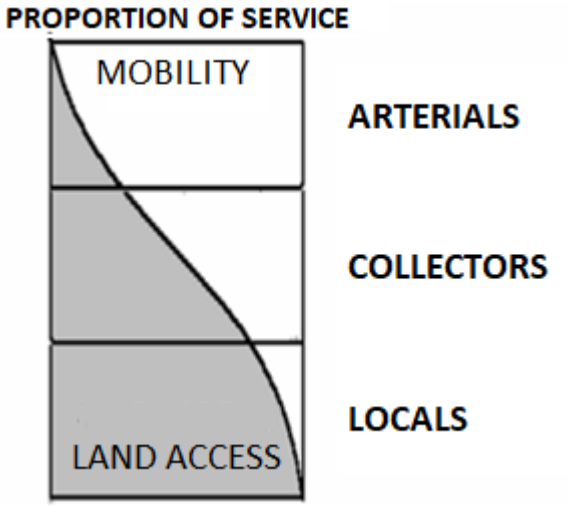


Figure 1. Functional Classification Service
Source: *Functional Classification Comprehensive Guide* (Virginia DOT 2014)

Lynnwood Functional Classification System

Washington State cities and counties are required to adopt a street classification system that is consistent with state and federal guidelines. These requirements are codified in RCW 35.78.010 and RCW 47.26.090. Each local jurisdiction is responsible for defining its transportation system into freeway, principal arterial, minor arterial, and

collector roadways. All other roadways are assumed to be local access streets. The Lynnwood Transportation Element describes the City's functional classification system, including the following:

- **Principal Arterials** serve regional through trips and connect Lynnwood with the surrounding region. They prioritize the movement of vehicles and freight, often with limited direct access to abutting land uses. Principal arterials serve high traffic volumes, carrying the greatest portion of through or long-distance traffic within a city. These routes provide key access points to major regional and state highways adjacent to an urban area. Examples include 196th Street SW and SR 99.
- **Minor Arterials** connect centers and facilities within the community and serve some through traffic, while providing a greater level of access to abutting properties. Minor arterials connect with other arterial and collector roads extending into the urban area, and serve less concentrated traffic-generating areas, such as neighborhood shopping centers and schools. These streets also serve as boundaries to neighborhoods and collect traffic from collector streets. Although the predominant function of minor arterial streets is the movement of through traffic, they also serve significant local traffic with origins or destinations at points along the corridor. Examples include Alderwood Mall Parkway and 44th Avenue W.
- **Major Collectors** connect two or more neighborhoods or commercial areas while providing a high degree of property access within a localized area. These roadways "collect" traffic from local neighborhoods and carry it to the arterial roadways. Additionally, major collectors provide direct access to services and residential areas, local parks, churches, and areas with similar land uses. Examples include 200th Street SW and SW 188th Street.

ANALYSIS METHODS AND ASSUMPTIONS

Data Collection

Intersection turning movement count data were collected at 77 intersections in the AM peak hour and 90 intersections in the PM peak hour, in and near the City of Lynnwood on non-holiday weekdays from 7-9 AM and 4-6 PM from October 12, 2023 to November 9, 2023.

Intersection data collection sites were selected based on roadway functional classification, control type, and location. Sites included all signalized intersections and roundabouts within city limits, all intersections of principal arterial and minor arterial roadways, and other intersections which play a critical role in vehicle mobility and route choice in Lynnwood, based on engineering judgment.

Roadway alignment, intersection control, and channelization were obtained from the Lynnwood 2017 citywide intersection operations model and were verified using aerial photography and field review to reflect 2023 conditions. Traffic signal timing plans were obtained from City and WSDOT staff.

Analysis Methodology

Signalized and stop-controlled intersection operations were analyzed in Synchro 11 software using *Highway Capacity Manual 6th Edition* methodologies. Model inputs were defined according to the Washington State Department of Transportation (WSDOT) Synchro & SimTraffic Protocol. Roundabout intersections were analyzed in Sidra Intersection 9.1 software using the Sidra capacity model and WSDOT Sidra Policy Settings. Peak Hour Factor (PHF) was applied on a per-intersection basis.

Signalized intersection saturation flow rate, an input in the HCM6 signalized Level of Service (LOS) methodology, is defined as the flow rate which would occur at a signalized intersection approach given saturated conditions and no interruption due to signal phasing. A saturation flow rate of 1,800 vehicles per hour per lane was applied at signalized intersections. This is consistent with WSDOT Olympic Region policy guidance.

2023 INTERSECTION LOS RESULTS

Intersection LOS results for all study intersections are summarized in **Table 3**. Intersections with existing LOS deficiencies are highlighted. Full intersection capacity reports are provided in Attachment 1.

Table 3. 2023 Intersection LOS at Functionally Classified Intersections

ID	Name	Control	LOS Std	AM Peak	PM Peak
				LOS (Del.)[1]	LOS (Del.)[1]
Intersections in City Center					
3	196th St (SR 524) & 36th Ave W	Signal	E*	B (16)	D (36)
4	196th St (SR 524) & 44th Ave W	Signal	E*	B (18)	D (54)
5	44th Ave W & 200th St SW	Signal	E	D (42)	C (35)
8	196th St (SR 524) & 48th Ave W	Signal	E*	B (16)	B (20)
24	36th Ave W & 195th St SW	Signal	E	A (5)	A (8)
29	196th St (SR 524) & 40th Ave W	Signal	E*	B (18)	C (27)
30	44th Ave W & Veterans Way/194th St	Signal	E	B (12)	C (21)
42	200th St SW & 48th Ave W	Signal	E	C (22)	B (17)
74	33rd Ave W & Alderwd Mall Blvd	Signal	E	A (4)	A (6)
78	200th St/Alderwd Mall Blvd & 40th Ave W	Signal	E	B (11)	B (13)
82	200th St SW & 46th Ave W	Signal	E	B (16)	C (24)
88	40th Ave W & 194th St SW	TWSC	E	B (11)	B (14)
Intersections Outside City Center					
1	196th St (SR 524) & Poplar Way	Signal	E*	A (5)	A (6)
6	44th Ave W & 204th St SW	Signal	D	A (5)	A (4)
7	44th Ave W & I-5 NB off-ramp	Signal	E*	B (10)	B (17)
9	196th St (SR 524) & 58th Ave W	Signal	D	D (35)	D (48)
10	196th St (SR 524) & 64th Ave W	Signal	D	B (16)	B (16)
11	196th St (SR 524) & 68th Ave W	Signal	D	B (15)	B (19)
12	196th St (SR 524) & 76th Ave W	Signal	D	C (31)	D (45)
13	SR 99 & 168th St SW	Signal	E*	D (38)	D (41)
14	SR 99 & 176th St SW	Signal	E*	C (31)	C (35)
15	SR 99 & 188th St SW	Signal	E*	C (29)	C (24)
16	SR 99 & 196th St (SR 524)	Signal	E*	D (51)	D (49)
17	SR 99 & 200th St SW	Signal	E*	C (29)	C (33)
18	SR 99 & 208th St SW	Signal	E*	C (30)	C (26)
19	SR 99 & 212th St SW	Signal	E*	D (39)	D (51)

ID	Name	Control	LOS Std	AM Peak LOS (Del.)[1]	PM Peak LOS (Del.)[1]
23	SR 99 & 216th St	Signal	E*	C (33)	C (35)
25	44th Ave W & 176th St SW	Signal	D	C (28)	C (27)
26	SR 99 & 174th Pl SW	Signal	E*	A (8)	B (17)
27	52nd Ave W & 188th St SW	Signal	D	B (17)	B (20)
28	68th Ave W & 200th St SW	Signal	D	B (15)	B (18)
31	196th St (SR 524) & Alderwd Mall Pkwy	Signal	E*	D (44)	D (40)
32	196th St (SR 524) & 24th Ave W	Signal	E*	B (13)	B (16)
33	200th St SW & 60th Ave W	Signal	D	C (34)	C (20)
34	SR 99 & 180th St SW	TWSC	E*	-	C (22)
41	200th St SW & Cedar Valley/50th Ave W	Signal	D	D (36)	D (38)
43	196th St (SR 524) & 52nd Ave W	Signal	E*	B (14)	B (12)
44	212th St SW & 66th Ave W	AWSC	D	-	E (40)
46	44th Ave W & 20800 Block	Signal	D	A (4)	A (6)
49	Olympic View Dr & 62nd Ave/168th St SW	Signal	D	C (21)	B (14)
50	168th St SW & 52nd Ave W	Signal	D	B (19)	C (26)
51	168th St SW & 48th Ave W	Signal	D	A (9)	A (10)
52	168th St SW & 44th Ave W	Signal	D	C (33)	C (26)
53	33rd Ave W & 188th St SW	Signal	D	B (16)	C (21)
54	36th Ave W & 188th St SW	Signal	D	B (15)	C (23)
56	44th Ave W & 188th St SW	Signal	D	B (16)	C (21)
57	36th Ave W & 184th St SW	Signal	D	B (12)	B (19)
58	33rd Ave W & 184th St SW	Signal	D	D (41)	D (53)
59	184th St SW & Nordstrom drwy	Signal	D	C (27)	C (32)
60	Alderwood Mall Pkwy & 184th St SW	Signal	D	B (15)	D (36)
61	44th Ave W & 212th St SW	Signal	D	C (28)	C (24)
63	52nd Ave W & 208th St SW	TWSC	D	-	E (41)
64	52nd Ave W & 212th St SW	Signal	D	C (30)	C (31)
65	Poplar Way & Alderwd Mall Pkwy	Signal	D	C (30)	C (30)
66	Alderwd Mall Pkwy & 3000 Block	Signal	D	A (3)	A (4)
67	Alderwd Mall Pkwy & 28th Ave W	Signal	D	B (17)	C (22)
68	196th St (SR 524) & 3000 Block	Signal	E*	A (8)	B (13)
69	76th Ave W & 208th St SW	Signal	D	B (12)	B (14)
70	Alderwd Mall Blvd & Alderwd Mall Pkwy	Signal	D	A (7)	B (12)
71	Alderwd Mall Pkwy & Macys drwy	Signal	D	A (6)	A (8)
72	Alderwd Mall Pkwy & 33rd Ave/Maple Rd	Signal	D	E (59)[2]	D (47)[2]
73	44th Ave W & 181st Pl/Maple Rd	Signal	D	B (15)	B (14)
75	SR 99 & 164th St SW	Signal	E*	C (21)	C (28)
76	40th Ave W & 188th St SW	Signal	D	A (7)	A (10)

ID	Name	Control	LOS Std	AM Peak	PM Peak
				LOS (Del.)[1]	LOS (Del.)[1]
77	Alderwd Mall Pkwy & 19300 Block	Signal	D	A (5)	D (35)
90	SR 99 & 52nd Ave W	TWSC	E*	-	F (54)
91	44th Ave W & 180th St SW	TWSC	D	B (15)	C (18)
94	68th Ave W & 180th St SW	AWSC	D	-	B (14)
99	208th St SW & 68th Ave W	TWSC	D	-	B (13)
101	60th Ave W & 188th St SW	AWSC	D	-	B (11)
114	52nd Ave W & 204th St SW	TWSC	D	-	D (33)
131	44th Ave W & 172nd St SW	TWSC	D	C (17)	C (19)
135	36th Ave W & 172nd St SW	RAB	D	-	A (2)
136	36th Ave W & Maple Rd	Signal	D	B (14)	B (17)
149	40th Ave W & Maple Rd	TWSC	D	B (10)	B (12)
154	Spruce Way & 182nd Street SW	AWSC	D	-	A (10)
155	196th St (SR 524) & 50th Ave W	TWSC	E*	-	D (30)
157	Maple Rd & Spruce Way	AWSC	D	A (8)	B (11)
160	33rd Ave W & 184th St SW	Signal	D	A (8)	B (16)
203	66th Ave W & 208th St SW	TWSC	D	D (26)	C (24)
208	Olympic View Dr & 176th St SW	Signal	D	B (11)	B (12)
230	SR 99 & 204th St SW	Signal	D	-	B (18)
292	52nd Ave W & 194th St SW	TWSC	D	B (12)	C (15)
358	68th Ave W & 204th St SW	RAB	D	-	A (5)
500	33rd Ave W & 182nd St SW	Signal	D	B (14)	B (13)
501	33rd Ave W & 30th Pl	Signal	D	D (37)[2]	D (38)[2]
9145	Alderwd Mall Pkwy & SR 525 SB off-ramp	Signal	D	B (12)	C (23)

[1]For TWSC, delay is reported for the worst movement. For all other intersections, the overall average delay is reported.
[2] Intersection delay is likely higher than indicated in LOS analysis due to queue stacking from adjacent intersection
E*: LOS E/Mitigated standard

Four intersections within city limits, including one intersection on the WSDOT-owned SR 99, currently operate below their minimum adopted LOS standard. One of the existing intersection LOS deficiencies is at a signalized intersection. Existing intersection LOS deficiencies are summarized below:

- The signalized intersection of Alderwood Mall Parkway & 33rd Ave W/Maple Rd (#72) operates at LOS E in the AM peak hour and LOS D in the PM peak hour. Queues from the adjacent signalized intersection at 33rd Avenue W & 30th Place have been observed to stack into the Alderwood Mall Parkway intersection during peak periods, resulting in delay which is not reflected in this HCM-based LOS analysis. Intersection delay is therefore likely higher than indicated in this analysis. The intersection is identified for improvement in the 2024-2029 TIP as the Costco Traffic Improvements project (20230005). The nature of the planned improvements is not determined at the time of this writing.

- The stop-controlled intersection of SR 99 & 52nd Ave W (ID #90) operates at LOS F in the PM peak hour. Eliminating westbound left-turns will reduce intersection delay, but the intersection will continue to operate at LOS F due to westbound right-turn delay. A more detailed evaluation and public involvement process may be necessary to identify the preferred ultimate improvement at this intersection. These improvements may be identified in the 2024-2029 TIP project Highway 99 Safety Improvements (202100002).
- 52nd Ave W & 208th St SW (#63) operates at LOS E in the PM peak hour. The stop-controlled intersection is identified for a new traffic signal in the 2024-2029 TIP (project 202000024).
- 212th St SW & 66th Ave W (#44) operates at LOS E in the PM peak hour. The stop-controlled intersection is identified for a new traffic signal in the 2024-2029 TIP (project 202000022).

Four intersections operate at their minimum adopted LOS standard. These intersections, summarized below, may reach LOS-deficient status with ongoing local and regional growth.

- The signalized intersection of 196th St (SR 524) & 58th Ave W (#9) operates at LOS D in the AM and PM peak hours. Signal timing adjustments may provide some additional capacity to serve future demand.
- The signalized intersection of 200th St SW & Cedar Valley Rd/50th Ave W (#41) operates at LOS D in the AM and PM peak hours. This intersection is located just west of the 200th Street Widening project identified in the 2024-2029 TIP (ST2003069A). Signal timing adjustments may provide some additional capacity to serve future demand.
- The two-way stop-controlled intersection of 52nd Ave W & 204th St SW (#114) operates at LOS D in the PM peak hour. The intersection does not currently satisfy MUTCD volume-based warrants for traffic signal control.
- The minor-approach stop-controlled intersection of 66th Ave W & 208th St SW (#203) operates at LOS D in the AM peak hour and LOS C in the PM peak hour due to northbound left-turn movement delay. The intersection does not currently satisfy MUTCD volume-based warrants for traffic signal control.
- The signalized intersection of 33rd Ave W & 30th Pl (#501) operates at LOS D in the AM and PM peak hours. Queues from the adjacent signalized intersection at Alderwood Mall Parkway & 33rd Avenue W have been observed to stack into the 30th Place intersection during peak periods, resulting in delay which is not reflected in this HCM-based LOS analysis. Intersection delay is therefore likely higher than indicated in this analysis. The intersection is identified for improvement in the 2024-2029 TIP as the Costco Traffic Improvements project (20230005). The nature of the planned improvements is not determined at the time of this writing.

Attachment 1. Intersection Capacity Reports (On File with City of Lynnwood)

FUTURE TRANSPORTATION MASTER PLAN

The following information serves as technical information to be incorporated into a future transportation master plan. This document will further implement the Imagine Lynnwood Transportation Element, Lynnwood Complete Streets Ordinances, Connect Lynnwood, and establish new specific information regarding freight mobility. The information below was established by the 2015 Lynnwood Comprehensive Plan and is necessary to maintain in the Imagine Lynnwood Comprehensive Plan as appendix material until a future Transportation Master Plan can be adopted.

CONCURRENCY MANAGEMENT

An important aspect of travel in Lynnwood is that traffic may and will choose alternative routes to avoid the most-congested locations and use less-congested locations, to accomplish most trips. A major distinction must also be made between signalized and un-signalized intersections. The latter may generally be upgraded to higher control levels at modest cost, and are not the central focus of concurrency in a citywide system. In order to make the Lynnwood Transportation Concurrency system more flexible, and to not allow one congested intersection to stop all development in an area, the City's concurrency standard allows XX% of the City's intersections to be below their associated level of service before concurrency is considered to be failed, and for this purpose only signalized intersections will be considered. LOS failures at un-signalized locations will be separately addressed under SEPA review of new developments. For the purpose of concurrency, a development is deemed significant if it generates ten or more peak hour trips.

When a significant development is proposed, the number of new trips generated is simply added to the Transportation Model for the concurrency pipeline case including all previous development proposals under review. If the model shows that the development does not bring the percentage of remedial intersections above XX%, the development is considered to have passed Concurrency. The development would pay its calculated mitigation fee (traffic impact fee) and the model is then updated to add the new trips into the background for future tests.

If the new development were to fail the threshold for the number of remedial intersections, the development would have to improve enough intersections to bring the percentage in line, or wait until the City had built enough new projects that would do the same. Intersection improvements for this purpose include improvements to adjacent approaches to the extent needed to assure the full functioning of the intersection as intended by the improvements.

SEPA REVIEW

All developments generating ten or more peak hour trips will also be evaluated for traffic impacts during the SEPA environmental review process. Such developments shall be asked to study traffic patterns for the surrounding arterial system as well as on any adjacent neighborhood streets. To the extent that their impacts are mitigated by road improvements accounted for by payment of a Transportation Impact Fee (TrIF), no additional mitigation is required. For other impacts on un-signalized intersections, non-motorized facilities, transit, traffic safety, physical obsolescence, and design standards, additional analysis for potential mitigation is required. If the development increases the volumes over the established LOS or other standards they will be required to propose and evaluate mitigation to provide alternatives which would reduce or eliminate their impact.

Concurrency Mitigation

If a development proposal fails the concurrency test, then mitigation is required to meet the concurrency standard. The developer may choose to reduce the size of the development; delay the development until the City or others provide the required improvement, or provide the required mitigation. Mitigation must be acceptable in form and amount, to assure compatibility with City plans and policies. Acceptable mitigation must:

1. Be consistent with the City's comprehensive plan and zoning.
2. Contribute to the performance of the transportation system.
3. Not shift traffic to a residential neighborhood.
4. Not shift traffic to other intersections resulting in a violation of the LOS standard without any possible mitigation.
5. Not violate accepted engineering standards and practices.
6. Not create a safety problem.

Evaluation characteristics include the level of service used in the initial determination as well as transit service, pedestrian facilities, bicycle facilities, safety and overall circulation. Each characteristic can help to reduce individual trips and mitigate the proposed development's impact to the arterial system.

Proposed mitigation may include system improvements or modifications involving one or more of the following categories:

1. **Transit Service:** Mitigation projects would include possible bus pullouts, transit stop improvements, better access routes to bus or a TDM program for the project. Projects could be both adjacent to the development and citywide.
2. **Pedestrian and Bicycle Facilities:** Pedestrian and bicycle facilities promote use of alternative modes of transportation thereby reducing vehicular trips. Improve sidewalk connections, new sidewalk routes and safer highway crossings could be used to promote pedestrian use. Shoulder pavement and revised channelization could assist bicyclists. Onsite storage facilities would promote use of bicycles.
3. **Safety:** Safety concerns within the city should be evaluated and projects selected that would reduce accidents and speed traffic. Improvements could reduce drivers' concerns at certain locations and encourage possible alternative routes.
4. **Street Circulation:** The overall street circulation would be looked at and projects developed that could change existing traffic patterns. Access points may change, turn lanes can be added or small street segments can be added or modified. If projects can be identified that will improve the transportation system, by reducing overall trips on the system or increasing system capacity, the impact of the development can then be reduced. An agreement with the project proponent as to scope of projects, development review and code compliance for site improvements could mitigation impacts.
5. **Transportation Demand Management**: As a mitigation measure, the developer may establish transportation demand management (TDM) strategies to reduce single occupant vehicle (SOV) trips generated by the development. The developer shall document the specific measures to be implemented and the number of trips generated by the development to be reduced by each measure. The environmental review may require performance monitoring and remedial measures if the TDM strategies are not successful in obtaining the predicted reduction in peak hour trips.

TRANSPORTATION DEMAND MANAGEMENT

Lynnwood's first Commute Trip Reduction (CTR) Plan and Ordinance (LMC 11.14) were adopted in 1993, in response to the 1991 State Commute Trip Reduction Act (RCW 70.94.521.551). The CTR Act affected all employers in counties with a population of 100,000 or more which had 100 or more employees regularly reporting to work between 6:00 a.m. and 9:00 a.m. weekdays. Affected employers were required to prepare and submit for city approval a Commute Trip Reduction Program which set target goals for reducing Single Occupant Vehicle (SOV) commute trips and commute trip Vehicle Miles Traveled (VMT), along with strategies for achieving the goals. Employers were also required to

participate in bi-annual surveys (conducted by WSDOT) to determine if the CTR Programs were working, and to cooperate with the city in revising their programs if they weren't.

In 2005, the State Legislature overhauled the 1991 CTR Act with the Commute Trip Reduction Efficiency Act (CTREA - ESSB 6566). The CTREA imposed new requirements for CTR planning on local jurisdictions, and also set more aggressive SOV and VMT goals for employers. In response, the City has developed a new CTR Plan and Ordinance. The new plan includes strategies for regional cooperation, especially with Community Transit, to help meet regional CTR goals and assist employers in developing and implementing their CTR Programs.

There are currently eight Lynnwood employers who meet the criteria set forth by State law. As of 2013, the State has not adopted new targets beyond 2011. Affected employers have developed the following programs in response to the City's Ordinance.

1. Developed Commute Trip Reduction programs by the completion of employee surveys, and assigning and training Employee Transportation Coordinators (ETC).
2. Conducted on-site employee educational efforts, e.g., CTR fairs, newsletters, voice mail reminders, to name only a few educational activities.
3. Placed "Commuter Option Boards" (information boards with bus schedules, carpool and vanpool information and other materials) in highly visible locations on-site.
4. Offered incentives to employees to not drive their cars by themselves to work, e.g., subsidized bus passes, vanpool subsidy.
5. Reviewed the feasibility of offering work schedule modifications.

WSDOT reimburses local jurisdictions for their costs to administer CTR Programs. In 2008, the City of Lynnwood along with other affected cities in Snohomish County except Everett and Bothell entered into a contract with Community Transit (CT) under which the transit agency provides support services to the employers to help them develop, implement and monitor CTR programs. In return, the cities direct their WSDOT CTR funds to Community Transit. The City has final approval of employer Commute Trip Reduction programs, and still must adopt and enforce its locally adopted CTR ordinance.

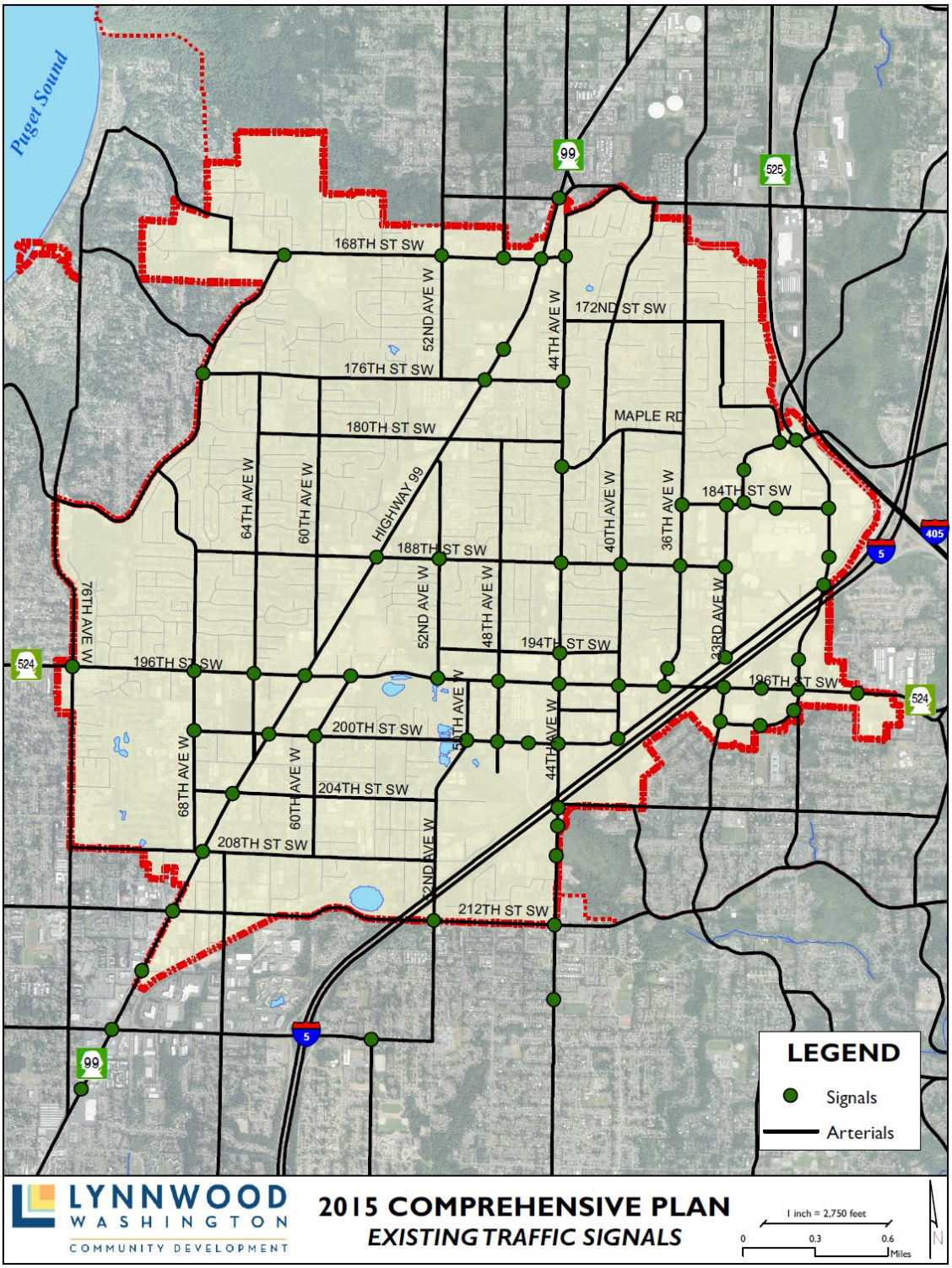
LYNNWOOD INTELLIGENT TRANSPORTATION SYSTEM (ITS) PROGRAM

The Lynnwood Intelligent Transportation System (ITS) Program has aggressively pursued new technologies to improve signal operation, monitor traffic flow through the City, and respond to traffic incidents. This program is a citywide enterprise computer network, using fiber optic cable, linking all of the traffic signal controllers, video detection processors, backup power, emergency vehicle preemption, and fault monitors to a bank of central servers in City Hall. The Lynnwood ITS system will continue to allow City engineers to monitor traffic, collect data, reprogram signals, and respond to incidents all from the Traffic Management Center (TMC) at Lynnwood City Hall. In addition, signal components can communicate live functioning status to engineers and technicians, allowing faster trouble shooting, diagnosis, and repairs.

Since the first federal ITS grant in 2001, the City has accomplished the following technology projects to improve signal operation, respond to increasing demand at intersections, help with incident management, and provide information for management of regional emergencies and disasters:

- Fiber from City Hall to all Lynnwood traffic signals.
- PTZ Cameras at all except four signals.
- Fiber to 5 of 5 WSDOT signals.

- Fiber to neighbor agencies Edmonds and Mountlake Terrace. Several signals in each jurisdiction and workstations in offices of traffic engineers were connected to Lynnwood's central traffic operations system.
- Fiber to Emergency Services Coordinating Agency (ESCA) in Brier and a shared fiber connection to Washington State Department of Emergency Management- Paine Field office.
- Constructed a Traffic Operations Center with office space for engineers and technicians, a console with video wall for incident management, technical space for testing signal cabinets, and an electronics laboratory for troubleshooting/repairing equipment and inventing new equipment.
- Battery backup and power conditioning with text message alerting for all Lynnwood signals.
- Replaced incandescent Green, Yellow, Red bulbs with longer lasting, more efficient LED "bulbs."
- Upgraded MMU's (conflict monitors) for all signals to accommodate Flashing Yellow Arrow and monitor LED failure.
- Began replacing visible spectrum detection cameras with infrared to detect vehicles in low visibility conditions.
- Central integration of video detection system to monitor status, provide reports, and send alerts of detection problems.
- Upgraded all server hardware, all network equipment, and all fiber transceivers at central and field locations.
- Upgraded all emergency vehicle pre-emption cards in signals to accommodate ID lockout and support GPS pre-emption/priority requests.
- Central integration of EVP field device programming, status monitoring, and reporting.
- Installed in-pavement wireless advanced detection at five locations where video detection was not feasible.
- Built two interactive public kiosks for live traffic information including video at all Lynnwood signals, selected WSDOT signals, and selected signals in Edmonds and Mountlake Terrace.
- Installed two speed feedback signs.
- Equipped all public school speed zones with beacons programmable through cell phone network and Internet.
- Various in-house projects to integrate disparate systems of field devices to achieve new or enhanced function, exchange data, or sense and report a condition.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2015 COMPREHENSIVE PLAN
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TRANSPORTATION STRATEGIES

Goal 1: **Provide a transportation system that efficiently moves people and goods to local and regional destinations.**

1.1 Plan and construct transportation improvements consistent with local and regional growth.

1.1.1 **Strategy T-9.1** Prioritize funding for transportation investments that support and incentivize the development of the City Center + Alderwood Subarea. Do this by investing in pre-design studies for infrastructure projects to build public support and improve the ability to secure grant funds for project development.

1.2 Develop a strategy to coordinate effectively with other local, regional, state, and federal agencies on needed transportation improvements.

1.2.1 **Strategy T-10.1** Attend regular meetings of long-standing forums such as Snohomish County Infrastructure Coordinating Committee (ICC), Regional Project Evaluating Committee (RPEC) at PSRC, and Snohomish County Committee for Improved Transportation (SCCIT), WSDOT quarterly meetings and Snohomish County Tomorrow (SCT).

1.2.2 **Strategy T-10.2** Participate in special purpose sub-regional and regional forums convened to deal with specific issues of concern to Lynnwood.

1.3 Work with community members to evaluate transportation problems and provide creative solutions based on available funding and relative need.

1.4 Encourage compact and mixed-use development that reduces the need for additional vehicle trips.

1.5 Coordinate with Community Transit and Sound Transit for the planning, design, construction, and maintenance of transit services to make transit an attractive travel option for residents and visitors.

1.5.1 Establish dedicated staffing support for Everett Link Extension including design review, permitting, inspection, and administration. NEW

1.5.2 **Strategy T-3.5** Work with private development and transit agencies to integrate transit facilities and pedestrian and bicycle connections to residential, retail, manufacturing, commercial office and other types of development.

1.5.3 **Strategy T-3.3** Work with the transit providers to develop an operational procedure for the use of transit signal priority during peak travel hours.

1.5.4 **Strategy T-3.4** Monitor public transit operations through the City and the related impacts to east-west mobility and traffic progression during peak travel hours.

1.6 Establish truck routes to accommodate freight traffic, while promoting safety, sustainability, and efficiency.

Goal 2: **Maximize the safety and accessibility of the local circulation system.**

2.1 Design roadways and transit facilities to be safer, accessible, and reduce points of conflict for those with disabilities or mobility impairments.

2.1.1 **Strategy T-6.1** Control the location and spacing of commercial driveways and the design of parking lots to avoid traffic and pedestrian conflicts and confusing circulation patterns.

2.1.2 **Strategy T-6.2** Driveways shall be located to provide adequate sight distance for all traffic movements and not interfere with traffic operations at intersections.

2.1.3 **Strategy T-6.3** On-site traffic circulation shall be designed to ensure safe and efficient storage and movement of driveway traffic.

2.1.4 **Strategy T-6.4** Driveway access onto all classifications of arterial streets should be located to minimize impacts on the adjacent street system.

2.1.5 **Strategy T-6.5** Shared vehicle access between adjacent commercial and industrial development sites should be provided where feasible or provisions made to allow for future shared access to reduce development traffic impacts on adjacent streets.

2.1.6 **Strategy T-6.6** Access to properties should be oriented away from properties that are used, zoned or shown on the Comprehensive Plan less intensively.

2.1.7 **Strategy T-6.7** Enhance the safety of residential streets and the livability of neighborhoods.

2.1.8 **Strategy T-6.8** Non-local and bypass traffic on local neighborhood streets shall be discouraged. Discourage through traffic on local access streets.

2.1.9 **Strategy T-6.10 L**ocal street networks shall be linked through subdivisions to provide efficient local circulation, as appropriate.

2.1.10 **Strategy T-6.12** Encourage directing increased traffic volumes onto streets with sufficient capacity to provide safe and efficient traffic flow or where adequate traffic improvements will be provided in conjunction with the development, require adequate vehicular and non-motorized access to new developments, and minimize non-motorized -vehicular conflict points.

2.1.11 **Strategy T-6.13** Encourage land uses (in designated areas) that would generate relatively low volumes of traffic, or complementary peak traffic periods, or would have the potential to increase the use of public transportation systems.

2.1.12 **Strategy T-6.15** Existing curb cuts and parking areas shall be consolidated during development and redevelopment to the greatest extent possible.

2.1.13 **Strategy T-6.16** Require the construction and operation of transportation facilities and services to meet the standards of the Americans with Disabilities Act (ADA).

2.1.14 **Strategy T-6.17** Ensure that all transportation facilities will accommodate the needs of physically challenged persons.

2.2 Provide appropriate illumination on streets, sidewalks, and trails.

2.3 Support safer routes to school by improving safety and mobility for children by enabling and encouraging them to walk, bike, and roll to school.

2.4 Develop a resilient transportation system to withstand service disruptions, natural, and economic disturbances.

2.4.1 **Strategy T-11.5** Protect the transportation system against natural and manmade disaster, develop prevention and recovery strategies, and plan for coordinated responses by using transportation-related preparedness, prevention, mitigation, response, and recovery strategies and procedures adopted in the emergency management plans and hazard mitigation plans of the County and as well as the Washington State Comprehensive Emergency Management Plan.

2.4.2 **Strategy T-6.11** Place high priority on the access needs of public safety vehicles.

2.4.3 **Strategy T-1.4** Provide for the inspections of City owned bridges as required by Federal and State law.

2.5 Develop and maintain a traffic calming program to address traffic concerns.

2.5.1 **Strategy T-6.9** Traffic calming measures and innovative street design features shall be required where traffic analysis indicates that a development will introduce traffic on local streets that exceeds the design volume of the local street.

2.5.2 **Strategy T-6.14** Institute a citywide Neighborhood Traffic Calming Program to address traffic issues on local streets and to afford continued protection to neighborhoods.

2.5.3 **Strategy T-1.1** Monitor traffic patterns and accident histories to formulate solutions that reduce the potential for serious accidents. In cooperation with the Police Department, analyze statistics for citywide traffic, pedestrian and bike accidents on a monthly basis.

2.5.4 **Strategy T-1.2** Conduct bi-monthly meetings of the traffic safety committee to evaluate proposals for traffic system improvements.

2.5.5 **Strategy T-1.3** Work with communities to evaluate traffic problems and provide appropriate traffic calming solutions based on available funding and relative need.

2.6 Leverage Intelligent Transportation Systems (ITS) and similar technologies and infrastructure to optimize the safe flow of people and goods, to enhance transportation efficiency and economic growth.

2.6.1 **Strategy 2.1** Review status of all existing traffic signal equipment on regular basis (i.e. traffic signal rebuild program) and prepare the annual budget with recommended improvements and/or replacements.

2.6.2 **Strategy 2.2** Operate, maintain and enhance the Intelligent Transportation System (ITS), including Transportation Management Center (TMC) and all field infrastructure.

Goal 3: **Create an All Ages and Abilities non-motorized transportation network that provides high quality connections throughout Lynnwood.**

3.1 Prioritize opportunities to implement and maintain the strategies laid out in the Connect Lynnwood Plan and the Complete Streets Ordinance.

3.2 Prioritize multimodal transportation investments in the Regional Growth Center and high-capacity transit areas.

3.3 Implement bicycle facility and trail improvements to create a complete transportation network to walk, bike, and roll.

3.4 Seek partnerships to promote safer bicycling opportunities and develop bicycle routes.

3.5 Support walking, rolling, and biking as forms of active transportation, enhancing health and as well as providing for transportation needs.

3.6 Require new development to provide frontage improvements and adjacent off-site improvements that implement Connect Lynnwood.

3.7 Require new development to implement internal pedestrian circulation systems and ensure convenient connections to street frontage for new or redeveloping sites.

3.8 Support pedestrian-oriented design and streetscape amenities including landscaping, benches, lighting, artwork, and other amenities.

Goal 4: **Provide mobility standards for people walking, bicycling, using transit, driving, and freight.**

4.1 Ensure that multimodal concurrency and standards are met by completing critical infrastructure transportation improvements.

4.1.1 **Strategy T-5.1** Maintain a concurrency ordinance meeting the requirements of RCW 36.70A.

4.1.2 **Strategy T-5.4** The LOS for City arterials takes into consideration the need to protect neighborhoods from excessive pass through traffic.

4.1.3 **Strategy T-5.5** Traffic generated by new and redevelopment projects should be evaluated to determine the impact on the operation of surrounding intersections and street network. Projects that create adverse traffic impacts should include measures demonstrated to mitigate those impacts.

4.2 Acquire and improve rights-of-way where most needed for streets to meet the City's Street standards and network needs.

4.3 Implement non-motorized active transportation improvements as a method to reduce congestion, trip length, and air pollution.

4.4 Ensure a minimum level of service for all intersections.

4.4.1 **Strategy T-5.4** The LOS for City arterials takes into consideration the need to protect neighborhoods from excessive pass through traffic.

4.4.2 **Strategy T-5.6** Maintain the City's traffic model for various planning purposes. Review land use changes and development patterns on a continuing basis for additions or changes to the assumptions used in the traffic model. Re-calibrate the base year model at least every five years. Maintain a concurrency pipeline model that is regularly updated to account for all development activity on a continuing basis, to give a short-range forecast useful for six-year priority programming. Update the 20-year forecast model at least every five years, to maintain the 20-year improvement list and related plans.

4.5 Coordinate with WSDOT to maintain level of service standards and improve mobility along and across state highways consistent with WSDOT Standards and the Connecting Communities initiative.

4.6 Operate a local traffic signal system that provides safer movement through intersections for all users.

4.7 Encourage Transportation Demand Management initiatives for new and existing development.

4.7.1 **Strategy T-9.3** Strive to achieve a non-single-occupancy vehicle (transit, bicycling, walking, car/vanpooling, telecommuting, or other "virtual" commute) mode split of XX percent for peak period trips in the City Center + Alderwood Subarea. Do this by providing a pedestrian- and transit-supportive environment, developing supportive land uses, working with regional transit agencies to provide expanded transit options, including light rail and bus rapid transit, enhancing transportation demand management strategies, and implementing a parking development and management plan.

4.8 Review and update the City's Commute Trip Reduction Plan every four years for effectiveness.

4.9 Encourage coordinated traffic circulation and access throughout neighboring parcels in commercial, industrial, and residential areas to reduce traffic and increase safety.

4.9.1 **Strategy T-7.2** Minimize spillover parking from commercial areas, parks and other facilities encroaching on residential neighborhoods.

4.9.2 **Strategy T-7.3** Preserve the safety of residential streets and the livability of residential neighborhoods by discouraging non-local traffic on streets classified as residential streets.

4.9.3 **Strategy T-7.4** Develop a strong neighborhood traffic control program to discourage cut-through traffic on non-arterial streets.

4.9.4 **Strategy T-7.5** Design new residential streets to discourage cut-through traffic, while providing for connectivity.

Goal 5: **Support the preservation and maintenance of transportation infrastructure.**

5.1 Establish ongoing condition assessments and funding plans for transportation related programs including street overlays, sidewalks, traffic signal rebuild, street maintenance and operations, and other multimodal transportation options.

5.2 Provide appropriate maintenance, preservation and renewal of existing streets, sidewalks, and traffic control systems.

5.3 Evaluate the costs and benefits of new transportation projects over the expected lifecycle.

5.4 Engage in proactive maintenance of existing infrastructure to mitigate potential issues and extend their expected lifespan.

Goal 6: **Provide sustainable funding for transportation projects.**

6.1 Develop a Multimodal transportation Funding Strategy to fund necessary improvements.

6.2 Ensure that local match funds are available for grant opportunities to maximize the benefits of all funding sources.

6.3 Periodically review the City's Transportation Impact Fees to fund growth related transportation system improvements.

6.3.1 **Strategy T-8.4** Charge Traffic impact fees to fund growth related transportation system improvements

6.4 Utilize creative funding mechanisms to facilitate development of new transportation infrastructure.

6.4.1 **Strategy T-1.5** Recommend an annual overlay program supported by the City's Pavement Management System. Identify the implications of deferred maintenance if funding levels fall below recommended levels.

6.5 Advocate for funding from elected officials and congressional representatives.

Goal 7: **Minimize the impact of the transportation system on the City's environment and quality of life.**

7.1 Foster a system that reduces the negative effects of transportation infrastructure and operation on environmental and human health.

7.2 Support programs and infrastructure that reduce greenhouse gas emissions to maintain consistency with regional climate goals.

7.2.1 **Strategy T-11.1** Poster a less polluting system that reduces the negative effects of transportation infrastructure and operation on the climate and natural environment.

7.2.2 **Strategy T-11.2** Support programs and projects that help to achieve reduce Greenhouse Gas emissions reductions to achieve compliance consistent with state goals established in RCW 70.235.050 and RCW 70.235.060 RCW 80.80.02 and RCW 70.35 RCW.

7.2.3 **Strategy T-11.3** Seek the development and implementation of transportation modes and technologies that are energy-efficient, and improve system performance, and minimize negative impacts to human health.

7.2.4 **Strategy T-7.1** Minimize consumption of natural resources and reduce carbon emissions through the efficient coordination of traffic flow, the promotion of non-motorized alternatives, and the use of public transit.

7.3 Use environmentally friendly products in street maintenance, when available.

7.4 Encourage landscaping, street trees, and low impact development along transportation facilities for stormwater management, noise reduction, visual appearance, and air quality.

7.5 Support the shift from single-occupancy vehicle trips to other modes of transportation to reduce environmental impacts.

7.6 Provide additional placemaking options by identifying opportunities to activate public rights-of-way as usable gathering spaces.

7.7 Implement transportation programs that provide increased access to opportunities while preventing and mitigating negative impacts to people of color, people with low incomes, and people with special transportation needs.

7.8 Invest in transportation projects that improve economic and living conditions to retain and attract new industries and skilled workers to the City.

7.9 Reduce stormwater pollution from transportation facilities and improve fish passages through retrofits and updated design standards.

Strategies Deleted/Revised or were Adopted as Policy

Strategy T-3.1 Work with the transit providers to establish a hierarchy of transit services focused on three major elements: 1) neighborhood services, 2) local urban service, and 3) inter-community and regional services. (Outdated and prioritize for last mile development is in Connect Lynnwood)

Strategy T-3.2 Continue working with Sound Transit on the development of the improvements to the Park and Ride Lot and future urban stations in City Center and the mall subarea. (Repetitive)

Strategy T-3.6 Ensure that Sound Transit's approved light rail service under ST 2 to Lynnwood includes one light rail station in the Core District of the City Center, serving the City Center, and a separate station at the Lynnwood Transit Center, serving commuters.

Lynnwood will partner with Sound Transit to implement and secure funding for this extension. Construction of the City Center station should be completed within the original 2023 timeframe. (Outdated)

Strategy T-3.7 The City will work with ST, Snohomish County and SW Cities to select a route and station locations for completing the line to Everett. The City will also work with these parties to advance funding for this project by bringing "ST3" to the voters as soon as feasible. An urban station near the Alderwood Mall should be included in the route to support additional residential densities and mixed use around the mall. (Outdated)

Strategy T-9.2 Work with appropriate community stakeholders to develop effective means to support implementation of the Edmonds Community College Master Plan and the plan for the surrounding neighborhood . (amended as wider policy)

Strategy T-8.3 Utilize creative funding mechanisms to facilitate development of new transportation infrastructure. (adopted as policy)

Strategy T-8.2 Assure adequate funds to provide local match for grant opportunities in order to maximize the benefits to Lynnwood of all funding sources. (adopted as policy)

Strategy T-8.1 Establish ongoing condition assessments and funding plans for transportation related programs including street overlays, sidewalks, traffic signal rebuild, street maintenance and operations, and other multi-modal transportation options. (adopted as policy)

Strategy T-11.4 Develop a transportation system that minimizes negative impacts to human health. (policy statement)

Replaced by Connect Lynnwood –

Strategy T-4.1 Develop an integrated non-motorized "skeleton" transportation system of sidewalks and bicycle facilities that link neighborhoods, businesses, parks, schools and activity centers.

Strategy T-4.2 Establish clear policies and priorities to guide the planning for and construction of public sidewalks throughout the City.

Strategy T-4.3 Public sidewalks on project frontages shall be required of all new development, including residential subdivisions.

Strategy T-4.4 Non-motorized facilities shall be included in the design and construction of all future arterial streets.

Strategy T-4.5 The highest priority for public walkways on non-arterial streets shall be those that connect parks, recreational areas, schools or other public facilities, or that are needed to correct a unique safety concern(see list of criteria previously listed in the Non-Motorized Facilities section).

Strategy T-4.6 The City shall provide public walkways within residential neighborhoods only when funded through a Local Improvement District (LID), grant, participation program or other private funding sources.

Strategy T-4.7 Paved pedestrian walkways should be provided on corner development sites from street to building entrances to encourage walking between businesses, especially at signalized intersections, to reduce development traffic impacts.

Strategy T-4.8 A safe, well lit pedestrian walkway network should be provided throughout commercial development sites.

Strategy T-4.9 At appropriate locations, walkways should be extended to the edge of development sites to connect to existing walkways on adjacent property or allow for future connections when adjacent property is developed or redeveloped.

Strategy T-4.10 Street right-of-way adjacent to development sites should be fully improved to current City standards, including the provision of sidewalks, to reduce traffic impacts.

Strategy T-4.11 Existing streets lacking sidewalks, shoulders, or other features required of new streets shall be upgraded to full standards on a priority basis that considers at least traffic volumes, safety concerns, and non-motorized activity levels.

Strategy T-4.12 The Municipal Code requires installation of public improvements as part of development or redevelopment of property. In some cases, the requirements of Code may not prescribe sufficient improvements to adequately address issues related to traffic, access, connectivity, pedestrian facilities, bike facilities, etc. that may be needed to support, sustain and serve the development and surrounding community and mitigate the impacts of the development. In such cases, the City may require additional improvements and/or other mitigation, provided that such requirements are related to the impact of the proposed development and the costs of the improvements and/or mitigation is generally consistent with the relative scale and potential impact of the development on the existing transportation system and infrastructure.

Strategy T-4.13 The City will develop funding policies that support construction of a minimum, "skeleton system" of non-motorized improvements.

Strategy T-4.14 Continue the program of linking schools and parks with sidewalks in accordance with a prioritized master plan.

Strategy T-4.15 Review and update the City's sidewalk program each year prior to budget development.

Strategy T-4.18 City shall evaluate codes with regards to operation and maintenance of sidewalks and develop the appropriate policies to ensure adequate, long-term maintenance of facilities.

Strategy T-4.19 City should continue its public outreach program to educate residents about the benefits of walking, biking, and physical exercise.

Incorporated in TSI's LOS model and Transportation Element as policy or narrative.

Strategy T-5.2 The level of service for non-City Center arterials and non-State Highways is established as LOS "XX" during the PM peak hour. The City Center is expected to operate with more congestion. Not only are there more trip ends per acre in the City Center, there are more opportunities to move about without a car. Businesses are closer together, making walking easier, and transit service is more frequent. The level of service for the City Center is established as LOS "XX" during the PM peak hour.

Strategy T-5.3 The transportation impacts of projects already permitted, under construction or otherwise legally vested prior to adoption of the new concurrency ordinance will be evaluated and mitigated in accordance with the City's policies and procedures.

FEHR PEERS

Multimodal Level of Service

Date: August 30th, 2024

To: City of Lynnwood

From: Fehr & Peers

Subject: Multimodal Level of Service (MMLOS) Memo

SE22-0837

Executive Summary

Lynnwood is in the process of updating its comprehensive plan. State and regional requirements have been updated since the previous comprehensive planning cycle. Accordingly, the Transportation Element of Lynnwood's Comprehensive Plan update will be required to meet new standards, including the required incorporation of Multimodal Level of Service (MMLOS) policy.

This memo provides a background about MMLOS, and how it relates to concurrency, and impact fees. It includes an overview of state and regional requirements, best practices, examples of how some peer cities are setting MMLOS standards, and finally recommendations for the City of Lynnwood.

Concurrency is the requirement that transportation improvements necessary to accommodate the impacts of development occur concurrently with development or funding is in place to complete the necessary improvements within six years. Level of service (LOS) standards are set by local jurisdictions and are the metric in which concurrency is deemed to be met. LOS Standards have been traditionally focused on vehicular operations. Multimodal Level of Service (MMLOS) standards recognizes that a transportation system includes more than vehicular movement and sets standards for all modes of transportation used within the community including pedestrians, bicyclists, and transit riders, prioritizing the movement of people and goods rather than just cars. MMLOS brings attention to the needs of a complete transportation system and supports active transportation which can improve health, equity, and sustainability within a community. Impact fees is a tool that can be used to fund necessary transportation improvements to meet concurrency requirements.

State and regional requirements do not prescribe how communities set MMLOS standards, but they should reflect community expectations and should be coordinated with land use. There are many ways communities can set MMLOS standards. Generally, cities have chosen to set MMLOS standards based on the capacity of facilities to meet demand or on the presence and quality of the facilities. This can result in one LOS standard for the transportation network as a whole or distinct LOS standards for each mode individually. Additionally, some cities used city-wide standards while many chose different standards for different regions of the city.

Based on review of Lynnwood's current LOS standards and discussions with City staff, two options are proposed for LOS standards for pedestrians, bicyclists, and transit riders. It is recommended to utilize current LOS standards for vehicles. The following recommendations would help Lynnwood meet MMLOS requirements and advance City goals. Both options support the principles of improving safety and advancing equity and they can be implemented together or separately.

Option 1 focuses on the completion of bike and pedestrian facilities near priority locations like schools, parks, and transit stops and improve the ability of pedestrians and bicyclists to cross arterials.

Options 2 focuses on the quality of the facilities and emphasizes the comfort and safety of the facilities and their ability to serve a broad range of users.

<u>Option 1:</u> LOS for pedestrians, bicyclists and transit riders improves with system completion based on policy criteria (similarities to Redmond, Bellingham, and Olympia). This approach is focused on the presence of the most important facilities and is closely tied to principles in Connect Lynnwood.

General priorities for Pedestrians and Bicycle Facilities:

- Connecting schools, parks, and transit
- Connect commercial hubs
- Improve Safety
- Advance equity

Pedestrian LOS Standards

- Complete facilities consistent with Connect Lynnwood
- Complete safe walking routes within a mile of schools
- Complete safe walking routes within a half mile of Light Rail stations and Swift Blue and Orange Line stations
- Improve "difficult to cross" arterials with high pedestrian volumes

Bicycle LOS Standards

- Complete facilities consistent with Connect Lynnwood
- Complete a core network that connects schools, parks, transit, and commercial hubs

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- Complete planned bike facilities that within 2 miles of Light Rail Stations
- Improve "difficult to cross" arterials with high bike volumes

Transit LOS Standard

- Facilities completion for bike and pedestrian travel connecting to transit improves access and ridership

<u>Option 2:</u> LOS for pedestrians, bicyclists and transit riders based on quality of facilities and emphasizes comfort/safety for non-vehicular modes of travel (similarities to Bellevue).

MMLOS Metric Guidelines

Mode	LOS Metric	LOS Standard	LOS Guideline
Vehicles	Volume/capacity at signalized intersections	See Municipal Code 12.22.090	NA
Pedestrian	Sidewalk width and Landscape buffer width	NA	Varies by land use context and location
Bicycle	Level of Traffic Stress (LTS) on corridors	NA	Varies by roadway traffic speed and volume
Transit	Transit travel reliability on corridors	NA	Most important for Frequent Transit Network

Additional Metric Considerations:

Pedestrians

- Can add in specific sidewalk widths and buffer widths for different areas within the city
- Can add crossing frequency and spacing

Bicycle

- Can add LTS for intersections

Transit

- Can add passenger comfort, access, and safety at or near stations and stops
- Can include transit stop amenities e.g., seating, lighting, weather protection, etc.

For the Future: Consideration of concurrency LOS measures that provide a single measure across all modes of travel such as person trips, person capacity, or person delay can be useful for shifting the focus from auto trips to multimodal trips. As the Lynnwood City Center and Alderwood transform into denser urban areas with excellent access to regional transit service the need for pedestrian and bike facilities within those areas along with connections to the rest of the city will grow in demand and importance. The recommendations and associated measures presented here help to move Lynnwood into that multimodal future.

DRAFT

State and Regional Planning Requirements

WA Growth Management Act

The State's Growth Management Act (GMA) of 1990 requires communities to prepare a plan that ties directly to the City's land use decisions and financial planning. To tie land use decisions to financial planning, the GMA requires concurrency and MMLOS. The GMA also authorizes the use of impact fees to fund projects that improve person-trip capacity. Plans must also include a discussion of Transportation Demand Management and methods to reduce per capita vehicle miles traveled (VMT).

Updates to State Legislature

Since the previous iteration of the comprehensive plan, there have been several statewide changes to the legislature. House Bill (HB) 1181 includes updates to the level of service requirements as well as an increased focus on vehicle miles traveled (VMT) per capita reduction. The bill requires jurisdictions to replace vehicular level of service (LOS) with MMLOS. The plan must also forecast multimodal demand and utilize MMLOS impacts to replace general "traffic impacts." Under this legislation, development cannot be denied for LOS failure/concurrency reasons if impacts can be mitigated through active mode, transit, ride sharing, demand management, or other transportation management strategies funded by the development. Facilities that provide the greatest safety benefit to each category of roadway users should be prioritized.

Recent legislation has also changed the impact fee development process. Senate Bill (SB) 5254 redefines "public facilities" eligible for impact fees to include off-street bicycle and pedestrian facilities that were designed with multimodal commuting as an intended use. HB 1337 limits impact fees on ADUs to no more than 50% of the rate for a single-family home, and HB 1331 allows childcare/early learning facilities to be exempted from impact fees.

MMLOS, Concurrency, and Impact Fees Overview

While often assumed to be the same, MMLOS, concurrency, and impact fees support one another, but have distinct purposes and definitions. MMLOS is a tool to measure the performance of the transportation system and identify needed improvements for areas that do not meet the community's expectations. MMLOS, as opposed to single-mode LOS (historically just focusing on traffic congestion), involves standards for all modes of transportation used within the community. HB 1181 requires that all jurisdictions develop a set of MMLOS standards.

Concurrency is evaluated as part of the development approval process. This tool requires communities to build new infrastructure in conjunction with expected growth to meet the defined MMLOS standards. However, MMLOS standards are not required to match concurrency standards.

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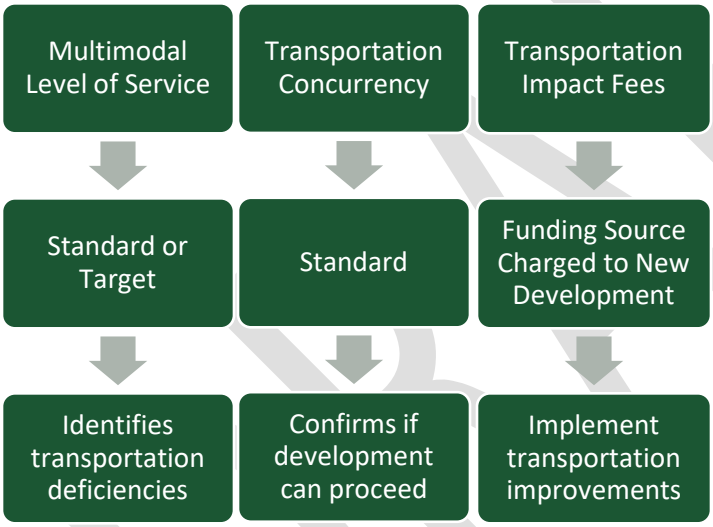
For example, a city may have vehicle LOS standards under their MMLOS standards to inform their project list but could choose to have a system completeness approach to concurrency. This approach requires cities to build person-trip capacity to keep pace with development. If a development would cause a concurrency impact, the city could choose any project from their concurrency list to increase person-trip capacity. This approach allows greater flexibility by not prescribing specific auto capacity projects that a traditional auto LOS concurrency program would result in.

Transportation impact fees are a funding mechanism to help fund these projects. This tool involves charging a fee to a new development that would help the City build new capacity. The GMA authorizes the use of impact fees to fund projects necessary to meet MMLOS standards or concurrency standards. **Figure 1** shows a flowchart of each of these three tools.

Figure 1. Flowcharts for MMLOS, Concurrency, and Impact Fee



The GMA requires that jurisdictions define MMLOS standards or targets for arterials, transit services/facilities, and active transportation facilities. The MMLOS standard or target is used to understand what facilities need to be expanded or enhanced to accommodate travel demand and community expectations. They are typically based on facility capacity or the design of the facility. MMLOS helps cities develop comprehensive plans and networks for each mode, and generally dictates "what the city is planning to build, and where".

The GMA also requires that jurisdictions set a standard to ensure that the planned transportation investments occur in conjunction with growth – this is called transportation concurrency. Concurrency standards can be based on facility capacity, design, or the total multimodal supply of infrastructure. An assessment of concurrency is performed for each new development seeking permits. The city must ensure that the concurrency standard is met within 6 years of identifying a

deficiency or development must be denied or modified to meet the concurrency standard. Many jurisdictions have historically used a "capacity" based system for defining a standard and the only mode that is typically capacity-constrained is auto (dominated by single occupancy vehicle trips), which compels the use of public funds to expand the capacity for autos. There is no evaluation given to other modes because they are not at capacity. However, by measuring concurrency based only on auto LOS, jurisdictions tend to focus on improvements that benefit autos, potentially at the expense of pedestrians, bicycles, and transit. Anecdotally, many communities have a roadway system that connects to every parcel, but only a partially implemented network for bicycles and pedestrians.

Impact fees are authorized by the GMA to assist with capital project funding. The Washington Administrative Code (WAC) defines impact fees as a one-time fee that can fund new or expanded "system improvements" of "streets and roads." Impact fee projects must directly address increased demand caused by new development and can only apply to fixed capital projects, not ongoing maintenance or existing deficiencies. Impact fees can also fund capacity-expanding multimodal projects, such as a new multi-use commuter trail. Finally, impact fee schedules must be proportionate to the impact of the development. For example, the impact fees charged for developing a single-family home would be less than the fees charged for developing a 20-unit apartment complex. Impact fees are not required by the state but are a useful funding mechanism to ensure that MMLOS and concurrency requirements are met.

MMLOS, concurrency, and impact fees are all tools that jurisdictions can implement to keep the transportation system functioning at the desired standard while the community experiences growth.

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WASHINGTON
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2024 Human Services Needs Assessment

Prepared by Koné Consulting for the City of Lynnwood

July 2024

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Executive Summary

This report is an update to the 2016-2018 Lynnwood Human Services Needs Assessment. The purpose of the report is to provide new data on the current state of human services, identify best practices from similar municipalities, determine needs and barriers to accessing human services, and recommend strategies to address the current needs. The findings in this report are based on analysis of publicly available data – including American Community Survey (ACS) data, Department of Social and Health Services (DSHS) data, reports from local human service providers, and needs assessments from similar municipalities – and original data collected through interviews with local community-based organizations and other key stakeholders.

Lynnwood Community Profile

Key findings and demographics from the analysis of ACS data shows that Lynnwood continues to grow and become more diverse.

- 40% of residents are white and non-Hispanic
- 19% are under the age of 18
- 17% are age 65 and older
- 12% of residents over age 25 have no high school diploma
- 38% of residents speak a language other than English at home
- 80% of residents aged 65 and older who speak Spanish, Indo-European, and Asian languages at home can speak English "less than very well"

Additionally, DSHS data shows that the majority of services received were economic (84%), followed by aging and long-term support services (10%). In terms of economic services, the Basic Food program (SNAP) accounted for 77% of the economic services provided in Lynnwood. Child support services made up 35% of the economic services, while family assistance (TANF) accounted for an additional 7%. Aging and Long-term Support Services accounted for 10% of all services, making it the largest category after economic services.

Best Practices

Regional collaboration was identified as a best practice through the analysis of needs assessments from similar municipalities. Many human services needs bleed over between communities, necessitating a collaborative, regional approach to addressing these problems. Similar municipalities in the region have proposed or implemented collaborative solutions to address regional human service needs. Examples include the King County Regional Homelessness Authority (KCRHA), North King County Coalition on Homelessness (NKCCH), North Urban Human Services Alliance (NUHSA), Regional Crisis Response Agency (RCR), and Human Services Funding Collaborative (HSFC).

Person-centered approaches to housing and homelessness are also being pursued by several municipalities in Northwestern Washington. Approaches include the City of Issaquah's Behavioral Health and Homeless Outreach Program, the Community Court program, and the City of Bellevue's Safe Parking Pilot program.

Interview Findings

Several themes and subthemes emerged from interviews with local human service providers and other key stakeholders. The needs and barriers that were identified in the interviews are outlined below.

- The **cost of services** and **transportation** are barriers to accessing human services
- **Affordable housing, rental and legal assistance**, and **shelter services for people who are unhoused** are needed in the community
- The need for **food assistance and other basic needs** have been increasing in recent years
- There is a need to **improve mental and behavioral health support**
- There is a lack of **cultural support and community connection**
- There is an opportunity to improve **awareness and outreach**
- There is a need to improve **collaboration and communication** between organizations and between organizations and City staff

In addition to sharing human service priority areas in the community, interviewees also shared positive experiences and success stories. Many providers commented on positive interactions with other community-based organizations, and emphasized the importance of Lynnwood's human services coordinator position.

Recommendations

Three key recommendations were identified, which reflect a compilation of priorities identified by the community in interviews and the Lynnwood Human Services Commission, best practices from comparable cities, and the expertise of the consulting team. The prioritization of recommendations is based on their strength in meeting the identified needs and their feasibility to implement.

1. **Improve awareness of services and outreach to the potentially eligible**
    a. Manage, maintain, and promote the Lynnwood-specific resource guide
2. **Continue to address the affordable housing and homelessness crisis**
    a. Strengthen Lynnwood's tenant protection laws
    b. Increase housing program options for the unhoused and housing insecure
3. **Strengthen regional service delivery collaboration and coordination**
    a. Test innovative solutions regionally
    b. Replace the embedded social worker position that served as 911 diversion
    c. Sustain the Lynnwood human services coordinator position

Project Overview and Methodology

The City of Lynnwood partnered with Koné Consulting to update the 2016-2018 Lynnwood Human Services Needs Assessment to reflect the current state of human services and possible impacts from the COVID-19 pandemic. This report assesses the current needs and challenges facing Lynnwood residents, identifies trends and priority areas, and recommends strategies to improve human services outcomes. These findings are based on analysis of publicly available data and original data gathered through interviews with local community-based organizations (CBOs).

Review of Existing Data

The following data sources were reviewed to obtain a comprehensive understanding of human services, trends, and priority areas in Lynnwood and Snohomish County.

- Verdant Health Commission Community Health Needs Assessment (2022)
- Snohomish County Community Health Needs Assessment (2022)
- City of Lynnwood Community Equity Survey and Final Report (2021)
- City of Lynnwood Human Services Commission Report (2020)
- 2016-2018 Lynnwood Human Services Needs Assessment
- City of Lynnwood 2022-2026 Strategic Plan
- City of Lynnwood ACS data
- DSHS data for Lynnwood zip codes

Review of Needs Assessments from Similar Municipalities

Extant data analysis includes a review of needs assessments from similar municipalities that were conducted within the last four years. Criteria for similar municipalities included population size, demographics, and location. The following municipalities were selected: Shoreline, Washington; Monroe/Sky Valley, Washington; Issaquah, Washington; Redmond, Washington; Bothell, Washington; and Longmont, Colorado. The consultant team analyzed and compared assessments to identify key human services issues, common themes, approaches, and best practices from cities similar to Lynnwood.

Key Stakeholder Interviews

The consultant team interviewed local service providers to develop a comprehensive understanding of Lynnwood's human services landscape. A total of 19 virtual interviews were conducted with human service providers serving Lynnwood residents. The interviews gathered a variety of perspectives on the current state of services, identified unmet needs and barriers to accessing services, and collected insights into possible trends and priority areas.

Community-Based Organizations Interviewed:

- YWCA
- Lynnwood Library
- Homage Senior Center
- South County Fire Department
- Community Health Center
- Latino Educational Training Institute (LETI)
- Jean Kim Foundation
- Lynnwood Food Bank
- Verdant Health Commission
- Heroes Café
- Snohomish County Housing Authority,
- Washington Kids in Transition
- Mercy Watch
- Project Girl
- Volunteers of America
- Lahai Health
- Edmonds College Food Pantry
- City of Lynnwood Council
- Development and Business Services

A lead interviewer and notetaker conducted all interviews. Interviews were semi-structured: interviewers asked pre-written questions but were given the flexibility to explore emergent topics and ask follow-up questions. Notetakers recorded detailed, written notes during each interview.

Interview Questions:

1. Please tell us a little more about what your organization does, and your role.
2. Do you serve the entire Lynnwood geographic area? or King/Snohomish Counties? How many people do you serve that live in Lynnwood?
3. Are there specific community groups that you focus services on?
4. Have you been awarded grant funds from the City of Lynnwood in the past? If yes, what has your experience been with the process? What should the City do differently?
5. The 2016-2018 Lynnwood Needs Assessment identified the following key issues: Basic Needs (Shelter, Food, Clothing); Homelessness; Substance Abuse; Mental Health; and Support for Veterans. What do you think of these human services priorities for Lynnwood residents? Have needs shifted over time? Is there anything missing from this list?
6. As you think about your services in Lynnwood or for Lynnwood residents, are you seeing any unmet needs or a crisis? Are there any social identity groups who are unable to access services? How do you believe these gaps could be addressed or resolved?
7. Do you know the extent to which eligible people in Lynnwood are aware of the services they need? What suggestions do you have?
8. Do you know the extent to which eligible people in Lynnwood receive the services they need? What suggestions do you have?
9. We are seeking existing data about the Lynnwood community. Do you have, or are you aware of, existing reports or data sources that could help us better understand human services in Lynnwood?
10. Whom else would you recommend we interview as an important stakeholder?
11. Is there anything else you'd like us to know about the human services needs in the community?

Data Limitations

While the findings in this report are sound because they are based on a mix of quantitative data already available in the community and qualitative data from interviews with community stakeholders, there are limitations to the conclusion that can be drawn from the data. First, the only original data gathered by the consulting team was through stakeholder interviews. Because of cost limitations, the scope of work for data collection did not include other types of community engagement like listening sessions, focus groups with people with lived experience, and/or a community survey. The Recommendations section suggests follow-up data collection activities to fill these gaps.

Second, a limited number of peer municipality assessments are available to the public, limiting the scope of the review. Many peer municipalities conducted their most recent assessments prior to the COVID-19 pandemic; these assessments' findings are not reflective of current conditions and could not be used. This exempted many cities along the expanding Light Rail Line (Tukwila, Seatac, Burien, White Center, etc.). The consulting team did, however, review and analyze six peer municipality reports as planned. Furthermore, the consulting team's experience conducting prior needs assessments in South King County were integrated into the final report and recommendations.

Finally, there are limitations to the DSHS data on program participation. First, the participation data undercounts the actual need in a community because participation rates are less than 100% of the eligible population in need. In some programs, participation rates can be as low as 50-60% because of the difficulty applying for and keeping benefits, the restrictive eligibility rules, or the availability of funding. Second, many people qualify for more than one DSHS program. In order to remove duplicate counts of service recipients, DSHS applies a hierarchy of program participation to its data. For example, if an individual is receiving food assistance benefits AND Medicaid (a common combination), they are only counted once, leading to an undercount in the program lower on the hierarchy. However, that also means the total number of participants in each subcategory, and the grand totals, are accurate and reliable counts based on data taken directly from state eligibility systems.

Lynnwood Community Profile

Key Demographics

- **40%** of residents are white and non-Hispanic
- **19%** are under the age of 18
- **17%** are age 65 and older
- **12%** of residents over age 25 have no high school diploma
- **38%** of residents speak a language other than English at home
- **80%** of residents aged 65 and older who speak Spanish, Indo-European, and Asian languages at home can speak English "less than very well"

Age

The median age of Lynnwood residents is roughly 39 years old, only somewhat older than the state meridian age of 38.

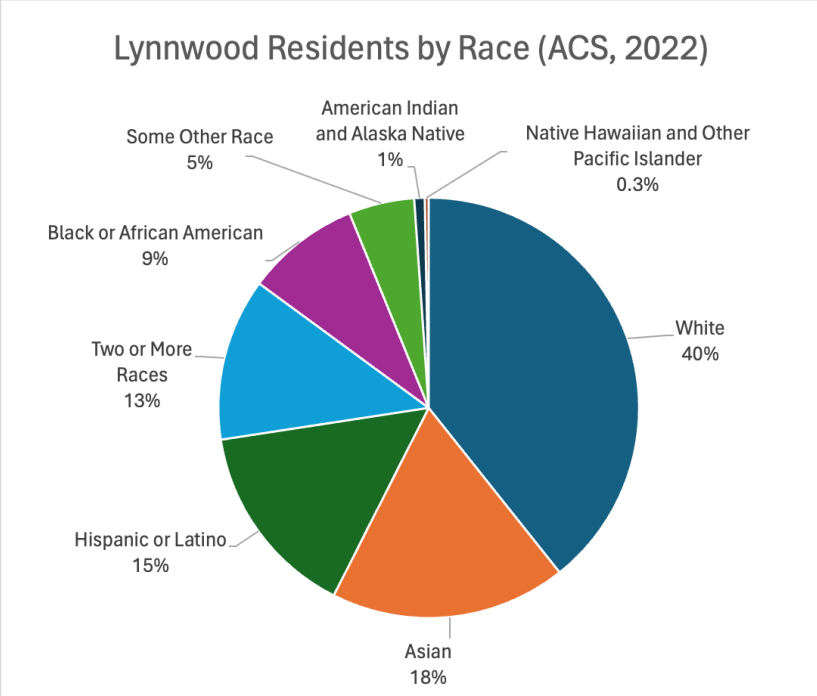
- 19% are under the age of 18
- 17% are age 65 and older

Gender

- 51% Female
    - 61% of residents over 65 are female
- 49% male

Race

Lynnwood is racially and ethnically diverse, with some racial minority groups being roughly double that of the state averages. For example, 8.7% of Lynnwood's population is Black or African American, compared to 4% in Washington state, and 18% is Asian, compared to 9.8% statewide. The two groups underrepresented in Lynnwood compared to the rest of the state are American Indian and Alaska Native, and Native Hawaiian.



- The largest racial group in the population is white individuals, comprising 55% of the total population. However, 15% of this group are Hispanic or Latino, making the non-Hispanic white population effectively 40%.
- The next largest racial group is Asian, accounting for 18% of the population. Within the Asian group, the largest sub-population is categorized as 'other Asian,' followed by Korean, Filipino, Vietnamese, and Asian Indian.
- The category “Two or more races” is the fourth largest and the majority are “white and some other race” and “white and Asian”.

Language

Among Lynnwood residents, 38% speak a language other than English at home. These languages include Asian and Pacific Island languages (13.8%), Spanish (10.6%), other Indo-European languages (8%), and

other unspecified languages (5.8%). While most languages have a fairly even age distribution, ACS data suggests that speakers of Asian and Pacific Island languages are likely to be older residents. Given the small population of Native Hawaiians and other Pacific Islanders and the higher population of Asian residents in Lynnwood, these are most likely Asian languages. About 80% of adults aged 65 and older who speak Spanish, Indo-European, and Asian languages at home can speak English "less than very well," indicating a need for translation services when working with the older adult population.

Education

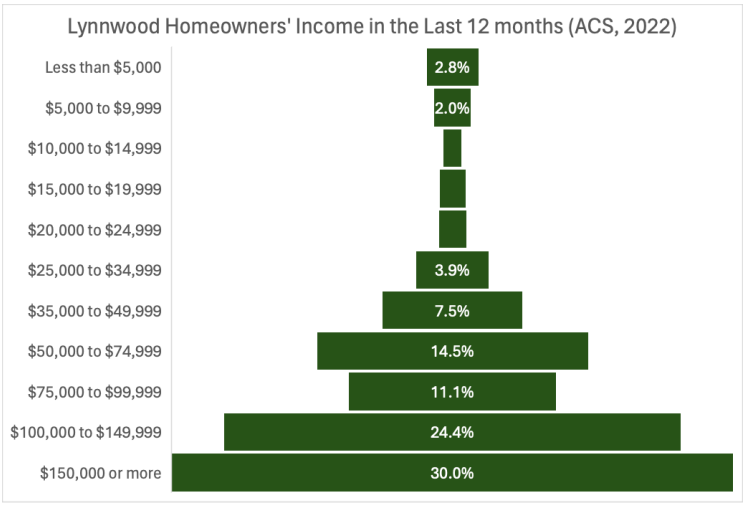
Residents of Lynnwood tend to be less educated than the Washington state average: 12% of residents over 25 have no high school diploma, compared to 7.8% across the state. Additionally, individuals without a high school diploma are more likely to be in poverty (31%) in Lynnwood compared to the state average (20%). About 32% of adults in Lynnwood are enrolled in college or graduate school.

Most K-12 aged children in Lynnwood are enrolled in school, with enrollment percentages in the upper 90s. However, only 40% of children aged 3 to 4 are enrolled in preschool, and nearly 70% of these children attend private preschools. This suggests that lower-income families may face challenges with accessing affordable childcare options for toddlers.

Income

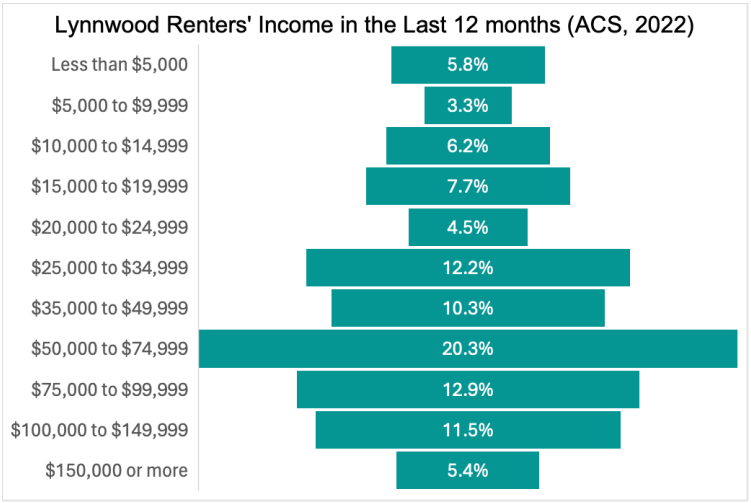
	Lynnwood median income	North Lynnwood median income	Edmonds median income	Mountlake Terrace median income	Washington State median income
Families	$93,216	$102,843	$142,174	$109,827	$109,192
Married-couple families	$110,475	$115,271	$158,008	$115,744	$124,257
Non-family households	$41,822	$73,246	$59,940	$68,466	$57,299
All Households	**$72,241**	**$89,944**	**$110,057**	**$96,104**	**$91,306**

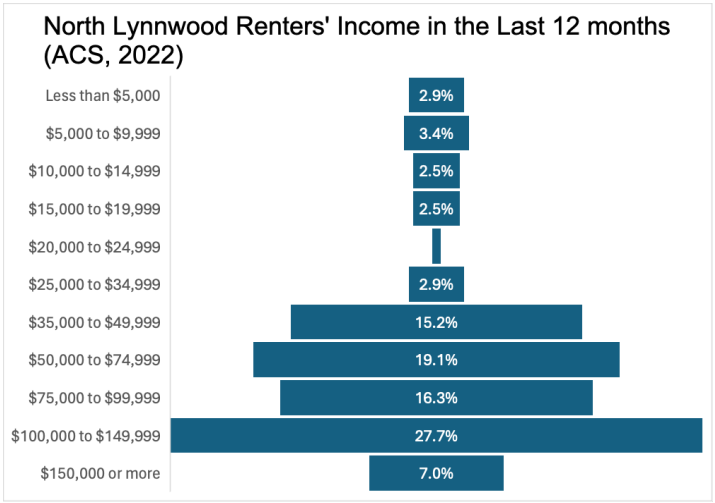
In most respects, Lynnwood and Northern Lynnwood share demographic profiles in all areas except income. The median household income is roughly $72,000 for Lynnwood and $90,000 for North Lynnwood. Much of this difference comes from a significant disparity between married and unmarried households in Lynnwood. The median income for non-family households in Lynnwood is significantly lower than the surrounding area and state as a whole. The Census Bureau defines "nonfamily households" as households where an individual is living alone or with unrelated individuals (such as roommates). These income disparities highlight the economic challenges faced by non-family households in Lynnwood compared to their counterparts in North Lynnwood and the broader region.



The other area where we see an income discrepancy is between homeowners and renters in Lynnwood. Fifty-percent of renters earn less than $50,000 annually compared to 20% of homeowners, however we do not see as much of a discrepancy among renters in North Lynnwood where the data looks closer to that of homeowners.

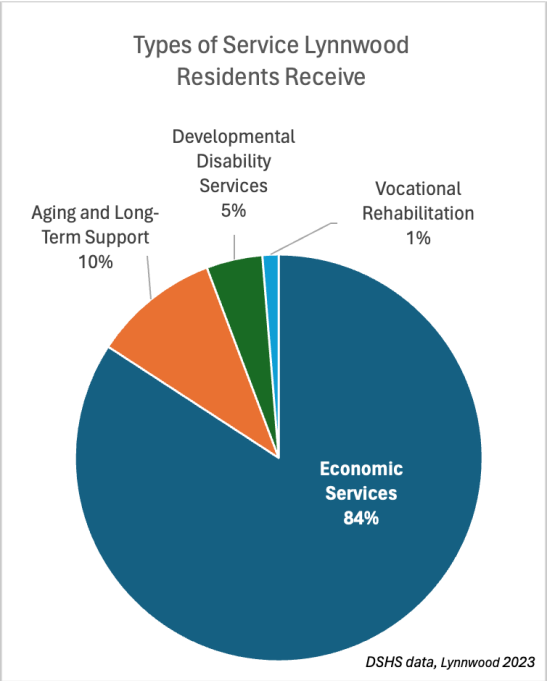
Taken together, the income data suggests that single renters in Lynnwood are a group with particular economic needs. Those living without family members are also at a higher risk for being isolated, which limits outreach to this group.





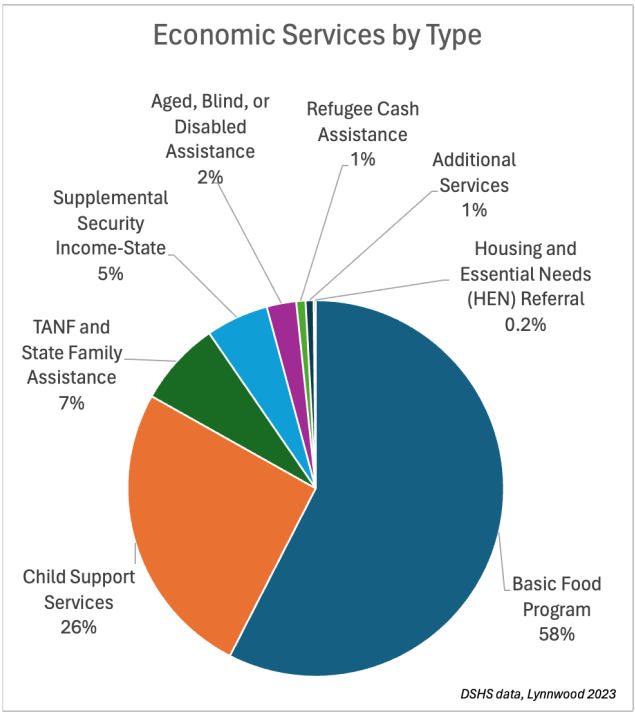
Lynnwood DSHS Data

For this report, city-level data on services was obtained directly from the Department of Social and Health Services (DSHS). In 2023, roughly 9,400 residents received some type of assistance, meaning roughly 1 in 4 Lynnwood residents received some type of assistance. The majority of services received were economic (84%), followed by aging and long-term support services (10%).



Economic Services Breakdown

- Within the economic services category, the largest share was from the Basic Food program (SNAP), accounting for 77% of the economic services provided. This indicates a significant reliance on food assistance programs.
- Child support services made up 35% of the economic services, while family assistance (TANF) accounted for an additional 7%.



Aging and Long-Term Support Services Breakdown

- Aging and long-term support services accounted for 10% of all services, making it the largest category after economic services.
- The largest sub-category was comprehensive assessments and case management, which constituted 33% of all aging and long-term support services. This was followed by additional services at 24% and in-home services at 20%.

The data provided by DSHS is unduplicated, meaning that participants are not counted multiple times if they are enrolled in multiple programs. This approach ensures that the numbers presented are conservative estimates, reflecting the minimum number of unique individuals receiving services.

Data Collection Results

Common Themes and Best Practices from Similar Municipalities

Common themes, approaches, and best practices were identified through the review of needs assessments from similar municipalities. The results are summarized below.

Common Themes

Demographics are shifting in Western Washington. All the municipalities in this review have experienced **significant population growth** over the past decade. Population growth has **increased diversity** throughout the region, leading to greater proportions of residents being foreign born and speaking languages other than English.

Housing affordability is a priority need across all municipalities in this review. Communities in Washington State and the U.S. are struggling with rising housing costs, which have increased 36% since 2020[1]. In four of the six communities, at least 30% of the community is cost burdened, paying more than 30% of their income on housing (Shoreline did not provide this data, but noted an 'extreme' cost burden). In two communities (Shoreline and Monroe / Sky Valley), community members cited the size and quality of housing as a significant housing issue, highlighting this as an area for further investigation.

Behavioral and mental health care is also a priority need in all municipalities. Community members express that the COVID-19 pandemic exacerbated mental and behavioral health issues, and have created a high demand for treatment. Intersecting issues of social isolation, digital disconnectedness, and racism/discrimination further exacerbate this issue. Despite the high level of need, all communities are facing barriers to providing this care. Mental and behavioral health care remain cost prohibitive for uninsured residents and Medicare/Medicaid beneficiaries, and increased demand burdens an already limited supply of behavioral health professionals. In addition to this, there are few community resources and programs that address mental and behavioral health needs.

Homelessness is linked to the issue of housing, with affordability and lack of stable housing driving the issue. However, the assessments in this survey had comparably little data on the specific needs of the homeless community. Municipalities did provide data on gaps in homeless services and barriers to receiving services. In many communities, there are few local resources for shelter and other basic needs for the unhoused. Furthermore, inadequate transportation prevents unhoused community members from accessing these services in neighboring communities.

Awareness of services was a major barrier in all municipalities. Community members lack knowledge about human services in key areas such as:

[1] https://fred.stlouisfed.org/series/CPIHOSNS#0

- What services are available and how they can help
- Where to access these services and how to access them
- Eligibility for these services

In addition to awareness barriers, community members experienced **administrative burdens**. These include lengthy or complicated applications, lack of guidance during the process of applying to or receiving services, frequent eligibility certifications and other activities that require additional effort of service recipients. These administrative burdens either discourage or directly prevent potential clients from seeking or receiving services.

Language inclusion and cultural responsiveness created barriers to the increasingly diverse communities throughout Washington state. Community members indicate that this issue primarily impacted outreach and awareness related to services, though there was little data about the availability of services in languages other than English and its impact on communities. Community members did note a lack of culturally responsive services, particularly in regard to behavioral and mental health services.

Best Practices

Regional Collaboration is a priority for communities across Northwestern Washington**,** with many recognizing the need to establish partnerships with neighboring municipalities and regional service providers. Many high priority issues bleed over between communities, necessitating a collaborative, regional response. For example, when housing costs increase in one community, residents move to neighboring communities in search of more affordable housing. In turn, the increased demand from new residents drives up housing prices in this community, residents move to another community to find more affordable housing, and the cycle continues. In a similar vein, when one community does not have the resources to meet the needs of the unhoused, these residents travel to other communities to seek services. An influx of new clients places strain on these services, there are service shortages and long wait times, and unhoused residents seek services in other communities, where the cycle repeats.

Municipalities across the region must work together to meet these needs and stop the cycle. A number of communities have proposed or implemented collaborative solutions to these problems. The City of Redmond's Human Services Needs Assessment finds that service providers in the City actively seek out partnerships with regional organizations, particularly for securing physical space to provide services and virtual service programming. The City of Shoreline also recognizes this need and has developed partnerships with regional service providers including the King County Regional Homelessness Authority (KCRHA), North King County Coalition on Homelessness, North Urban Human Services Alliance, and Human Services Funding Collaborative.

The City of Issaquah has developed partnerships with regional organizations to increase service capacity in the City. Regional service providers travel to Issaquah and set up temporary, pop-up service centers. This approach, when coordinated with other municipalities in the region, can act as a stop-gap measure when municipalities face increasing demand for services. The cities of Bothell, Kirkland, Kenmore, Lake Forest Park, and Shoreline have launched a Regional Crisis Response Agency (RCR). The RCR works with municipal emergency services (law enforcement, fire, and EMS) to respond to mental and behavioral health crises. The RCR's mental health professionals use a person-centered approach of de-escalation, resource referral, and follow up for individuals experiencing mental and behavioral health crises. The RCR is supplemented by a new, regional behavioral health crisis response center located in Kirkland.

Person-centered approaches to housing and homelessness are being pursued by multiple municipalities in Northwestern Washington. The City of Issaquah established a Behavioral Health and Homeless Outreach Program in collaboration with the Police Department. The program provides unhoused community members with resources including shelters, housing, rental assistance, mental healthcare and substance use disorder treatment, among others. Since its launch, the program has made 1177 service connections and permanently housed 38 residents. In addition to this, the City has established a Community Court to provide alternatives to the traditional criminal justice system. The Court connects low-level offenders to human services in an effort to reduce recidivism and provide alternatives to incarceration. This is similar to the "Homeless Court" approach recommended by the American Bar Association (ABA). Homeless Courts connect unhoused defendants to human services, employ progressive plea bargaining, and alternative sentences to address crime without further marginalizing unhoused community members. Over 45 communities have established homeless courts, and the ABA provides technical assistance to communities seeking to establish their own homeless court system.

The City of Bellevue is implementing a Safe Parking Pilot Program to serve unhoused individuals living out of their vehicles. The program establishes a safe parking lot for individuals to park their vehicles, live, and sleep in. Safe Parking Pilot clients will have access to a day center with wireless internet, kitchen, laundry, and bathroom facilities as well as case management services for assistance finding long term housing. The program is run by a local human service provider, 4 Tomorrow, which developed the program's code of conduct and safety plan, and provides staffing. Families living in vehicles are given first priority, and clients are barred from using drugs or alcohol on Safe Parking premises.

The full comparison report can be found in Appendix A.

Interview Findings: Lynnwood's Human Services Needs

Throughout the interviews with key stakeholders, common topics included barriers to accessing services, trends and priority areas, and potential solutions to address unmet needs in the community. Several themes and subthemes emerged from these conversations. The section below synthesizes the results of the thematic analysis.

Barriers to access

Throughout the interviews, many providers noted barriers Lynnwood residents face when accessing human services. The majority of access barriers fell under two categories: transportation and cost.

Transportation

- Many providers cited transportation as a significant barrier to accessing services, especially for people with disabilities and older adults.
- Providers noted that access to reliable public transportation is critical, especially for residents who don't own or cannot drive a car. However, public transportation options for low-income residents are lacking in Lynnwood. Providers called for improvements to the current public transportation infrastructure so residents are able to easily access services, such as healthcare appointments. There is also a need for more infrastructure and funding for shuttle services that can transport community members to local human services programs, such as the food bank or the senior center.
- The Zip shuttle ride was noted as a helpful transportation service that is available to Lynnwood residents, especially for older adults. However, there are a limited number of vans available and limited routes. Providers noted that it would be helpful to expand the reach of this program.
- Not all services are accessible along bus routes. Additionally, providers noted that the process of obtaining a free bus pass is difficult and time consuming, involving multiple pages of paperwork to determine eligibility.

Cost

- Cost is a significant barrier to obtaining certain types of basic needs in Lynnwood, including healthcare and housing.
- There is a lack of providers who accept AppleHealth (Medicaid) and uninsured patients. For providers who are in network, there are often extremely long waiting lists to get in for an appointment.
- Cost and long waiting times leads to people putting off healthcare appointments and risking developing more serious complications.

Affordable housing, rental and legal assistance, and shelter services for people who are unhoused

A major theme across all interviews was the need for more affordable housing options, more rapid rehousing programs for people who are unhoused, and access to local shelters. Providers also noted the need for rental assistance and tenant protections. In particular, multigenerational and multifamily households in Lynnwood are struggling with recent increases in housing costs. There are also many residents who are on a fixed income and are facing significant increases in rent. Providers also noted that growth associated with the new Light Rail station may price out some families.

A few providers mentioned that there are two new affordable housing options being developed by Housing Hope in South Snohomish County. One 52-unit complex, Madrona Highlands, is opening in late 2024 in Edmonds. A second complex, Scriber Place, is being developed in collaboration with the Edmonds School District to serve some of the students and their families who are unhoused, with an estimated opening date of September 2025.

In addition to the need for affordable housing, providers mentioned the need for a safe shelter available year-round in Lynnwood. Service providers for unhoused residents noted that they have to refer people to shelters outside of Lynnwood (Everett or Monroe), and that there are no year-round, universally accessible shelter services.

There are currently limited options for overnight shelters in Lynnwood. A winter emergency shelter is available, but only in sub-32-degree temperatures. The YWCA Pathways for Women in Lynnwood, which is a 13-unit complex that offers a 45-day emergency shelter for single adult women and mothers with children, is the only women's shelter in South Snohomish County. Long waitlists and eligibility rules limit its accessibility, particularly for men; the closest men's shelter is located in Everett.[2] Additionally, 6 pallet shelters in Lynnwood closed indefinitely at the end of May 2024, further reducing shelter options for unhoused residents.

Food assistance and other basic needs

Many providers noted a recent increase in need for food assistance. From 2019 to 2023, the Lynnwood Food Bank saw a 251.1% increase in individuals served, and a 171.3% increase in households served.[3] Similarly, there has also been a notable increase in food insecurity across all of Snohomish County. The 2022 Snohomish County Community Health Needs Assessment reported that the County's food insecurity rate surpassed the Washington State rate in 2020.[4] Clothing, showers, hygiene products, diapers, and baby formula were among the other basic needs mentioned throughout the interviews.

Mental health and behavioral health support

The need for improved support for mental and behavioral health emerged as a key theme throughout the interview process. Providers mentioned that co-occurring mental health and substance use disorders have been exacerbated by the COVID-19 pandemic. Community resources are limited, and programs are struggling to keep up with the increase in demand for treatment options. The waiting list for mental health counseling, for example, is long and remains cost prohibitive for Medicaid and uninsured patients. Providers noted that wait times for mental health appointments are even longer for youth and non-English speaking clients. Additionally, providers mentioned that the limited availability of parks and green

[2] 211 Washington - Overnight Shelters in Lynnwood.
[3] Lynnwood Food Bank, 2024
[4] Snohomish County Community Health Needs Assessment, 2022

spaces in the City may have detrimental effects on mental health and social connectedness within the community.

Providers also identified drug use and opioid overdoses as increasing concerns in the community. This finding matches county-level data: the Verdant Community Health Needs Assessment reported that drug-overdose levels in Snohomish County increased 74% between 2020 – 2021, which has placed increased demand on an already limited substance disorder treatment workforce.[5] The prominence and consistency of this theme in interviews strongly indicates a critical need for increased mental and behavioral health funding and capacity in Lynnwood.

Cultural support and community connection

Another theme that emerged through the interviews is the need for cultural support and to build social connectedness within the community. In terms of cultural support, providers mentioned a need for increased capacity among local health care providers in providing language appropriate and culturally competent care. Providers suggested a few solutions to build community connection, including cross-cultural events, promoting cultural diversity, and improving access to cultural foods.

Providers also noted that residents are feeling increasingly isolated since the COVID-19 pandemic. Providers observed that residents are disconnected socially, and that there is a lack of community identity in Lynnwood because of its nature as a commuter city. These feelings of disconnection are furthered by limited awareness of community events and human service resources.

Awareness and outreach

Providers reported that there is a need to improve awareness and outreach regarding human services in the community. Residents often have limited awareness of local services they are eligible for and do not know where to go to learn more about available resources.

When asked for suggestions on how to improve awareness and community outreach, many providers' responses were centered around trust and relationship building in the community. Providers also noted several specific methods they have found to be effective in reaching community members, outlined below:

- Social media posts, flyers, and in-person community events. Providers mentioned that Facebook posts and WhatsApp messaging is a popular and effective way to reach residents, especially for the immigrant and refugee community.
- Word of mouth and referrals from trusted providers.
- Advertisements at places of worship, schools, workplace.
- Outreach materials available in different languages.

[5] Verdant Health Commission, Community Health Needs Assessment, 2022

- Hiring a care navigator to assist in connecting individuals to human resources in the community. Having a 211 navigator on campus, for example, helps to connect students with additional resources in the community.

Collaboration and communication

Stakeholders mentioned a need for improved collaboration and communication – both between agencies, and between agencies and City staff:

- There is a need for improved interorganizational communication and collaboration among local community-based organizations. Many service providers do not feel well-connected or well-informed in regards to what resources other organizations are offering.
- There is also a need for improved cross-collaboration efforts between the City of Lynnwood and local community partners. Many providers noted that there is a lack of communication from the City about funding opportunities, resources, and human services initiatives.

High need populations in Lynnwood

Providers were asked to identify social identity groups who experience significant barriers to accessing human services in the community. The groups that were identified are listed below.

- Immigrants and refugees
- Black, Indigenous, and People of Color (BIPOC)
- Unhoused individuals
- People with disabilities
- Older adults
- Youth

Things that are working well

In addition to sharing trends and human service priority areas in the community, interviewees also shared positive experiences and things that have been working well at the City level. These responses are summarized below.

- Many providers noted the progress that has been made in responding to the priorities outlined in the 2016-2018 Human Services Needs Assessment.
- Many providers commented on positive interactions with other community-based organizations.
- Many providers emphasized the importance of having a human services coordinator at the City.
- Many providers expressed appreciation for seeking their feedback for this report and for the opportunity to share their insights on the City's human services needs.

Findings from Extant Data Review

A comprehensive review of existing data and reports was conducted to identify current trends and priority areas at the County and State level. This included a review of needs assessments from other

agencies with findings that are applicable to Lynnwood, including the Snohomish County Community Health Needs Assessment (2022) and Verdant Health Commission Community Health Needs Assessment (2022). A review of recent initiatives, such as the City of Lynnwood's 2021 Community Equity Survey, was also completed to develop background knowledge on needs in the community.

The Snohomish County Community Health Assessment (2022) and Verdant Health Community Health Needs Assessment (2022) identified the following health needs in Snohomish County:

- Mental health support and the need for social connection
- Substance use disorder treatment and support
- Housing and health care affordability and quality of care
- Food assistance
- Transportation
- Addressing disparities and focusing on diverse and equitable community outreach methods

The Snohomish County assessment in particular highlighted the need for healthcare that is both affordable and culturally competent. The report also highlighted the need for more coordination and communication between service providers and local government.

The key themes from the extant data review support the findings from key stakeholder interviews regarding human services priority areas and needs. There are similar needs between the City of Lynnwood and Snohomish County regarding mental and behavioral health treatment, improved access to transportation, culturally competent care and outreach, and coordination between service providers and local government.

There were a few findings that were specific to the City of Lynnwood that were not identified at the County or regional level. First, stakeholders in our Lynnwood interviews identified the **new light rail station** as having a high impact on Lynnwood's human services moving forward. Potential impacts, such as changes to housing affordability in response to the new station, were highlighted by multiple providers. Additionally, while the need for affordable housing and services for unhoused residents was highlighted at the County-level, the lack of a **local shelter** that is **accessible year-round** in Lynnwood is a unique challenge the City faces.

Recommendations

The following recommendations are a compilation of priorities identified by the community in interviews and the Lynnwood Human Services Commission, and best practices from comparable cities and the expertise of the consulting team. The challenges identified in this report are significant, and any city's ability to meet these challenges is limited by funding, staff time, and resources. Fortunately, the City of Lynnwood is not alone in its efforts to address the needs of vulnerable community members. Cities are a part of a network of community-based and government organizations – including county, state, and

federal – and faith-based organizations and private philanthropy. The strength in the system comes from, in part, the diversity of the entities involved. However, the system is also complex and loosely coordinated with multiple entry points to access services. One of the most powerful roles a city can play is in coordination, collaboration, and system access for its residents. The prioritization of recommendations in this section is based on their strength in meeting current needs, and how feasible they are to implement.

Current Challenges in Human Services Funding

Although the need for human services grew during the COVID-19 pandemic and related shutdown, new sources of federal funding were made available to help with the increased demand. The American Rescue Plan Act (ARPA) allocated $350 million in State and Local Fiscal Recovery Funds (SLFRF) to state, territorial, local, and tribal governments across the U.S. to address the impact of the pandemic. SLFRF funds were allowed to fund pandemic-related expenditures, premium pay for key personnel, infrastructure investments, and general government services impacted by pandemic-related lost government revenue. ARPA funds are nearly depleted and will no longer be available after 2024. This sudden shrinkage in funding is impacting most health and human services agencies simultaneously. As a result, some long-standing and seemingly stable community-based organizations have recently shuttered programs or their entire operation. While the need for services hasn't ended, a recent source of additional funding has, and some human services organizations are scrambling to find ways to fill the funding gap.

Another challenge is the state legal limit on the ability of cities to increase revenues. Washington passed a 1% levy lid on property taxes that limits increases in taxes by individual taxing districts to one percent annually. According to the Department of Revenue example, if a city levies their highest lawful levy of $1 million in property taxes, it can only levy $1.01 million the next year, plus any tax revenues generated by new construction, improvements to property, state assessed utility value increases, and wind turbines, solar, biomass, and geothermal facilities added to the tax rolls in the past year. This means, even if Lynnwood commits to building higher-density affordable housing, any additional property taxes raised by those housing units will be used to lower the taxes on the existing property owners instead of increasing revenues (above the allowed 1%).

Finally, because the City of Lynnwood has not (yet) reached a population of 50,000 or more people, the City cannot directly apply for and receive federal Community Development Block Grant (CDBG) funding to pay for human services investments. The Washington Department of Commerce sets aside a portion of Washington's federal CDBG funds to grant directly to smaller cities who can't receive funds on their own. However, Lynnwood has participated in a Consortium program to receive CDBG funds since 1975 and under the HOME Investment Partnership (HOME) program since 1992. Snohomish County is the lead agency and grant recipient for the Consortium. For CDBG funds, the Consortium consists of Snohomish County and all the cities and towns within the County, except the cities of

Everett, Marysville, and the King County area of Bothell, which is 18 cities/towns in total. Snohomish County regrants CDBG funding to those 18 cities/towns.

These funding restrictions should not discourage the City from investing in human services, but it does create a need for dedicated City staff resources to track, apply for, and manage external grant funding in order to fund City programming beyond what can be supported by City general funds.

Summary of Recommendations

4. Improve awareness of services and outreach to the potentially eligible
    a. Manage, maintain, and promote Lynnwood's resource guide
5. Continue to address the affordable housing and homelessness crisis
    a. Strengthen Lynnwood's tenant protection laws
    b. Increase housing program options for the unhoused and housing insecure
6. Strengthen regional service delivery collaboration and coordination
    a. Test innovative solutions regionally
    b. Replace the embedded social worker position that served as 911 diversion
    c. Sustain the Lynnwood human services coordinator position

Improve Awareness of Services and Outreach to the Potentially Eligible

Another theme from the interviews conducted was the difficulty people encountered finding the services they need. This is an issue in other comparable cities, too. One suggestion multiple interviewees made was to manage, maintain, and promote an enhanced resource guide specific to Lynnwood and updated regularly (at least monthly). The recommendation is for the resource guide to be available in two formats: an online guide that can be easily updated on a regular basis, and a printable version that can be handed out at in-person outreach events. The guide should be available in multiple languages and ADA-compliant. An even more enhanced version could include a "live operator" option for people who don't use the internet or don't read. Although the resources should be filterable by Lynnwood, many of the service organizations serve a larger area of the region, so this recommendation could be pursued in collaboration with other South Snohomish County cities, like Mountlake Terrace, Brier, Bothell, Edmonds, and Mukilteo.

Continue to Address the Affordable Housing and Homelessness Crisis

Strengthen Lynnwood's tenant protection laws

Several cities in the surrounding area are using the flexibility in state law to pass tenant protection provisions. Examples of laws allowed in the state that other jurisdictions are adopting include the notice of rent increases. The minimum notice required under state law is 60 days. Other neighboring municipalities have passed codes requiring longer notices – typically 120 days. The purpose is to give the

renter more time to look for new housing in the relatively competitive rental housing market. Another set of codes related to restrictions on fees, including caps on move-in fees, security deposits, and late fees, is also recommended. Installment payments of fees are allowed under state law. Neighboring municipalities have typically passed codes that cap the fees. Finally, municipalities are focused on passing provisions that protect manufactured/mobile homeowners from unreasonable increases or losses of the lease on the land their home is located on.

Increase housing program options for the unhoused and housing insecure

There are increasing needs for housing programs that either prevent people from losing their housing, or help to shelter and rehouse the unhoused. The interviewees identified increasing low-barrier emergency shelter services, including a year-round extreme weather shelter and a shelter for men as critical needs in the community. Another priority item is to create a regional stabilization center for rapid rehousing and transitional housing for the unhoused. Finally, there is also a need in the region to build more permanent supportive housing for people with disabilities and behavioral health needs.

Strengthen Regional Service Delivery Collaboration and Coordination

There are similar shifts in demographics – like population growth and increased diversity – affecting cities throughout the South Snohomish County region. Neighboring cities have identified similar needs in their recent human services needs assessments. Those needs include: the housing affordability crisis and homelessness; lack of behavioral health services; lack of awareness of services; and language inclusion and cultural competency. These are all problems that could benefit from regional solutions because of either their size, scope, and scale or the permeability of the boundaries of the cities in the area.

Also, there are nearby models of greater collaboration in North King County that could be used to set up a more formal South Snohomish County regional collaboration. Examples include the King County Regional Homelessness Authority (KCRHA), North King County Coalition on Homelessness (NKCCH), North Urban Human Services Alliance (NUHSA), Regional Crisis Response Agency (RCR), and Human Services Funding Collaborative (HSFC). If Lynnwood were to lead the way in hosting the start-up of a formal regional network of human services providers and government agencies, it would provide a more solid foundation to pursue some of the City's more ambitious goals. This recommendation is actionable in the short-term, and it would require relevantly modest resources, including time for City staff to manage the coordination effort and potentially seek funding.

Test Innovative Solutions Regionally

If a regional approach to economic security and poverty reduction were established, that broader coalition might be in a position to pursue more innovative solutions, like the universal basic income (UBI) pilots that several cities have implemented recently (See Appendix B). UBI, commonly defined as the unconditional, recurring cash payment provided to every citizen by the government, regardless of employment, socioeconomic status, disability, or family structure, embodies the principle that every

individual should have a guaranteed minimum income to meet basic needs, alleviate poverty, and attain financial autonomy and security. The administrative requirements and overhead costs of a solution like a UBI pilot would be best borne by multiple jurisdictions over a larger geographic area. These types of programs would also require considerable and sustained funding to be effective. However, unconditional cash payments in pilots like the one in Stockton, California reduced income fluctuations, increased full-time employment, and decreased feelings of anxiety and depression. Recipients predominantly spent the money on basic needs, with positive ripple effects observed in alleviating financial strain across networks and enabling more time for relationships.

Replace the embedded social worker position

For several years, the City of Lynnwood has supported a social worker position to embed in the police department to divert non-emergency 911 calls from more expensive emergency services, and to assist first responders with calls involving people in crisis. The position was created through a contract with Compass Health in Everett. Unfortunately, due to funding restrictions and other priorities, that program has ended along with the Lynnwood position. On an interim basis the Snohomish County Outreach Team (SCOUT) is filling the gap, but one position is serving a broader region and is unable to focus on just Lynnwood, leading to gaps in service. Other communities, like the City of Edmonds, have recognized the importance of 911 diversion programs and have replaced their embedded social workers with grant funding. 911 diversion programs are a best practice from other cities in the region, including RCR and the City of Issaquah outreach program.

Sustain the Human Services Coordinator Position

One of the strongest themes from the interviews was strong support and appreciation for the Lynnwood Human Services Coordinator position that was recently established. Interviewees noted an improvement in the level of communication, problem-solving, and service access since the position was filled by the current incumbent. The position has already served and could even enhance the City's important role as the point of contact for coordination and collaboration with other cities, the county and state, and community-based organizations. Another important role the human services coordinator position has is to support capacity building, including enhancing the City's ability to draw down existing grant funding and seek new funding sources. The coordinator position will also serve as an important point of contact for managing the City's human services plan and making sure the City is accountable for the strategies and goals in the plan. Finally, a human services coordinator in other cities plays a key role in a city's disaster/emergency response plan and system. Interviewees strongly recommend the City continue to fund the Human Services Coordinator position.

Other Human Service Needs

While the top three priorities based on feedback and research were increased collaboration, improved access, and affordable housing and homelessness service, other human service needs were also identified and important to continue to support. They include: programs that prevent food insecurity and hunger,

such as food banks and Meals on Wheels; community-based mental and behavioral health services; accessible and affordable transportation to access services; and childcare options for low-income families.

Appendix A: Community Needs Assessment Comparison and Best Practices Report

Comparable Cities in the Assessment

Shoreline, WA

Shoreline, Washington is a city of just over 60,000 residents located in Northern King County. Located just nine miles north of Seattle, over 90% of residents are employed outside of the city. On average, Shoreline residents have a lower mean income, are older, and have a higher incidence of disability compared to King County. Over a quarter of residents speak a language other than English, and the population has seen significant increases in Black, Asian, and multiracial residents.

The City of Shoreline recently adopted its 2024 Human Services Strategic Plan, with the bulk of community engagement taking place in 2023. Community engagement was achieved through key informant interviews with service providers and aligned public service systems, interviews with peer jurisdictions (such as Bothell, Issaquah, and Redmond), a focus group with City staff, and collaboration with service providers to collect input directly from clients.

The strategic plan identifies housing and homelessness, medical and behavioral healthcare, and nutrition assistance as the city's highest priority human services needs. Housing affordability is a problem for a large number of residents, who face a high housing cost burden. Families especially struggle to find housing large enough to accommodate all their family members. The plan highlights the need for more rental assistance and eviction protection and shelter and services for unhoused residents. Residents also expressed concern that a recent light rail addition will raise housing prices. The City's existing behavioral health resources are overwhelmed by increased demand, which has created a shortage of care and equity issues. The majority of existing service providers are at capacity with residents who have private insurance, whereas the uninsured and Medicare/Medicaid recipients struggle to find providers that have capacity and are affordable.

The strategic plan also identified several barriers to existing services that exacerbate these issues. Service provider clients cited limited information on programs as a major barrier, with many unaware of what services are available, where to access them, and how to navigate the service system. This was especially true for non-English speaking residents and immigrants, who described a lack of linguistically inclusive and culturally competent resources and outreach. Clients also cited administrative processes as an additional barrier to accessing services. Many are unable to access services due to eligibility requirements, long wait times, and complex application processes.

Monroe / Sky Valley, WA

Sky Valley is a collection of predominantly rural communities in South Snohomish County that includes Monroe, Sultan, Gold Bar, Index, and the City of Snohomish. The Sky Valley region has a population of 58,000, which is growing at a faster rate than Snohomish County and Washington State. The region's median income ($81,000/year) is higher than the state average, but lower than Snohomish County ($86,000/year). The region is less diverse, with only 18% of the population being BIPOC compared to the 25-28% in the county, state, and the US. Approximately 9.8% of residents have limited English proficiency.

The City of Monroe (the most populous community in Sky Valley) commissioned a regional human services needs assessment in 2021. The assessment covers the entirety of the Sky Valley region, including communities outside Monroe. Consultants hired by the City conducted both primary and secondary research on the region's human services needs. Primary research took the form of 45 key informant interviews, 5 focus groups, and resident and provider surveys.

Interviewees, focus group participants, and survey respondents all pointed to housing as a priority need in the region. Thirty-two percent of Sky Valley residents are housing cost burdened[6]. Community members expressed a need for housing that is affordable, stable, and safe, with different segments of the community identifying different key need areas. Participants from the Hispanic/Latino community faced barriers to affordability, including large down payments and hidden fees. These community members also cited poor quality housing and landlords that take advantage of their migrant status as additional issues. Seniors were primarily concerned with the affordability of housing options later in life, with many fearing that they will be unable to downsize or find affordable assisted living options when the time comes. Unhoused community members also identified housing as their highest priority need, specifically citing a lack of stable housing as a barrier to employment.

Other high priority needs include medical and behavioral health and transportation needs. Survey respondents cited physical health as their most used and most needed human service. Interviewees stated that they frequently travel outside of the Sky Valley region to seek care due to lack of resources in the region. Survey participants identified behavioral health as the number one human services gap and barrier. There are few resources for the uninsured and Medicare/Medicaid beneficiaries, and residents frequently travel to Everett or Kirkland for care. There is a particular lack of integrated homelessness, mental health, and substance abuse services, with all providers exiting the region in 2020. Homeless, disabled, senior, and parent participants in focus groups identified transportation as both a high priority need and gap in service. Transportation costs pose a high burden on these residents, and public transportation is often unavailable, unreliable, and slow. These gaps often lead to missed doctor's appointments, school, job interviews and other disruptions.

[6] Housing cost burdened is defined as spending more than 30% of household income on rent and utilities

Longmont, CO

Longmont is a municipality located in Northeastern Boulder County, Colorado. The municipality has a population of approximately 95,000 and saw significant population growth (11%) throughout the 2010s, including a growing population of older adults. Longmont is less diverse than the US as a whole, with only 17% of the population being BIPOC. Twenty-five percent of the population speaks a language other than English in the home.

The municipality of Longmont conducted a human services needs assessment in 2020. Data was collected using secondary sources as well as primary research. Primary research included a resident survey, stakeholder interviews, and thirteen focus groups. Given the timing of the assessment, the COVID-19 pandemic did have an impact on data collection. The resident survey closed right before the municipality issued a shelter-in-place order, and may not reflect all of residents post-COVID needs. Interviews and focus groups were conducted in mid-2020 and reflect human services needs that emerged due to the pandemic.

Longmont residents identified housing, physical and behavioral health, economic vulnerability, and the digital divide as key human services needs and gaps. Residents described a growing challenge in finding affordable housing, with many low-income households struggling to pay their rent or mortgage. Fifty-three percent of renters and 40% of homeowners in Longmont are cost burdened, and 13% of survey respondents stated that they needed help paying their rent or mortgage in the past year. Community members also identified a lack of services for homeless residents, with gaps in case management and shelter services (particularly for unhoused families). Community members identified a significant increase in behavioral health needs due to the COVID-19 pandemic, with 3,700 residents identified as having serious mental health needs. Behavioral health services are inaccessible, with residents citing hours and distance as major barriers. Cost is an additional barrier, with 13% of residents needing assistance paying for behavioral health services and 14% needing assistance paying for medical health services.

Community members also had significant needs related to economic self-sufficiency and basic needs. Many residents live paycheck-to-paycheck and rely on payday loans to pay for basic needs. Twenty-one percent of residents went without food in the past year due to cost, and 17% of residents stated they needed help paying for food. The assessment also identified a digital divide between residents, with low-income residents disproportionately lacking internet access, devices, and digital literacy. This intersects with other human services needs, as residents without internet access have less information about programs and services available in Longmont.

Issaquah, WA

Issaquah is located in the Seattle metropolitan area of King County. The city has a population of 40,060 and has seen significant population growth over the past decade. The city has a poverty rate of 7.8%, which is equal to King County's overall poverty rate. Issaquah is fairly diverse, with a large Asian

population (23.2% of residents) and a sizable Hispanic/Latino population (9% of residents). Thirty-percent of residents speak a language other than English, and 26% are foreign-born.

The City of Issaquah developed a Human Services Strategic Plan in 2022. This plan collected data on the city's human services needs through several community engagement activities, including 51 interviews with community partners, 13 interviews with residents experiencing homelessness, twenty-five interviews with non-English speaking residents, eleven focus groups with residents, a community survey, and six workshops with community members, service providers, and city staff.

These community engagement activities identified four primary human services needs: physical and behavioral health, housing and homelessness, cultural competency and language inclusion, and community resources. Interview and focus group participants reported high levels of mental distress in the community, with low income (< $15,000/year) and Black residents reporting higher levels of distress. The strategic plan identified several barriers to behavioral health services, including workforce shortages, difficulties navigating the system, and a lack of culturally competent care. There is only one mental health service provider in Issaquah that accepts Medicaid, and this provider only offers services for youth (up to age 24). There are no behavioral health services for low-income adults. Residents face similar issues accessing medical health care, as well as high cost barriers and a lack of preventative care.

Community members also identified housing affordability and homelessness as major needs. One third of the Issaquah community is housing cost-burdened, and many residents fear that rising housing costs will push them out of the area. These concerns are elevated for seniors, as there are few resources to help aging community members stay in their homes comfortably, safely, and independently. Issaquah also has few services for individuals experiencing homelessness: there are no services besides daily meals and a local food and clothing bank, many unhoused residents have to travel outside the community to seek services. Even then, these individuals cite lack of transportation, lack of identification, and feeling unsafe as major barriers to receiving services.

The strategic plan identifies service barriers facing Issaquah residents. Awareness and outreach is an issue, with 20% of survey respondents overall being unaware of services, including 30% of Spanish and Chinese speakers. Families in Issaquah believe there are too few childcare resources available, and that rising inflation has made the cost of raising a family prohibitive. The cancellation of bus routes has made it very difficult for seniors and the unhoused to access services due to lack of transportation. In engagement forums, community members also expressed the need for a community center that serves as a one-stop-shop for human services needs to assist with navigating and applying for assistance.

Redmond, WA

Redmond is part of the Seattle metropolitan area in King County. The City has a population of 73,000 and has seen significant population growth in recent years. Redmond is a very affluent community, with a median income of $132,188, which is significantly higher than the County, State, and U.S. as a whole.

Redmond is an increasingly diverse community, with almost 50% of community members identifying as non-white. In addition to this, 45% of community members speak a language other than English.

The City of Redmond commissioned its Human Services Needs Assessment in 2022. Consultants hired by the city conducted both primary and secondary research on the city's human services needs. Primary research included one-on-one and group interviews with service providers throughout the city, focus groups with community members, and a community survey. The strategic plan highlights two separate, and disparate communities in Redmond: one is the affluent community that is traditionally associated with the City's booming tech industry, and the second is a disadvantaged community living at the margins. This second group struggles to make ends meet and has critical human services needs.

Survey respondents identified affordable childcare, mental health counseling, and rent or utility assistance as the highest priority human services needs. Twenty-nine percent of renters in Redmond are cost burdened. When asked how Redmond could be made a better place to live, an overwhelming majority of respondents pointed to housing affordability and homelessness as a top priority for improving the community. Overall affordability was the second highest priority for the future of Redmond, after Diversity, Equity, Inclusion, and Belonging. Community members identified both an increased need for behavioral health services and barriers to receiving these services. Providers being booked or overwhelmed, affordability, and the administrative burdens of receiving care were identified as primary barriers.

Community awareness is an additional barrier to service in Redmond. Forty-five percent of survey respondents stated that they did not know where to go for human services, with a larger proportion of non-English speakers not knowing where to go for services. Service providers identified several internal barriers and gaps to functioning including limited staff and low wages, institutional burnout, diminished empathy and belonging in the community, and limited and restricted grant funding.

Bothell, WA

Bothell is a community of 48,000 residents in the Seattle Metropolitan area, split between King and Snohomish counties. Bothell is an affluent community with a median income of $116,578, 9.6% higher than King County. Sixty-five percent of Bothell residents identify as white, 18% as Asian, 10% as one or more races, 2% as Black or African American, and 1% as American Indian or Alaskan Native. Koné Consulting is currently conducting a human services needs assessment for the City of Bothell, WA. The Koné team is still in the process of data collection, the following is a preliminary analysis of themes from its assessment.

Survey respondents identified food insecurity, utility payments or help with bills, and access to mental healthcare or therapy as high priority human services needs. When asked to suggest improvements to the City's human services, responses mentioning housing and homelessness were the most frequent. This aligns with other data about Bothell's housing, which shows that 1 in 5 residents are housing cost

burdened. Awareness and outreach are an issue in the community. The majority of respondents (66%) stated that they did not know where to go to receive human services. When asked how they would like to receive information about human services, residents preferred mailed and emailed newsletters and social media.

Service providers shared similar themes in interviews. They expressed that many Bothell residents are unaware of the services that are available to them and unsure of where to seek them out. They suggested a centralized one-stop shop for human services as a solution, as well as additional community outreach through newsletters and flyers. Service providers also reported a need for improved coordination and collaboration between service providers to increase awareness and improve service delivery at the local level. They also identified a need for greater regional collaboration, particularly on housing and substance abuse issues.

Common Themes

Demographics are shifting in Western Washington. All the municipalities in this review have experienced **significant population growth** over the past decade. Population growth has **increased diversity** throughout the region, leading to greater proportions of residents being foreign born and speaking languages other than English.

Housing affordability is a priority need across all municipalities in this review. Communities in Washington State and the U.S. are struggling with rising housing costs, which have increased 36% since 2020[7]. In four of the six communities, at least 30% of the community is cost burdened, paying more than 30% of their income on housing (Shoreline did not provide this data, but noted an 'extreme' cost burden). In two communities (Shoreline and Monroe / Sky Valley), community members cited the size and quality of housing as a significant housing issue, highlighting this as an area for further investigation.

Behavioral and mental health care is also a priority need in all municipalities. Community members express that the COVID-19 pandemic exacerbated mental and behavioral health issues, and have created a high demand for treatment. Intersecting issues of social isolation, digital disconnectedness, and racism/discrimination further exacerbate this issue. Despite the high level of need, all communities are facing barriers to providing this care. Mental and behavioral health care remain cost prohibitive for uninsured residents and Medicare/Medicaid beneficiaries, and increased demand burdens an already limited supply of behavioral health professionals. In addition to this, there are few community resources and programs that address mental and behavioral health needs.

Homelessness is linked to the issue of housing, with affordability and lack of stable housing driving the issue. However, the assessments in this survey had comparably little data on the specific needs of the homeless community. Municipalities did provide data on gaps in homeless services and barriers to

[7] https://fred.stlouisfed.org/series/CPIHOSNS#0

receiving services. In many communities, there are few local resources for shelter and other basic needs for the unhoused. Furthermore, inadequate transportation prevents unhoused community members from accessing these services in neighboring communities.

Awareness of services was a major barrier in all municipalities. Community members lack knowledge about human services in key areas such as:

- What services are available and how they can help
- Where to access these services and how to access them
- Eligibility for these services

In addition to awareness barriers, community members experienced **administrative burdens**. These include lengthy or complicated applications, lack of guidance during the process of applying to or receiving services, frequent eligibility certifications and other activities that require additional effort of service recipients. These administrative burdens either discourage or directly prevent potential clients from seeking or receiving services.

Language inclusion and cultural responsiveness created barriers to the increasingly diverse communities throughout Washington state. Community members indicate that this issue primarily impacted outreach and awareness related to services, though there was little data about the availability of services in languages other than English and its impact on communities. Community members did note a lack of culturally responsive services, particularly in regard to behavioral and mental health services.

Appendix B: Universal Basic Income (UBI) Pilots

Introduction

Universal Basic Income (UBI) has gained significant traction in recent years across public and political spheres for its proposal to provide unrestricted cash payments to all members of society at regular intervals. UBI, commonly defined as the unconditional, recurring cash payment provided to every citizen by the government, regardless of employment, socioeconomic status, disability, or family structure, embodies the principle that every individual should have a guaranteed minimum income to meet basic needs, alleviate poverty, and attain financial autonomy and security.[8,9] Debates surrounding UBI span financing, administrative feasibility, and its impact on existing welfare systems. In the United States, UBI discussions have gained prominence, fueled by concerns over automation, economic inequality, and the aftermath of the COVID-19 pandemic.[10,11] Despite challenges, pilot programs and initiatives are being experimented to gather empirical evidence on the effectiveness and sustainability of UBI in addressing societal challenges and improving economic security.

History

The contemporary discourse surrounding UBI has historical underpinnings among philosophers, economists, civil rights activists, and feminists. In the late 18th and 19th centuries, visionaries like Thomas Paine and Joseph Charlier advocated for the distribution of wealth to all members of society, drawing attention to the collective ownership of resources. Paine proposed a lump sum to all members of society at adulthood, while Charlier suggested a "territorial dividend".[12] Throughout the 20th century when social injustice was given greater emphasis into the concept, James Meade entered the ideology of "social dividend" into the UBI framework. Social justice advocates such as Martin Luther King Jr. and the Black Panther Party furthered the concept of a "social dividend" to combat poverty and inequality. Feminist movements, notably the Wages for Housework movement, also contributed to discussions on income separate from traditional labor models. In the 21st century, the resurgence of UBI discourse has been influenced by globalization, technological advancements like artificial intelligence, and growing concerns about income inequality.[13] Case studies from Alaska and California (Stockholm) offer valuable insights into UBI's practical implementation and potential variants.

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[8] Juliana Uhuru Bidadanure, "The Political Theory of Universal Basic Income," Annual Review of Political Science 22, 2019: 481-501, doi:10.1146/annurev-polisci-050317-070954.

[9] Stanford Basic Income Lab. "What is UBI?" Accessed June 7, 2024. https://basicincome.stanford.edu/about/what-is-ubi/.

[10] Adam Ruben, "What Does the Debate on Automation Mean for Basic Income?," Economic Security Project, March 24, 2017, https://economicsecurityproject.org/debate-automation-basic-income/.

[11] D. Nettle, E. Johnson, M. Johnson, & R. Saxe, "Why has the COVID-19 pandemic increased support for Universal Basic Income?," Humanities and Social Sciences Communications, vol. 8, no. 79, 2021, doi:10.1057/s41599-021-00889-7.

[12] Bidadanure 2019, op. cit.

[13] Karl Widerquist, "The Deep and Enduring History of Universal Basic Income," The MIT Press Reader, April 30, 2018, Accessed June 8, 2024, https://thereader.mitpress.mit.edu/the-deep-and-enduring-history-of-universal-basic-income/.

Alaska[14,15]

During the 1970s, Alaska faced challenges related to the rapid depletion of revenue from its oil production boom and concerns about overreliance on oil income during economic downturns. In response, voters established the Alaska Permanent Fund with the goals of diversifying revenue sources, preserving current income for future generations, and limiting government spending. Managed by the Alaska Permanent Fund Corporation, the fund has grown significantly, reaching a value of $64.9 billion as of June 2018. Since 1982, a portion of the fund's returns has been distributed to Alaska residents as the Alaska Permanent Fund Dividend, constituting approximately 10 percent of the average returns over the previous five years. Despite fluctuations, dividends typically exceed $1,000 annually per resident, with payments made to both adults and children each October. Eligibility criteria include residency of at least 12 months, with exceptions for incarcerated individuals and inclusion of permanent resident non-citizens. A 2017 survey highlighted the importance of dividends to Alaskans, with 40 percent indicating a significant impact on their lives. However, most respondents (55 percent) reported no effect on work incentives, indicating the broad-based nature of dividend distribution among Alaskan residents.

Stockholm, California[16]

A high-profile universal basic income (UBI) experiment conducted in Stockton, California, provided randomly selected residents with $500 per month for two years without any conditions. The initiative, known as the Stockton Economic Empowerment Demonstration (SEED), was launched in 2019 by then-Mayor Michael Tubbs and funded by various donors. A study of the program's first year revealed significant improvements in participants' job prospects, financial stability, and overall well-being. Full-time employment increased among recipients, and their financial, physical, and emotional health showed improvement. Despite concerns that UBI might discourage work, proponents argue that it enhances financial stability, allowing individuals to work better and smarter while also enabling them to spend time with family and participate in their communities. The study showed that unconditional cash reduced income fluctuations, increased full-time employment, and decreased feelings of anxiety and depression. Recipients predominantly spent the money on basic needs, with positive ripple effects observed in alleviating financial strain across networks and enabling more time for relationships.

Other Emerging Experiments

Building on the success of the Stockton pilot, Mayor Tubbs spearheaded the creation of the Mayor's for Guaranteed Income (MGI), a coalition of mayors advocating for guaranteed income implementation

[14] Damon Jones and Ioana Marinescu, "The Labor Market Impacts of Universal and Permanent Cash Transfers: Evidence from the Alaska Permanent Fund," National Bureau of Economic Research Working Paper Series, Working Paper No. 24312, February 2018, doi: 10.3386/w24312, Revision Date: January 2020.

[15] The Alaska Department of Revenue, Permanent Fund Dividend Division, "About Us," Accessed June 8, 2024, https://pfd.alaska.gov/Division-Info/about-us.

[16] Treisman, Rachel. "California Program Giving $500 No-Strings-Attached Stipends Pays Off, Study Finds." NPR. March 4, 2021. Accessed June 8, 2024. https://www.npr.org/2021/03/04/973653719/california-program-giving-500-no-strings-attached-stipends-pays-off-study-finds.

nationwide. This network has facilitated the funding of pilot projects in several cities and counties, often in collaboration with local governments, non-profit organizations, and grassroots initiatives. See Table 1. For instance, *YALift!*, targeting 18-24-year-olds in specific Louisville towns, is administered collaboratively by the Louisville Metro Government, Metro United Way, Russell: A Place of Promise, and MGI. Additionally, grants from the American Rescue Plan Act (ARPA) have supported pilot programs like *Alexandria Recurring Income for Success and Equity (ARISE)*, providing City of Alexandria residents with a monthly $500 transfer for 24 months.[17][10]

Beyond funding, guaranteed income pilots have also showcased successful public-private partnerships, such as the *Madison Forward Fund* in collaboration with the City of Madison, Total Administrative Services Corporation (TASC), the Institute for Research on Poverty at the University of Wisconsin–Madison, and the Center for Guaranteed Income Research at the University of Pennsylvania. Similarly, the *UpLift – The Central Iowa Basic Income Pilot*, offering $500 monthly payments to eligible residents, operates under The Harkin Institute at Drake University's coordination, backed by a public-private partnership of 11 funding organizations committed to leveraging research for poverty reduction policies and community investment decisions. These examples highlight the collaborative efforts driving the implementation and evaluation of guaranteed income initiatives across various regions.

Conclusion

Universal Basic Income (UBI) remains a focal point of exploration through pilot programs, academic research, and policy deliberations across the United States, underscoring its pertinence to contemporary socioeconomic concerns. These initiatives, driven by the core objectives of ameliorating inequality and alleviating poverty, exhibit diverse degrees of universality and are tailored to specific communities. For instance, programs such as the *Columbia Life Improvement Monetary Boost (CLIMB)* targets single fathers, while the *Ithaca Guaranteed Income (IGI)* assists unpaid caregivers of children, elderly, or disabled adults. Additionally, initiatives like *St. Paul's Springboard for the Arts* caters to artists, and *Durham's Guaranteed Income Pilot or Excel* supports parolees.[18] See Table 1. Despite variations in approach and scope, UBI remains a focal point for addressing national-level social and economic challenges, drawing sustained interest and scrutiny from policymakers, politicians, and scholars alike.

[17] Stanford Basic Income Lab. "The Guaranteed Income Pilots Dashboard?" Updated March 29, 2024. Accessed June 7, 2024. https://basicincome.stanford.edu/about/what-is-ubi/.

[18] Stanford Basic Income Lab, op. cit.

Table 1: Examples of Guaranteed Income Pilots across the United States[19]

Pilot	Location	Duration	Eligibility	Participants	Amount	Frequency
Young Adult Louisville Income for Transformation (YALift!)	Louisville, KY	1 year	18-24 years old and residing in the following neighborhoods: California, Russell, and Smoketown.	150 individuals	$500	Monthly
Alexandria Recurring Income for Success and Equity (ARISE)	Alexandria, VA	2 years	City of Alexandria resident, 18 years or older, at or below 50% of the Area Median Income.	170 individuals	$500	Monthly
Madison Fund Forward (MFF)	Madison, WI	1 year	Madison residents 18 and older with a household income less than 200% of the Federal Poverty Line, and with a child under 18 years old living at home.	155 individuals	$500	Monthly

[19] Stanford Basic Income Lab. "The Guaranteed Income Pilots Dashboard?", op.cit.

Pilot	Location	Duration	Eligibility	Participants	Amount	Frequency
UpLift – The Central Iowa Basic Income Pilot	Polk, Dallas, and Warren counties, IA	2 years	Live in Polk, Dallas, or Warren County, 18+ years of age, live with at least one dependent up to the age of 25 years, household income at or below 60% of the area median income.	110 individuals	$500	Monthly
Columbia Life Improvement Monetary Boost (CLIMB)	Columbia, SC	1 year	Fathers residing in Columbia and currently or recently enrolled in a program with the Midland Fathers Coalition	100 individuals	$500	Monthly
Ithaca Guaranteed Income (IGI)	Ithaca, NY	1 year	Primary unpaid caregivers to children and aging or disabled adults that reside in Ithaca and have an income at or below 80% Area Median Income.	110 individuals	$450	Monthly

Pilot	Location	Duration	Eligibility	Participants	Amount	Frequency
St. Paul's Springboard for the Arts	Frogtown and Rondo neighborhoods of Saint Paul and in Otter Tail County, MN	1.5 years	Artists in targeted neighborhoods who received support from Coronavirus Personal Emergency Relief Fund	75 individuals	$500	Monthly
Excel	Durham, NC	1 year	Released from prison (NC State prison, a prison in another state, or federal prison) within the last 60 months (5 yrs) prior to application, returning to a Durham address (City or County), and with an income below 60% 2021 Durham-Chapel Hill AMI.	109 individuals	$600	Monthly



CAPITAL FACILITIES PLAN AND TRANSPORTATION IMPROVEMENT PROGRAM

2028–2033

LYNNWOOD
WASHINGTON

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MEMORANDUM

Memorandum

Date: November XX, 2026

To: Lynnwood City Council

Citizens of Lynnwood

From: George Hurst, Mayor

Re: Capital Facilities Plan (CFP) 2028–2033

This is the CFP for the years 2028 through 2033. On November 23, 2026, Council adopted Ordinance No. XXXX approving this plan. The CFP is a planning document that serves to coordinate the scheduling and funding needs for major projects undertaken by the City over the next six-year period. Projects defined in this 2028–2033 CFP require specific authorization and appropriation by the Council beyond the adoption of the 6-year TIP.

Individual project information is included.

The CFP is a planning document and it does not appropriate funds. The Council will be presented with Capital budgets for approval as a part of the budget. Those projects are a subset of the CFP. The CFP also makes it possible to apply for various project grants through state and federal agencies.

This plan provides a complete review of the needed capital projects in the city. It serves as a very important tool the community can use to help ensure the important capital facilities necessary for city services are maintained or developed as needed.

The long-range vision of the City's infrastructure is the result of a combined effort and input of City Council, Citizens, and City staff.

Special thanks to the departments of the city that helped make the development of this important capital program a meaningful effort.

Ordinance: Capital Facilities Plan (CFP)

ORDINANCE: TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Ordinance: Transportation Improvement Program (TIP)

INTRODUCTION

Introduction

This Capital Facilities Plan (CFP) is an inventory of capital projects organized by Department/Program and consists of the following sections:

- Administrative Services – Information Services
- Development and Business Services (DBS) Department
- Park, Recreation & Cultural Arts (PRCA) Department
    - Building & Property Services
    - Parks & Recreation
- Police Department
- Public Works Department
    - Building & Property Services
    - Street Projects
    - Utility Projects – Enterprise Funds
        - Sewer
        - Stormwater
        - Water

The Streets projects of CFP are the transportation related projects of Transportation Improvement Program (TIP). The Utility Projects are Enterprise Funds and have a dedicated funding source. Since these projects are all managed by the Public Works Department, they are grouped by element (i.e. Water, Sewer, and Stormwater).

WHAT ARE CAPITAL FACILITIES AND WHY DO WE NEED TO PLAN FOR THEM?

Capital facilities are all around us. They are the public facilities we all use daily. They are our public streets and transportation facilities, our City parks and recreation facilities, our public buildings such as libraries and community centers, our public water systems that bring us pure drinking water, and the sanitary sewer systems that collect our wastewater for treatment and safe disposal. Even if you don't reside within the City, you use our capital facilities every time you drive, eat, shop, work, or play here.

INTRODUCTION

While a Capital Facilities Plan (CFP) does not cover routine maintenance, it does include renovation, major repair or reconstruction of damaged or deteriorating facilities. While capital facilities do not usually include furniture and equipment, a capital project may include the furniture and equipment associated with a newly constructed or renovated facility. Our CFP also includes the acquisition of major computer systems and personal computers, etc. Capital improvements that are included in the CFP are generally defined as those with a cost more than $100,000 and with a useful life of at least five years. The CFP may also identify expenditures of less than $100,000 that are considered significant or may be necessary to meet distinct regulatory requirements.

All of these facilities must be planned for years in advance to ensure that they will be available and adequate to serve all who need or desire to utilize them. Such planning involves determining not only where the facilities will be needed, but when; and not only how much they will cost, but how they will be paid for.

The planning period for a CFP is six years. The adoption of the CFP does not include specific appropriation of funds. Such appropriation will come subsequently, by specific Council action and adoption of budget.

The CFP is an important link between the City's planning and budgetary processes, allowing us to determine the projects that are needed to achieve the goals of the Comprehensive Plan and assuring that we will have adequate funds to undertake these projects. It is an integral component of the City's twenty-year Comprehensive Plan and directly related to growth management implementation. New information and priorities are continually reviewed and annual amendments to the CFP must maintain consistency with all other elements of the Comprehensive Plan.

THE STATE GROWTH MANAGEMENT ACT, AND ITS EFFECT ON THE CAPITAL FACILITIES PLANNING PROCESS

In 1990, in response to the effect of unprecedented population growth and pressure on our State's environment and public facilities, the Washington State Legislature determined that "uncoordinated and unplanned growth, together with a lack of common goals expressing the public's interest in the conservation and the wise use of our lands, pose a threat to the environment, sustainable economic development, and the health, safety, and high quality of life enjoyed by residents of this state." Further they found that "it is in the public interest that citizens, communities, local governments, and the private

sector cooperate and coordinate with one another in comprehensive land use planning." The State of Washington Growth Management Act (GMA) was adopted by the Legislature in that year to address its concerns.

The GMA requires the City of Lynnwood and other high growth cities and counties to write, adopt and implement local comprehensive plans that will guide all development activity within their jurisdictions and associated Urban Growth Areas (UGA) over the next twenty years. Each jurisdiction is required to coordinate its comprehensive plan with the plans of neighboring jurisdictions, and unincorporated areas located within designated Urban Growth Areas must be planned through a joint process involving both the city and the county.

The GMA requires that comprehensive plans guide growth and development in a manner that is consistent with the following State planning goals:

1) Urban growth. Encourage development in urban areas where adequate public facilities and services exist or can be provided in an efficient manner.
2) Reduce sprawl. Reduce the inappropriate conversion of undeveloped land into sprawling, low-density development.
3) Transportation. Encourage efficient multimodal transportation systems that are based on regional priorities and coordinated with county and city comprehensive plans.
4) Housing. Encourage the availability of affordable housing to all economic segments of the population of this state, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock.
5) Economic Development. Encourage economic development throughout the state that is consistent with adopted comprehensive plans, promote economic opportunity for all citizens of this state, especially for unemployed and for disadvantaged persons, promote the retention and expansion of existing businesses and recruitment of new businesses, recognize regional differences impacting economic development opportunities, and encourage growth in areas experiencing insufficient economic growth, all within the capacities of the state's natural resources, public services, and public facilities.

6) Property rights. Private property shall not be taken for public use without just compensation having been made. The property rights of landowners shall be protected from arbitrary and discriminatory actions.
7) Permits. Applications for both state and local government permits should be processed in a timely and fair manner to ensure predictability.
8) Natural resource industries. Maintain and enhance natural resource-based industries, including productive timber, agricultural, and fisheries industries. Encourage the conservation of productive forest lands and productive agricultural lands and discourage incompatible uses.
9) Open space and recreation. Retain open space, enhance recreational opportunities, conserve fish and wildlife habitat, increase access to natural resource lands and water, and develop parks and recreation facilities.
10) Environment. Protect the environment and enhance the state's high quality of life, including air and water quality, and the availability of water.
11) Citizen participation and coordination. Encourage the involvement of citizens in the planning process and ensure coordination between communities and jurisdictions to reconcile conflicts.
12) Public facilities and services. Ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards.
13) Historic preservation. Identify and encourage the preservation of lands, sites, and structures that have historical or archaeological significance.

INTRODUCTION

I. THIS CAPITAL FACILITIES PLAN AS THE SIX-YEAR PLAN FOR THE CAPITAL FACILITIES ELEMENT IN LYNNWOOD'S COMPREHENSIVE PLAN

The Growth Management Act requires inclusion of seven mandatory planning elements in each jurisdiction's comprehensive plan and suggests the inclusion of several optional elements. The mandatory elements are:

1) A capital facilities element, with a six-year plan for financing identified capital needs.
2) A land use element.
3) A housing element.
4) A utilities element.
5) A transportation element.
6) An economic development element.
7) A parks and recreation element.

Lynnwood's adopted Comprehensive Plan also includes elements for Cultural and Historic Resources, Environmental Resources, and Implementation.

II. CONCURRENCY AND LEVELS-OF-SERVICE REQUIREMENTS

The Growth Management Act requires jurisdictions to have capital facilities in place and readily available when new development occurs or a service area population grows. This concept is known as concurrency. Specifically, this means that:

1) All public facilities needed to serve new development and/or a growing service area population must be in place at the time of initial need. If the facilities are not in place, a financial commitment must have been made to provide the facilities within six years of the time of the initial need; and

2) Such facilities must be of sufficient capacity to serve the service area population without decreasing service levels below locally established minimum levels, known as levels-of-service.

Levels-of-service are quantifiable measures of capacity, such as acres of parkland per capita, vehicle capacity of intersections, or water pressure per square inch available for the water system.

Minimum standards are established at the local level. Factors that influence local standards are citizen, City Council, and Planning Commission recommendations, national standards, federal and state mandates, and the standards of neighboring jurisdictions.

The GMA stipulates that if a jurisdiction is unable to provide or finance capital facilities in a manner that meets concurrency and level-of-service requirements, it must either:

a) adopt and enforce ordinances which prohibit approval of proposed development if such development would cause levels-of-service to decline below locally established standards, or
b) lower established standards for levels-of-service.

III. DETERMINING WHERE, WHEN AND HOW CAPITAL FACILITIES WILL BE BUILT

In planning for future capital facilities, several factors must be considered. Many are unique to the type of facility being planned. The process used to determine the location of a new park is very different from the process used to determine the location of a new sewer line. Many sources of financing can be used for certain types of projects. Once a project starts then the funding or financing sources will be identified. This capital facilities plan, therefore, is the product of many separate but coordinated planning documents, each focusing on a specific type of facility. Future sewer requirements are addressed via a sewer plan; parks facilities through a parks and recreation plan; urban trail facilities through a non-motorized transportation plan; storm drainage facility needs through storm water plans; water facility needs through a water plan; transportation needs through a transportation plan; and information systems through an information technology plan.

In addition, the recommendations of local citizens, the advisory boards, and the Planning Commission are considered when determining types and locations of projects. Some capital needs of the City are not specifically included in a comprehensive plan. Nonetheless, many of these projects are vital to the quality of life in Lynnwood. However, these projects do meet the growth management definition of capital facilities because of the nature of the improvement, its cost, or useful life.

IV. CAPITAL FACILITIES NOT PROVIDED BY THE CITY

In addition to planning for public buildings, streets, parks, trails, water systems, sewer systems, and storm drainage systems, the GMA requires that jurisdictions plan for 1) public school facilities, 2) solid

waste (garbage) collection and disposal facilities. These facilities are planned for and provided throughout the UGA area by the Edmonds School District and the Snohomish County Department of Solid Waste, respectively. Each county and city must also provide a process for identifying and siting "essential public facilities" within our area. These could include major regional facilities that are needed but difficult to site, such as airports, light rail and bus facilities, state educational facilities, solid-waste handling facilities, substance abuse and mental health facilities, group homes and others. The City of Lynnwood has adopted a common siting process in the City's Comprehensive Plan to guide decision-making on such facilities.

V. FUNDING SOURCES

Capital projects draw funding from many sources, depending on the type of project, the complexity, and the overall cost. For example, a large road improvement project may have 10 or more funding sources that could include, but not be limited to, state and federal grants, City general funds, Real Estate Excise Taxes, Transportation Benefit District Funds, Transportation Impact Fees, City Utility Funds for water, sewer, and/or storm upgrades, private utility contributions, and/or neighboring jurisdiction contributions. The complexity of the funding for large projects is one of the reasons why large capital projects can take many years to move from conception to completion. The following is a list of funding sources that will be used to pay for projects in this plan. Decisions on funding sources have already been made for projects that are funded, partially funded, or budgeted in the current biennium. Future projects are much more speculative about what type of funding will be utilized. Specific information on types of funding for each project is not included in this plan because that information is either more specifically contained in financial plans for each project or in the adopted budget, or the funding sources are not known or too speculative to list.

CITY GENERAL FUNDS: The City currently contributes general funds towards capital projects via Capital Development Fund 333. This money can be used for any type of project. The City has also established the Economic Development Investment Fund (EDIF) that generates dollars from certain development projects that then can be used to reinvest in capital projects that support further economic development. There are requirements established by the program for qualifying for use of these funds.

INTRODUCTION

CITY UTILITY FUNDS: The City's Water, Sewer, and Storm Utility Fund 411 generates customer rates that can be used for capital expenses related to Water, Sewer and Storm improvements. The City has also instituted a sewer connection charge that requires new growth to pay towards capital improvements that their growth requires. All utility projects listed in this plan are funded by these funds.

REAL ESTATE EXCISE TAXES (REET): The City has implemented REET taxes on the sale of any real property in Lynnwood pursuant to RCW 82.46.

TAX INCREMENT FINANCING (TIF): The City in 2025 created a Tax Increment Area (TIA) of properties for planned residential and commercial development in order to finance substantial infrastructure improvements that will be needed to support and enable the desired development.

STATE AND FEDERAL GRANTS: There are various state and federal grant programs for which the City must apply and compete. These generally apply to transportation projects and parks projects but can also occasionally include other types of projects. These amounts can vary widely, depending on the program. For example, the City received $14.8 million dollars from the State of Washington towards our 196th Street SW Improvement Project.

PARK IMPACT FEES: The City in 2018 adopted fees that new development must pay towards park needs created by the new demands of their development.

TRANSPORTATION IMPACT FEES: The City requires mitigation of new vehicle trips created by development to contribute a fee to the fund and/or contribute through land dedication or construction towards qualifying projects.

TRANSPORTATION BENEFIT DISTRICT (TBD): The City formed a TBD that generates funds from sales taxes. These funds can be used towards transportation capital projects.

OTHER JURISDICTION FUNDS: Occasionally a capital project is shared with or somehow benefits a partner agency. Examples of this could be the Cities of Mountlake Terrace or Edmonds, Snohomish County, Verdant Health District, or our transit agencies. These funds are particular to that project.

Project List (2028–2033)

Abbreviations for Funding Sources:

GENERAL:	City General Funds
UTILTY:	City Utility Funds
REET:	Real Estate Excise Taxes
TIF:	Tax Increment Financing
GRANT:	State and Federal Grants
PIF:	Park Impact Fees
TrIF:	Transportation Impact Fees
TBD:	Transportation Benefit District
OTHER:	Other Jurisdiction Funds

Abbreviations for Funding Status:

N:	Not Funded
P:	Partially Funded
F:	Fully Funded

City of Lynnwood Six Year CFP List 2028–2033							PLANNED EXPENSES ($ in thousand)							
Project Title	**Project Number**	**Department**	**Year Project Identified**	**Location**	**Funding Source**	**Funding Status**	**Contact Name**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**	**6-Year Project Total Expense**
Wayfinding Plan, City Arterials	201700102	Development & Business Services	2018	City wide	REET	P	Ben W	30	30	30	30	30	30	180
Wayfinding signs are proposed to link important community and business locations and provide directional assistance to arterial travelers.														
Gateway Monument Markers	201800102	Development & Business Services	2019	City wide	REET	P	Ben W	30	30	30	30	30	30	180
The City's "Welcome to Lynnwood" signs need refreshing and updating.														
General Repairs and Capital Maintenance of All Municipal Buildings	201000146	Public Works	2010	City Buildings	REET	P	Marcie M	300	300	300	300	300	350	1,850
This project provides a yearly pool of funds necessary for ongoing capital upkeep of the City 's municipal buildings. Detailed analysis is underway justifying yearly funding needs to provide for preventative maintenance and repair of unanticipated breakdowns in infrastructure. Former Project number BP2006029A. In 2011, the City conducted a facilities assessment of eight city-owned buildings to determine the condition of each and to provide recommendations as to anticipated maintenance requirements. Their report, finalized in 2012 and updated in 2022, provides a long-range prioritized list of building deficiencies with an estimated cost . It became a comprehensive planning document for the Building and Property Services division of Public Works. The costs set forth in these reports, adjusted for inflation, provide the basis for the funds requested for capital upkeep of City buildings in the 6-year Capital Facilities Plan. Maintenance of existing infrastructure has been identified in Community Visioning and City Council priorities of government.														
City Buildings Space Needs Analysis	201700101	Public Works	2017	City Hall Campus	REET	P	Marcie M	50	50	50	50	50	50	300
A municipal buildings space needs analysis needs to be completed to look at how the City will provide space to its employees and functions as the City develops over the next 2 to 10 years and beyond. Considerations include the lease that we have on our building that houses Development and Business Services, Parking and Parking Lot Safety Issues, possible new locations for expanding functions from many departments that could include City Center locations and possibly lead to remodeling, building or leasing a new facility. Input from ongoing studies including the City Center study, previous space needs studies, department and city comp plans and other reviews in process will be considered. Work is ongoing. This study also has an internal group of employees working on analysis of the ongoing growth of the City and needed program space. This will be an ongoing process that will have an annual budget in the capital facilities fund to accommodate for updates needed to facilitate these shifts in space.														

Municipal Buildings: ADA Upgrades	201900107	Public Works	2019	City wide	REET	P	Marcie M	50	50	50	50	50	50	300
Minor remodels and enhancements of facilities to meet Americans with Disabilities Act (ADA) requirements. This program will meet Federal Requirements.														
Municipal Buildings: Electric Vehicle Infrastructure	20230001	Public Works	2023	City Wide	REET	P	Marcie M	50	50	50	50	50	50	300
In line with Washington State's Zero Emission Vehicle (ZEV) path, this is a project to plan for and install Electric Vehicle Charging Stations at City Buildings. A 2020 law passed by the Washington Legislature requires the Washginton Department of Ecology (DOE) to amend the ZEV rules in its Clean Vehicles Program to match those in California and other states moving away from gas- and diesel-powered vehicles. The DOE is proposing rules requiring all new light-duty cars and trucks sold in Washington to meet ZEV standards by 2035. And the state transportation package passed in 2022 sets a 2030 target to move away from fossil fuels, and a group of state agencies is developing plans to reach this goal. Public Works staff are working with partners at Snohomish County PUD to develop a plan and budget for this project.														
Water Main Replacement	WA2006050A	Public Works	2006	City wide	UTILTY	P	Nick B	4,000	4,000	4,000	4,000	4,000	4,000	24,000
Annual watermain replacement program to repair, replace, and upsize water lines on an as-needed basis.														
Sewer Line Replacement	SE2006053A	Public Works	2006	City wide	UTILTY	P	David M	500	500	500	500	500	500	3,000
Annual Sewer Line Replacement Program to repair, replace and upsize sewer lines on an as-needed basis.														
196th St & 52nd Ave Sewer Capacity Improvements	20210004	Public Works	2020	52nd Ave/196th St	UTILTY	F	Erin D	400	2,000	0	0	0	0	2,400
Install new sanitary sewer main to reroute flows and alleviate capacity issues														
Lift Station No. 14: Replacement	SE2005049A	Public Works	2005	3105 Alderwood Mall Blvd	UTILTY	F	Erin D	1,000	0	0	0	0	0	1,000
Replace Sanitary Sewer Lift Station No. 14 with a new lift station.														
Lift Station No. 10 Rehabilitation / Relocation	201600102	Public Works	2016	46th Avenue West north of I-5	UTILTY	F	Erin D	500	10,000	5,000	0	0	0	15,500
New sanitary sewer lift station site														
LS #12 Improvements	20230009	Public Works	2022	7000 216th St	UTILTY	N	Erin D	0	300	500	2,000	0	0	2,800
Replace pumps and automatic transfer switch, add a flow meter, and make structural modifications to accommodate new pumps														

LS #7 Improvements	20230010	Public Works	2022	Meadowdale Dr	UTILTY	N	Erin D	0	50	400	0	0	0	450
Add permanent generator and purchase one spare pump. Upgrade control panel to match other lift stations and add flow meter														
LS #8 Improvements	20230011	Public Works	2022	Alderwood Mall Blvd	UTILTY	N	Erin D	0	100	0	0	0	0	100
Add 2-ton electronic winch for pump removal and pave gravel area inside the fence														
LS #16 Improvements	20230012	Public Works	2022	19426 56th Ave	UTILTY	N	Erin D	0	100	400	0	0	0	500
Add spare pump, replace damaged flow meter, install pressure transmitter, vault sump pump, and card reader and automatic gate opener														
WWTP: Equipment Replacement	SE1997004A	Public Works	1997	Wastewater Treatment Plant	UTILTY	P	Ehsan S	1,000	1,000	1,000	0	0	0	3,000
The treatment facility operates using a substantial amount of mechanical equipment, all of which is subject to failure. Equipment and equipment components are replaced as necessary for proper plant operation. The project will replace equipment on an annual basis due to wear. (Ongoing Project)														
WWTP Sludge Hauling	PWWT003021	Public Works	2021	WWTP	UTILTY	P	Ehsan S	2,108	2,213	2,324	0	0	0	6,645
The project will construct a screw conveyor and sludge distribution system, sludge loadout enclosure, odor control for the sludge loadout enclosure and chemical dosing system for sludge odor control. The project is to accommodate sludge an alternative disposal method to incineration for the next 5 years while the City works on replacing the existing incinerator with a permanent sludge disposal method. Upon completion of the construction of the conveying system, a transporting agency will be contracted to haul the sludge out of the treatment plant to a designated landfill.														
WWTP Phase 1 - Upper Site Preparation	20230013	Public Works	2022	Wastewater Treatment Plant	UTILTY	N	Ehsan S	16,653	0	0	0	0	0	16,653
Excavation and grading; realignment of the access road and influent sewer piping; rerouting of Outfall creek piping; new electrical service														
WWTP Phase 2 - Liquid Stream Improvements	20230014	Public Works	2022	Wastewater Treatment Plant	UTILTY	N	Ehsan S	5,552	63,336	52,219	53,825	37,900	0	212,832
New headworks; removal of primary clarifiers, add aeration basins; reconfigure existing basins; ancillary secondary treatment components														
WWTP Phase 3 - Solids Handling Improvements	20230015	Public Works	2022	Wastewater Treatment Plant	UTILTY	N	Ehsan S	422	4,648	52,218	53,825	6,415	3,212	120,740
Sludge storage and thickening; dewatering; indirect paddle wheel dryer and truck loading; Solids Handling Facility and ancillary systems														
Infiltration / Inflow Analysis / Corrections	SE1999021A	Public Works	1999	City wide	UTILTY	F	David M	300	300	300	300	300	300	1,800
Currently ground water leaks into the sewer system. This project will yearly repair affected sewer lines.														

44th Avenue W. roadway raising at Scriber Creek crossing (Phase 2)	SD2003017B	Public Works	2003	20700 block 44th Ave W	UTILTY	N	Derek F	80	0	0	0	0	0	80
This project is the second phase of the completed project SD2003017A. The existing roadway has experienced substantial settlement due to poor underlying soils. Scriber Creek has experienced substantial sediment accumulation resulting in a higher creek profile. As a result, roadway flooding occurs during high storm events and is expected to increase in frequency as roadway settlement and creek siltation continues. The first phase of the project installed berms and a pump. Phase two will raise the existing roadway. A separate project is also included that would install an automatic warning sign during flooding. Raising roadway is necessary to alleviate seasonal flooding. 2009 Surface Water Management Comprehensive Plan Project #FL-5.													
196th/Scriber Creek Water Quality and Enhancements	202000005	Public Works	2020	Scriber Creek and 196th vicinity	UTILTY	F	Anjelica M	100	500	0	0	0	0	600
This project will modify or remove existing structures/elements to allow for fish passage and meet state stormwater regulations.														
Stormwater Storage (188th St SW)	202000009	Public Works	2020	Scriber creek in the 188th St Vicinity	UTILTY	P	Derek F	0	200	500	0	0	0	700
Maximize flood storage and floodplain reconnection within the City-owned vacant property located north of 188th Street SW.														
Installation of small berms	202000010	Public Works	2020	Eunia Plaza and Flynn's Carpets vicinity at about 186th and SR 99	UTILTY	N	Derek F	0	0	400	0	0	0	400
Berm open channel segments of Scriber Creek between driveway culverts near Flynn's Carpets, the Old Buzz Inn, and Eunia Plaza to protect low-lying areas of adjacent properties. Backflow prevention and a pipe extension (potentially to Scriber Creek at north end of City Park Property north of 188th St) to collect runoff from low parking areas would be required. Scriber Creek overtops its banks in the 10-year event causing flooding of adjacent business parking lots and access.														
Stormwater Infrastructure Management Plan	202000013	Public Works	2020	City wide	UTILTY	N	Derek F	0	100	0	0	0	0	100
Develop a work plan that the City can follow to properly map and manage their stormwater infrastructure as a systematic, progressive, and prioritized program for rehabilitating or replacing infrastructure as it reaches the end of its design life. The plan will spread out and normalize capital infrastructure replacement expenditures over time.														
Scriber Creek Sewer Replacement	202000003	Public Works	2020	LS 16 to MH 4-185	UTILTY	P	Erin D	500	5,000	5,000	0	0	0	10,500
Scriber Creek Sewer trunk line needs replacement from Lift station 16 north to Manhole 4-185. Analysis and observation show this main to flow full most of the time. Upsizing is needed.														

60th Ave W Sewer Pipe Upgrade	20230002	Public Works	2019	60th Ave	UTILTY	P	Pradip K	500	5000	5000	0	0	0	10,500
Replacement of sewer main on 60th Ave W from 176th St SW to HWY 99.														
48th Ave W Main Upsizing - Phase 2	20210003	Public Works	2020	200th to 194th	UTILTY	P	Pradip K	2,000	0	0	0	0	0	2,000
Upsizing Sewer main.														
188th St Improvements	2026004	Public Works	2026	68th to 60th	TBD, REET	P	Amie H	100	3,000	0	0	0	0	3,100
Repave street and add nonmotorized facilities														
WSDOT Scriber Creek Culvert Replacement	20230016	Public Works	2022	196th	OTHER	F	David M	0	2,000	2,000	0	0	0	4,000
Replacement of culvert by WSDOT. The City requires outlet improvements that may be constructed by WSDOT or by the City														
City-Wide Sidewalk and Walkway Program	ST1997018A	Public Works	1997	City wide	TBD, REET	P	Amie H	500	500	500	500	500	500	3,000
Sidewalk and Crosswalk work to complete/repair missing segments.														
Pavement Management Program	ST1997031A	Public Works	1997	City wide	TBD, GRANT	P	Amie H	3,000	3,000	3,000	3,000	3,000	3,000	18,000
Repair, reconstruct or overlay the City's streets as recommended by the analysis in the pavement management system.														
New Road: Maple Road Extension	ST1998036A	Public Works	1998	33rd Ave W to 179th St SW (north Costco)	TBD, GRANT	N	Pradip K	500	500	5,000	0	0	0	6,000
Construct a new road north of Alderwood Costco from 33rd Ave W to 179th St SW.														
Expanded Road: 52nd Ave W	ST1999041A	Public Works	1999	168th St SW to 176th St SW	TBD, GRANT	N	David M	0	0	0	500	5,000	0	5,500
Install sidewalks and associated widening to make this a three-lane facility with bike lanes.														
Intersection Improvements (52nd & 176th)	ST2002052A	Public Works	2002	52nd Ave W and 176th St SW	TBD, GRANT	N	David M	0	0	0	500	2,000	0	2,500
Install traffic signal or roundabout														

Traffic Signal Rebuild Program	ST2002044A	Public Works	2002	City wide	TBD	P	David M	300	300	300	300	300	300	1,800
Repair, reconstruct or rebuild Lynnwood's aging traffic signal inventory where normal maintenance is not feasible.														
Expanded Roadway: 200th St SW	ST2003069A	Public Works	2003	64th to Scriber Lk Rd	TBD, GRANT	N	David M	0	0	0	0	500	5,000	5,500
Widen 200th Street SW to accommodate growth, especially in the City Center.														
City Center: Expanded Road: 200th St SW	ST2005076A	Public Works	2005	44th Ave W to 40th Ave W	OTHER	N	David M	0	0	0	3,000	0	0	3,000
Improve 200th St SW to City Center Blvd standards.														
City-Wide Sidewalk and Walkway Program - ADA Ramps	ST2006018B	Public Works	2006	City wide	TBD, GRANT	P	Amie H	200	200	200	200	200	200	1,200
Sidewalk and Crosswalk work to update/repair existing segments.														
Poplar Extension Bridge	ST2006088A	Public Works	2006	33rd Ave W to Poplar Way	TBD, GRANT, REET, UTILITY, TrIF	F	Nick B	4,000	0	0	0	0	0	4,000
This project will construct a bridge across I-5 to connect Poplar Way with 33rd Ave W.														
Beech Road Improvements	ST2006092A	Public Works	2006	Maple Road to Alderwood Mall Blvd	TBD, GRANT	N	David M	0	0	0	0	500	5,000	5,500
This project will construct two extensions of Beech Road in the area east of Alderwood Mall.														
Neighborhood Traffic Calming Program	200800103	Public Works	2008	City wide	TBD	N	Maisha M	50	50	50	50	50	50	300
City-wide Neighborhood Traffic Calming Program to address traffic issues on local streets and to afford continued protection to neighborhoods.														
City Center: New Road - 42nd Ave W	200800105	Public Works	2008	Alderwood Mall Blvd to 194th Street SW	TBD, GRANT, REET, UTILITY, TrIF, TIF	P	Erin D	5,000	10,000	10,000	5,000	5,000	1,000	36,000
Construct a new road from Alderwood Mall Blvd. to 194th St SW.														

33rd Ave W Improvements	200800108	Public Works	2008	AMB to 184th St SW	TBD, GRANT, REET	P	David M	200	200	200	1,000	5,000	5,000	11,600
Improve 33rd Ave W for future ST Link Light Rail station														
City Center: New Road - 194th St SW	200900101	Public Works	2009	40th Ave SW to 33rd Ave W	TBD, GRANT, UTILITY, TIF	P	Pradip K	500	10,000	0	0	0	0	10,500
Construct a new road from 40th Ave W to 33rd Ave W.														
City Center: 38th Ave W	20260003	Public Works	2025	196th St SW to 194th St SW	TBD, GRANT, UTILITY, TIF	P	Pradip K	500	10,000	0	0	0	0	10,500
Construct a new road from 196th St SW to 194th St SW														
Maple Rd Improvement	202000019	Public Works	2020	36th Ave W to 44th Ave W	TBD, GRANT, REET, TrIF	N	David M	0	0	0	500	0	0	500
This old county section of road has missing curb, gutter, and sidewalks and is in need of reconstruction.														
Roundabout / Traffic Signal (48th Ave W & 188th St SW)	202000021	Public Works	2020	48th Avenue West & 188th Street SW	TBD, GRANT	N	David M	0	0	500	1,000	0	0	1,500
This intersection has been identified as a future location for a traffic signal or roundabout.														
Traffic Signal (66th Ave & 212th St)	202000022	Public Works	2020	66th Avenue West & 212th Street SW	TBD, GRANT	N	David M	0	0	500	1,000	0	0	1,500
This intersection has been identified as a future location for a signalized intersection.														
Turn Lanes (City of Edmonds - 212th St SW & Hwy 99)	202000023	Public Works	2020	City of Edmonds - 212th St SW & Hwy 99	OTHER	N	David M	0	0	0	0	500	3,000	3,500
The City of Edmonds requested that we put this project on our CFP. It is adjacent to Lynnwood and Lynnwood may participate depending on the design. This project would install turn lanes at this intersection to relieve congestion.														
City Center (46th Ave W)	202000027	Public Works	2020	46th Ave W	OTHER	P	David M / Karl A	0	0	8,500	0	0	0	8,500
This new City Center roadway would connect 196th Street SW through private properties to the signalized 46th Intersection at 200th Street SW.														

Highway 99 Safety Improvements	202100002	Public Works	2021	Highway 99	OTHER, TBD, GRANT	N	David M	0	500	5,000	0	0	0	5,500
Intersection, access, and median improvements will be implemented to improve traffic safety along this corridor														
Everett LRT Extension	20230018	Public Works	2023	Lynnwood to Everett	OTHER	F	David M	0	0	0	0	0	0	0
Extends light rail from Lynnwood City Center Station to Everett														
164th/Quail Park Intersection Improvements	202300219	Public Works	2023	164th /Manor Heights Estates	TBD, GRANT	P	David M	800	0	0	0	0	0	800
Traffic safety improvements														
Costco Traffic Improvements	20230020	Public Works	2023	33rd Ave/Alderwood Mall Pkwy vicinity	TBD, GRANT	P	David M	500	500	500	0	0	0	1,500
Implement traffic capacity improvements to alleviate congestion														
196th/36th Intersection Improvements	20230022	Public Works	2023	196th/36th	TBD, GRANT	P	David M	0	50	1,000	0	0	0	1,050
Improvements including waterline upgrades, paving, median, traffic signal lighting and sidewalks														
Traffic Safety Improvements	20270001	Public Works	2026	City Wide	TBD	P	David M	50	50	50	50	50	50	300
Miscellaneous signing, striping, and road geometric improvements														
PRV #4 Improvements	20270002	Public Works	2026	Alderwood Mall Area	UTILTY	F	David M	200	0	0	0	0	0	200
Add SCADA connection to the Pressure Reducing Valve (PRV)														
Manor Way Park Development	PK1997002B	Parks, Recreation & Cultural Arts	2006	Manor Way Park	TBD	N	Monica T	0	0	0	0	0	0	0
Develop of the ~9-acres into a neighborhood park serving Lynnwood's municipal urban growth area. This park will be developed largely as walking trails with an active play area and parking lot.														
Lynndale Park Renovation, Phase IV	PK1997017B	Parks, Recreation & Cultural Arts	1997	Lynndale Park	REET, PIF, GRANT, OTHER	P	Monica T	500	0	4,000	4,000	0	0	8,500
Building renovation and potential expansion to meet programming and park user needs; associated accessible routes, parking lot renovation, on site stormwater, and miscellaneous improvements.														
Daleway Park Renovation, Phase II	PK1997020B	Parks, Recreation & Cultural Arts	1997	Daleway Park	REET, PIF, GRANT	P	Monica T	300	0	0	250	250	5,000	5,800
Addition of a picnic shelter, improvements to drainage in large lawn area, replacement of playground equipment, replacement of spray pad, and ADA barrier removal as identified in the Transition Plan.														

Interurban Trail Improvements	PK1998021A	Parks, Recreation & Cultural Arts	1998	Interurban Trail Corridor	REET, GRANT	P	Monica T	200	0	200	0	200	0	600
Provide trailheads with parking where feasible, increase access, install historic markers and signage, and improve landscaping. Improvements should be consistent with the adopted 2018 Lynnwood Interurban Trail Master Plan and current AASHTO shared-use path standards.														
South Lund's Gulch Trail Development	PK1998023C	Parks, Recreation & Cultural Arts	2022	Gulch Trail	TBD	N	Monica T	0	0	500	0	500	0	1,000
Development of trailhead at the south end of Lund's Gulch (parking, picnic area, restrooms, kiosk), and 3/4-mile soft surface hiking trail into Lund's Gulch with bridge crossing at Lund's Creek. Trail will connect with existing trail system in county owned Meadowdale Beach Park. Trail development will require consultant design, engineering and permitting for development in sensitive areas.														
Scriber Creek Trail, Master Plan (aka Center to Sound Trail)	PK1998025A	Parks, Recreation & Cultural Arts	1998	City wide	PIF, GRANT	P	Monica T	0	250	250	0	0	0	500
Master plan the alignment to extend the Scriber Creek Trail to the north from Wilcox Park to Lund's Gulch, creating a north-south all ages and abilities/Class I shared-use path corridor through Lynnwood for recreation and commuter use. Development standards should be consistent with AASHTO shared-use path standards.														
Scriber Creek Trail Extension, Acquisition (aka Center to Sound Trail)	PK1998025B	Parks, Recreation & Cultural Arts	2021	City wide	PIF, GRANT	N	Monica T	500	500	500	500	500	500	3,000
Master planning for the extension of Scriber Creek Trail northward through the city from Wilcox Park to Lund 's Gulch, creating a north-south bicycle corridor through Lynnwood for recreation and commuter use.														
Scriber Creek Trail Extension, Development (aka Center to Sound Trail)	PK1998025C	Parks, Recreation & Cultural Arts	1998	City wide	REET, PIF, GRANT	N	Monica T	0	0	0	0	0	0	0
Development of the extension of the Scriber Creek Trail from Wilcox Park northward to Lund's Gulch. The length of the trail will be improved to a Class I bicycle/pedestrian trail creating a north-south bicycle corridor through Lynnwood for recreational and commuter use.														
Strategic Park Acquisitions	PK1998031A	Parks, Recreation & Cultural Arts	1998	City wide	TBD	P	Monica T	500	500	500	500	500	500	3,000
Strategically acquire parcels adjacent to existing city-owned parkland, property for new active and passive park facilities, and preservation/conservation of natural areas in Lynnwood.														

188th St Mini Park Development	PK1999033A	Parks, Recreation & Cultural Arts	2023	Property on 188th near HWY 99	TBD	N	Monica T	0	0	0	0	0	0	0
Development of 1-acre mini park on upland portion of City-owned storm drainage mitigation area to serve the adjacent neighborhood.														
Deferred Park Maintenance & Capital Renewal	PK2000034A	Parks, Recreation & Cultural Arts	2000	City wide	REET	F	Monica T	200	200	200	200	200	200	1,200
Dedicated funding to replace equipment and to meet ADA accessibility & safety standards for public playgrounds. General park conditions and existing equipment are reviewed and recommendations are made annually. Renovation is necessary to comply with safety standards, Americans with Disabilities Act and for repair and replacement of outdated play equipment.														
Rowe Park Development	PK2001039B	Parks, Recreation & Cultural Arts	2001	Rowe Park	REET, PIF, GRANT	F	Monica T	2,000	2,000	0	0	0	0	4,000
Development of the 2.39-acre neighborhood park. Master Plan completed in 2004 through public process, includes accessible recreation elements integrated throughout forested site.														
Doc Hageman Park Development, Phase I	PK2002041C	Parks, Recreation & Cultural Arts	2004	Dog Hageman park	TBD	N	Monica T	0	0	0	0	0	0	0
1st phase of development for this MUGA-serving, neighborhood park.														
Scriber Lake Park Improvements/Expansions	PK2003046D	Parks, Recreation & Cultural Arts	2023	Scriber Lake Park	TBD	N	Monica T	0	0	0	0	0	0	0
Master plan completed in 2005 and proposes additional amenities for gathering and recreation. Other improvements include upland and wetland viewpoints, trail development and improve park entrances.														
Off-Leash Dog Area - Development	PK2004052B	Parks, Recreation & Cultural Arts	2004	Undetermined	TBD	N	Monica T	0	0	0	0	0	0	0
Development of a .5 to 1 acre off-leash dog area to include a perimeter fencing, bag and disposal receptacles, surfacing, water access, and signage.														
Town Square Park (City Center Park) Development	PK2005059A	Parks, Recreation & Cultural Arts	2005	City Center	REET, PIF, GRANT, OTHER, TrIF, TIF	P	Monica T	0	500	500	5,000	5,000	0	11,000
Planned as the heart of City Center, development is anticipated to include space for events, recreation, and gathering. Final design will include robust community outreach to confirm improvements. Town Square Park ranked # 1 to pursue in City Council Resolution 2014-15.														
Recreation Center Phase II	BP2006023B	Parks, Recreation & Cultural Arts	2006	Recreation Center	TBD	N	Monica T	0	0	0	0	0	0	0
Feasibility and alternatives analysis for a community center facility or Phase II expansion of the Recreation/Community Center leading to planning, design, construction														

Lund's Gulch Open Space Preservation, Phase IV	200900116	Parks, Recreation & Cultural Arts	2009	Lund's Gulch	TBD	N	Monica T	500	0	500	0	500	0	1,500
Strategic property acquisition in Lund's Gulch to continue the City's preservation of this highly sensitive ecological area and protection of Lund's Gulch Creek. These sites are also strategic to future trail development in Lund's Gulch.														
Lund's Creek Park Development	200900117	Parks, Recreation & Cultural Arts	2009	6026 156th St SW, Edmonds	TBD	N	Monica T	0	0	0	0	0	0	0
Environmental education center in Lynnwood MUGA.														
Lynnwood Golf Course Pro Shop Renovations	201200152	Parks, Recreation & Cultural Arts	2012	Golf course	OTHER	F	Monica T	0	0	0	0	0	0	0
Development of a food and beverage indoor dining service in the Golf Course Pro -Shop. Project is identified in the approved 2012-2016 LMGC Business Plan. This project would remodel the Pro Shop with a snack bar area that would provide indoor dining and beverage service, an expanded menu and allow for increased hours of operation.														
Senior Center / Teen Center Expansion	201500103	Parks, Recreation & Cultural Arts	2015	Senior Center	TBD	N	Monica T	0	0	0	0	0	0	0
Remodel and/or expansions to an existing City building or off-site lease space to accommodate expanded youth, teen, senior, and community programs.														
Wilcox Park Rehabilitation (Park Central)	201500105	Parks, Recreation & Cultural Arts	2015	Wilcox Park	TBD	N	Monica T	100	250	500	3,000	3,000	0	6,850
Renovation of parking lot, playground areas, and sport court with associated accessible route improvements. Opportunities to partner with school district to expand amenities or with WSDOT to renovate the old 196th bridge.														
Tunnel Creek Trail	201500106	Parks, Recreation & Cultural Arts	2015	Edmonds School District property off 33rd PL W across from Costco	REET, PIF, GRANT	N	Monica T	0	0	0	0	0	0	0
Trail development to formalize existing social trails and/or development of shared-use path. Acquisition of school district property or collaboration with school district needed.														
System Wide Park Signage	201900102	Parks, Recreation & Cultural Arts	2021	17 park locations around the city	TBD	N	Monica T	0	50	0	50	0	50	150
Development of a park signage program that would replace all park entrance and ancillary signs to reflect the City's branding program. The 2010 Branding Report recommends an inventory of existing City signage, and creation of a plan for all signage within 5 years. The City's brand identity would be integrated into the new signs which would identify each park and celebrate the neighborhood it supports.														

Alderwood Transition Area Mini Park Development	201900103	Parks, Recreation & Cultural Arts	2017	Near Alderwood Mall	TBD	N	Monica T	0	0	0	0	0	0	0
Develop a mini-park along the Interurban Trail to serve new residential development in Alderwood Transition Area.														
ADA Park Upgrades	201900104	Parks, Recreation & Cultural Arts	2019	City wide	REET	P	Monica T	50	50	50	50	50	50	300
Implement ADA parkland upgrades identified in the adopted ADA Self-Evaluation and Transition Plan to meet or exceed the requirements of Title II of ADA.														
Recreation Center Refresh	PK20200101	Parks, Recreation & Cultural Arts	2017	Recreation Center	TBD	P	Monica T	100	0	100	0	100	0	300
Replacement or installation of recreation toys and equipment such as playground update, aquatic toys and features, and other amenities for drop-in play.														
Pioneer Park Renovation	20210005	Parks, Recreation & Cultural Arts	2021	Pioneer Park	REET, PIF, GRANT	F	Monica T	0	0	0	0	0	0	0
ADA parking, curb ramps, accessible route, playground replacement														
Maple Mini Park Rehabilitation	20210006	Parks, Recreation & Cultural Arts	2021	Maple Mini Park	TBD	P	Monica T	2,000	0	0	0	0	0	2,000
Maple Mini Park is a stormwater detention facility with park amenities. The City needs to remove and replace the current play structure, as well as confirm stormwater function and capacity. This project addresses the .77 acre detention facility's best recreation use and removes ADA barriers.														
Golf Course Trail Improvements	20210007	Parks, Recreation & Cultural Arts	2021	Golf Course Trail	TBD, OTHER	N	Monica T	350	0	350	0	350	0	1,050
Golf Course trail improvements to remove all ADA barriers, segment specific surfacing improvements such as widening and material upgrades. Trail segment along 208th identified as AAA Shared Use Path facility and should be designed to meet AASHTO Shared-Use Path standards. Project will consider surfacing as much as half of the trail to be low-impact, rubberized, poured in place material. Locate and install site furnishings/amenities to support trail users. Identify and develop additional trailheads.														
Lund's Gulch Trail System Master Plan	20210008	Parks, Recreation & Cultural Arts	2021	Lund's Gulch North & South	TBD	N	Monica T	250	0	0	0	0	0	250
Partner with Snohomish County to develop a trail network master plan for Lund's Gulch Open Space identifying and creating trailhead and parking locations, and pedestrian connections to Meadowdale County Beach Park.														

Sprague's Pond Park (East) Parking Lot and Waterfront Access	20210009	Parks, Recreation & Cultural Arts	2021	Sprague's Pond Park	REET, PIF	P	Monica T	100	0	1,000	1,000	0	0	2,100
Improvements that support passive recreation with a pedestrian bridge over the pond to connect to Sprague's Pond Mini Park to create a walking-loop trail, a floating dock for fishing and environmental education, picnic shelter, and/or restroom building.														
Village Green Park Pavilion	20210010	Parks, Recreation & Cultural Arts	2019	Village Green	TBD	N	Monica T	0	0	0	0	0	0	0
Construct an approximately 1,000-square foot stage/pavilion at the new Village Green park within the Northline Village development at 198th St SW and 45th Ave W.														
Mesika Forest Access Improvements	20250001	Parks, Recreation & Cultural Arts	2025	Mesika Forest & Trail	TBD	N	Monica T	0	50	0	50	0	50	150
Improve neighborhood access to the Mesika Forest and Civic Campus by widening and repaving asphalt entrance paths, add signage and kiosk, restore Mesika Creek and riparian areas, add picnic facilities, and improve northern end with outdoor nature play area.														
Meadowdale Neighborhood Park - Opportunity Zone	20250002	Parks, Recreation & Cultural Arts	2025	Meadowdale Neighborhood Park	TBD	N	Monica T	0	0	0	0	0	0	0
Addition of new recreation amenities to improve equitable distribution of amenities throughout Lynnwood. Possible new features could be a new zipline course, pump track, fitness stations, remote control crawler course, or dog park. Playground replacement to be coordinated with new improvements.														
North Lynnwood Park Rehabilitation	20250003	Parks, Recreation & Cultural Arts	2025	North Lynnwood Park	REET, PIF, GRANT	P	Monica T	150	300	3,000	3,000	0	0	6,450
Spray pad and play area replacement, lawn renovation, widen and repave loop trail, restore/enhance forest and stormwater areas, resurface sport court, renovate south play area, accessible routes, parking lot renovation, and miscellaneous improvements.														
South Lynnwood Urban Forestry Initiative	20260001	Parks, Recreation & Cultural Arts	2025	North Lynnwood Park	GRANT	F	Monica T	300	300	0	0	0	0	600
This five-year program will protect and enhance 12-acres of urban forest/riparian/wetlands as well as expand healthy urban tree canopies in South Lynnwood Park.														
Heritage Park Improvements	20260002	Parks, Recreation & Cultural Arts	2025	North Lynnwood Park	REET, PIF, GRANT	P	Monica T	0	250	250	0	0	0	500
Improvements include a pedestrian connection to the adjacent school district property, wetland loop trail with viewpoint, addition of a new park shelter, terraced seating, and lawn renovation.														

Gold Park Improvements	20270003	Parks, Recreation & Cultural Arts	2026	Gold Park	REET	N	Monica T	0	250	250	0	0	0	500
Replace existing asphalt parking lot, forest restoration, and addition of new amenity based on community feedback (play, zipline, gathering, placemaking, furnishings, pedestrian bridges).													
Meadowdale Athletic Complex Playfields Replacement	20270004	Parks, Recreation & Cultural Arts	2026	Meadowdale Athletic Complex	TBD, GRANT	N	Monica T	0	0	0	0	10,000	0	10,000
Replacement of existing synthetic turf fields; 3 softball infields and 2 multi-purpose fields.													

Building renovation and potential expansion to meet programming and park user needs; associated accessible routes, parking lot renovation, on site stormwater, and miscellaneous improvements.											
Daleway Park Renovation, Phase II	PK1997020B	Parks, Recreation & Cultural Arts	1997	Daleway Park	P	Monica T	300	0	0	250	250	5,000	5,800
Addition of a picnic shelter, improvements to drainage in large lawn area, replacement of playground equipment, replacement of spray pad, and ADA barrier removal as identified in the Transition Plan.											
Interurban Trail Improvements	PK1998021A	Parks, Recreation & Cultural Arts	1998	Interurban Trail Corridor	P	Monica T	200	0	200	0	200	0	600
Provide trailheads with parking where feasible, increase access, install historic markers and signage, and improve landscaping. Improvements should be consistent with the adopted 2018 Lynnwood Interurban Trail Master Plan and current AASHTO shared-use path standards.											
South Lund's Gulch Trail Development	PK1998023C	Parks, Recreation & Cultural Arts	2022	Gulch Trail	N	Monica T	0	0	500	0	500	0	1,000
Development of trailhead at the south end of Lund's Gulch (parking, picnic area, restrooms, kiosk), and 3/4-mile soft surface hiking trail into Lund's Gulch with bridge crossing at Lund's Creek. Trail will connect with existing trail system in county owned Meadowdale Beach Park. Trail development will require consultant design, engineering and permitting for development in sensitive areas.											
Scriber Creek Trail, Master Plan (aka Center to Sound Trail)	PK1998025A	Parks, Recreation & Cultural Arts	1998	City wide	P	Monica T	0	250	250	0	0	0	500
Master plan the alignment to extend the Scriber Creek Trail to the north from Wilcox Park to Lund's Gulch, creating a north-south all ages and abilities/Class I shared-use path corridor through											

Lynnwood for recreation and commuter use. Development standards should be consistent with AASHTO shared-use path standards.													
Scriber Creek Trail Extension, Acquisition (aka Center to Sound Trail)	PK1998025B	Parks, Recreation & Cultural Arts	2021	City wide	N	Monica T	500	500	500	500	500	500	3,000
Master planning for the extension of Scriber Creek Trail northward through the city from Wilcox Park to Lund 's Gulch, creating a north-south bicycle corridor through Lynnwood for recreation and commuter use.													
Scriber Creek Trail Extension, Development (aka Center to Sound Trail)	PK1998025C	Parks, Recreation & Cultural Arts	1998	City wide	N	Monica T	0	0	0	0	0	0	0
Development of the extension of the Scriber Creek Trail from Wilcox Park northward to Lund's Gulch. The length of the trail will be improved to a Class I bicycle/pedestrian trail creating a north-south bicycle corridor through Lynnwood for recreational and commuter use.													
Strategic Park Acquisitions	PK1998031A	Parks, Recreation & Cultural Arts	1998	City wide	P	Monica T	500	500	500	500	500	500	3,000
Strategically acquire parcels adjacent to existing city-owned parkland, property for new active and passive park facilities, and preservation/conservation of natural areas in Lynnwood.													

188th St Mini Park Development	PK1999033A	Parks, Recreation & Cultural Arts	2023	Property on 188th near HWY 99	N	Monica T	0	0	0	0	0	0	0
Development of 1-acre mini park on upland portion of City-owned storm drainage mitigation area to serve the adjacent neighborhood.													
Deferred Park Maintenance & Capital Renewal	PK2000034A	Parks, Recreation & Cultural Arts	2000	City wide	F	Monica T	200	200	200	200	200	200	1,200
Dedicated funding to replace equipment and to meet ADA accessibility & safety standards for public playgrounds. General park conditions and existing equipment are reviewed and recommendations are made annually. Renovation is necessary to comply with safety standards, Americans with Disabilities Act and for repair and replacement of outdated play equipment.													
Rowe Park Development	PK2001039B	Parks, Recreation & Cultural Arts	2001	Rowe Park	F	Monica T	2,000	2,000	0	0	0	0	4,000
Development of the 2.39-acre neighborhood park. Master Plan completed in 2004 through public process, includes accessible recreation elements integrated throughout forested site.													
Doc Hageman Park Development, Phase I	PK2002041C	Parks, Recreation & Cultural Arts	2004	Dog Hageman park	N	Monica T	0	0	0	0	0	0	0
1st phase of development for this MUGA-serving, neighborhood park.													

Scriber Lake Park Improvements/Expansions	PK2003046D	Parks, Recreation & Cultural Arts	2023	Scriber Lake Park	N	Monica T	0	0	0	0	0	0	0
Master plan completed in 2005 and proposes additional amenities for gathering and recreation. Other improvements include upland and wetland viewpoints, trail development and improve park entrances.													
Off-Leash Dog Area - Development	PK2004052B	Parks, Recreation & Cultural Arts	2004	Undetermined	N	Monica T	0	0	0	0	0	0	0
Development of a .5 to 1 acre off-leash dog area to include a perimeter fencing, bag and disposal receptacles, surfacing, water access, and signage.													
Town Square Park (City Center Park) Development	PK2005059A	Parks, Recreation & Cultural Arts	2005	City Center	P	Monica T	0	500	500	5,000	5,000	0	11,000
Planned as the heart of City Center, development is anticipated to include space for events, recreation, and gathering. Final design will include robust community outreach to confirm improvements. Town Square Park ranked # 1 to pursue in City Council Resolution 2014-15.													
Recreation Center Phase II	BP2006023B	Parks, Recreation & Cultural Arts	2006	Recreation Center	N	Monica T	0	0	0	0	0	0	0
Feasibility and alternatives analysis for a community center facility or Phase II expansion of the Recreation/Community Center leading to planning, design, construction													

Lund's Gulch Open Space Preservation, Phase IV	200900116	Parks, Recreation & Cultural Arts	2009	Lund's Gulch	N	Monica T	500	0	500	0	500	0	1,500
Strategic property acquisition in Lund's Gulch to continue the City's preservation of this highly sensitive ecological area and protection of Lund's Gulch Creek. These sites are also strategic to future trail development in Lund's Gulch.													
Lund's Creek Park Development	200900117	Parks, Recreation & Cultural Arts	2009	6026 156th St SW, Edmonds	N	Monica T	0	0	0	0	0	0	0
Environmental education center in Lynnwood MUGA.													
Lynnwood Golf Course Pro Shop Renovations	201200152	Parks, Recreation & Cultural Arts	2012	Golf course	F	Monica T	0	0	0	0	0	0	0
Development of a food and beverage indoor dining service in the Golf Course Pro -Shop. Project is identified in the approved 2012-2016 LMGC Business Plan. This project would remodel the Pro Shop with a snack bar area that would provide indoor dining and beverage service, an expanded menu and allow for increased hours of operation.													
Senior Center / Teen Center Expansion	201500103	Parks, Recreation & Cultural Arts	2015	Senior Center	N	Monica T	0	0	0	0	0	0	0
Remodel and/or expansions to an existing City building or off-site lease space to accommodate expanded youth, teen, senior, and community programs.													

Wilcox Park Rehabilitation (Park Central)	201500105	Parks, Recreation & Cultural Arts	2015	Wilcox Park	N	Monica T	100	250	500	3,000	3,000	0	6,850
Renovation of parking lot, playground areas, and sport court with associated accessible route improvements. Opportunities to partner with school district to expand amenities or with WSDOT to renovate the old 196th bridge.													
Tunnel Creek Trail	201500106	Parks, Recreation & Cultural Arts	2015	Edmonds School District property off 33rd PL W across from Costco	N	Monica T	0	0	0	0	0	0	0
Trail development to formalize existing social trails and/or development of shared-use path. Acquisition of school district property or collaboration with school district needed.													
System Wide Park Signage	201900102	Parks, Recreation & Cultural Arts	2021	17 park locations around the city	N	Monica T	0	50	0	50	0	50	150
Development of a park signage program that would replace all park entrance and ancillary signs to reflect the City's branding program. The 2010 Branding Report recommends an inventory of existing City signage, and creation of a plan for all signage within 5 years. The City's brand identity would be integrated into the new signs which would identify each park and celebrate the neighborhood it supports.													
Alderwood Transition Area Mini Park Development	201900103	Parks, Recreation & Cultural Arts	2017	Near Alderwood Mall	N	Monica T	0	0	0	0	0	0	0
Develop a mini-park along the Interurban Trail to serve new residential development in Alderwood Transition Area.													

ADA Park Upgrades	201900104	Parks, Recreation & Cultural Arts	2019	City wide	P	Monica T	50	50	50	50	50	50	300
Implement ADA parkland upgrades identified in the adopted ADA Self-Evaluation and Transition Plan to meet or exceed the requirements of Title II of ADA.													
Recreation Center Refresh	PK20200101	Parks, Recreation & Cultural Arts	2017	Recreation Center	P	Monica T	100	0	100	0	100	0	300
Replacement or installation of recreation toys and equipment such as playground update, aquatic toys and features, and other amenities for drop-in play.													
Pioneer Park Renovation	20210005	Parks, Recreation & Cultural Arts	2021	Pioneer Park	F	Monica T	0	0	0	0	0	0	0
ADA parking, curb ramps, accessible route, playground replacement													
Maple Mini Park Rehabilitation	20210006	Parks, Recreation & Cultural Arts	2021	Maple Mini Park	P	Monica T	2,000	0	0	0	0	0	2,000
Maple Mini Park is a stormwater detention facility with park amenities. The City needs to remove and replace the current play structure, as well as confirm stormwater function and capacity. This project addresses the .77 acre detention facility's best recreation use and removes ADA barriers.													
Golf Course Trail Improvements	20210007	Parks, Recreation & Cultural Arts	2021	Golf Course Trail	N	Monica T	350	0	350	0	350	0	1,050
Golf Course trail improvements to remove all ADA barriers, segment specific surfacing improvements such as widening and material upgrades. Trail segment along 208th identified as AAA Shared Use Path facility and should be designed to meet AASHTO Shared-Use Path standards. Project will consider surfacing as much as half of the trail to be low-impact, rubberized, poured in place material. Locate and install site furnishings/amenities to support trail users. Identify and develop additional trailheads.													

Lund's Gulch Trail System Master Plan	20210008	Parks, Recreation & Cultural Arts	2021	Lund's Gulch North & South	N	Monica T	250	0	0	0	0	0	250
Partner with Snohomish County to develop a trail network master plan for Lund's Gulch Open Space identifying and creating trailhead and parking locations, and pedestrian connections to Meadowdale County Beach Park.													
Sprague's Pond Park (East) Parking Lot and Waterfront Access	20210009	Parks, Recreation & Cultural Arts	2021	Sprague's Pond Park	P	Monica T	100	0	1,000	1,000	0	0	2,100
Improvements that support passive recreation with a pedestrian bridge over the pond to connect to Sprague's Pond Mini Park to create a walking-loop trail, a floating dock for fishing and environmental education, picnic shelter, and/or restroom building.													
Village Green Park Pavilion	20210010	Parks, Recreation & Cultural Arts	2019	Village Green	N	Monica T	0	0	0	0	0	0	0
Construct an approximately 1,000-square foot stage/pavilion at the new Village Green park within the Northline Village development at 198th St SW and 45th Ave W.													
Mesika Forest Access Improvements	20250001	Parks, Recreation & Cultural Arts	2025	Mesika Forest & Trail	N	Monica T	0	50	0	50	0	50	150
Improve neighborhood access to the Mesika Forest and Civic Campus by widening and repaving asphalt entrance paths, add signage and kiosk, restore Mesika Creek and riparian areas, add picnic facilities, and improve northern end with outdoor nature play area.													

LYNNWOOD
WASHINGTON

Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan

Final Plan September 2021

MIG

Acknowledgments

Many individuals were involved with the development of the City of Lynnwood ADA Self-Evaluation and Transition Plan. Implementation of this Plan will include efforts of City Leadership and across City Departments.

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- Nicola Smith, Mayor
- Christine Frizzell, Council President
- Shannon Sessions, Council Vice President
- Julieta Altamirano-Crosby, Council Member
- Patrick Decker, Council Member
- George Hurst, Council Member
- Ruth Ross, Council Member
- Jim Smith, Council Member

ADA Stakeholder Group

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- Amie Hanson, Project Manager

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1.0 Introduction

This ADA Self-Evaluation and Transition Plan (Plan) will support the City of Lynnwood to fulfill the requirements set forth in title II of the Americans with Disabilities Act (ADA). The ADA states that a public entity must reasonably modify its policies, practices, or procedures to avoid discrimination against people with disabilities. This Plan will assist the City in identifying policy, program, and physical barriers to accessibility, and will guide the City in developing barrier removal solutions.

The evaluation of policies, programs, and services is described in *Section 2 – Self-Evaluation of Policies, Procedure, and Programs* of this document. Section 2 details the review of City policies, services, programs, and activities and is based on responses to a program accessibility questionnaire, which was completed by City staff, and a review of City documents and policies.

A description of the evaluation of physical barriers in the built environment at City facilities where programs, activities, and services are available to the public and the strategy for the removal of barriers is included in *Section 3 – ADA Transition Plan.*

An overview of the topics the City should consider and address when implementing barrier removal efforts is provided in *Section 4 – Barrier Removal Considerations for Plan Implementation.*

Section 5 ADA Policy and Complaint Procedure includes the City's notice under the ADA and the City's ADA Grievance Procedure.

Commonly used terms within this document and in the ADA are included in *Section 6 – Definitions*, and *Section 7 Program Accessibility Guidelines, Standards, and Resources* contains a directory of disability organizations, guidelines, and resources for addressing the recommendations included in this Plan.

The City of Lynnwood has established a designated ADA Title II Coordinator. The ADA Coordinator is responsible for tracking the efforts of the City to comply with title II and for the coordination and investigation of accessibility-related complaints. The ADA Coordinator is also considered a resource for City Departments to achieve ADA compliance and assist with policy and program development to ensure program accessibility.[1]

[1] Department of Justice, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination and Subpart D § 35.149 Discrimination prohibited.

1.1 Legislative Mandate

The ADA is a comprehensive civil rights law for persons with disabilities in both employment and the provision of goods and services. The ADA states that its purpose is to provide a "clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities." Congress emphasized that the ADA seeks to dispel stereotypes and assumptions about disabilities and to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for people with disabilities. Congress passed the ADA on July 26, 1990. Title II of the ADA covers programs, activities, and services of public entities. Under the requirements of the ADA:

No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity.[2]

Further, title II of the ADA provides that public entities must identify and evaluate all programs, activities, and services and review all policies, practices, and procedures that govern administration of the entity's programs, activities, and services.[3] This Plan and certain documents incorporated by reference establish the City of Lynnwood's ADA Self-Evaluation and Transition Plan.

Application of Regulations

As a public entity, the City of Lynnwood is subject to the ADA's title II Requirements for State and Local Government Programs and Services and is responsible for the provision of accessible programs and facilities that are available without discrimination toward people with disabilities. A fundamental tenet of title II of the ADA is *"the principle that individuals with disabilities must be provided an equally effective opportunity to participate in or benefit from a public entity's aids, benefits, and services."*[4] This principle is referred to as program accessibility.

> *A public entity may not deny the benefits of its programs, activities, and services to individuals with disabilities because its facilities are inaccessible. A public entity's services, programs, or activities, when viewed in their entirety, must be readily accessible to and usable by individuals with disabilities. This standard, known as "program accessibility," applies to all existing facilities of a public*

[2] Department of Justice, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination.

[3] Department of Justice, Title II Regulations Subpart A § 35.105 Self-evaluation.

[4] The Americans with Disabilities Act, Title II Technical Assistance Manual II-3.3000.

> *entity. Public entities, however, are not necessarily required to make each of their existing facilities accessible.*[5]

As a public entity, the City is required to ensure program accessibility for the programs it provides to the public.

Maintaining Accessible Facilities

In addition to providing programmatic access, the City is obligated to maintain all accessible facilities in working order. Exceptions are provided for temporary disruptions. The ADA contains the following language regarding the maintenance of accessible features:

> ***Maintenance of Accessible Features.*** *Public entities must maintain in working order equipment and features of facilities that are required to provide ready access to individuals with disabilities. Isolated or temporary interruptions in access due to maintenance and repair of accessible features are not prohibited.*
>
> *Where a public entity must provide an accessible route, the route must remain accessible and not blocked by obstacles such as furniture, filing cabinets, or potted plants. An isolated instance of placement of an object on an accessible route, however, would not be a violation, if the object is promptly removed. Similarly, accessible doors must be unlocked when the public entity is open for business.*
>
> *Mechanical failures in equipment such as elevators or automatic doors will occur from time to time. The obligation to ensure that facilities are readily accessible to and usable by individuals with disabilities would be violated, if repairs are not made promptly or if improper or inadequate maintenance causes repeated and persistent failures.*[6]

1.2 Discrimination and Accessibility

This section provides an overview of physical and programmatic accessibility and the basic methods of providing access. Absence of discrimination requires that both types of accessibility be provided.

[5] The Americans with Disabilities Act, Title II Technical Assistance Manual II-5.1000.

[6] The Americans with Disabilities Act, Title II Technical Assistance Manual II-3.10000.

Physical accessibility requires that a facility be barrier-free. Barriers include any obstacles that prevent or restrict the entrance to or use of a facility.

Programs offered by the City to the public must be accessible. Program accessibility requires that individuals with disabilities are provided an equally effective opportunity to participate in or benefit from a public entity's programs and services. Accessibility includes advertisement, orientation, eligibility, participation, testing or evaluation, physical access, provision of auxiliary aids and services, transportation, policies, and communication.

The City may achieve program accessibility by several methods:

- Structural methods such as altering an existing facility;
- Acquisition or redesign of equipment;
- Assignment of aids; and/or
- Providing services at alternate accessible sites.

When choosing a method of providing program access, the City is required to prioritize the method that results in the most integrated setting appropriate to encourage interaction among all users, including individuals with disabilities. In compliance with the requirements of the ADA, the City must provide equality of opportunity.

1.3 ADA Self-Evaluation and Transition Plan Requirements and Process

The ADA Self-Evaluation and Transition Plan is intended to provide a framework for the continuous improvement of City programs and facilities for people with disabilities. The Plan is intended to be a living document that is regularly updated as programs and services change, as barriers are removed, and new facilities come under ownership or control of the City.

The ADA Self-Evaluation identifies and makes recommendations to correct policies and practices in the City's programs and services that are inconsistent with title II regulations and result in limited access for people with disabilities. As part of the Self-Evaluation, the City:

- Evaluates services, policies, and practices;
- Identifies modifications needed to services, policies, and practices; and
- Involves people with disabilities in the self-evaluation process.[7]

[7] Department of Justice, Title II Regulations Subpart A § 35.105 Self-evaluation.

Programs, activities, and services offered by the City to the public must be accessible for people with and without disabilities. Accessibility applies to all aspects of programs or services provided by the City, including:

- Accessible/adaptive equipment;
- Contracting, licensing, or other arrangements;
- Customer service;
- Emergency evacuation procedures;
- Facilities;
- Notice requirements;
- Printed information;
- Program participation;
- Public meetings;
- Special events and private events on public properties;
- Telephones and communication devices;
- Televised and audiovisual information;
- Tours and trips;
- Training and staffing;
- Transportation services; and
- Website.

The Transition Plan is a document that outlines a strategy for the City to progress toward compliance with the ADA. The Transition Plan identifies physical barriers for persons with disabilities and a schedule to remove those barriers over time and must:

- List barriers;
- Identify feasible solutions to each barrier;
- Establish a timeline for removing barriers;
- Identify the person responsible for title II compliance; and
- Involve people with disabilities in the preparation of the Plan.[8]

Self-Evaluation

The City of Lynnwood evaluated its policies, programs, and procedures to determine current levels of service and the extent to which its policies and programs created barriers to accessibility for persons with disabilities. Recommended actions for City programs, activities, and services are incorporated as part of this Plan.

[8] Department of Justice, Title II Regulations Subpart A § 35.150 (d) Transition plan.

Transition Plan

The City completed a physical audit of facilities to identify potential facility barriers and identify recommendations and alterations to meet state and federal accessibility standards. The type of facilities evaluated include:

- City-owned and maintained parks;
- City-owned and maintained trails;
- City-owned and maintained buildings; and
- City-owned and maintained public right-of-way.

At the time of the facility evaluations, the following resources were used to identify barriers at City facilities: the 2010 ADA Standards for Accessible Design, 2015 Washington State Amended International Building Code (WAC), 2015 Architectural Barriers Act (ABA) Standards for Outdoor Developed Areas, and the 2011 Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG)[9]. Building codes and standards are revised every few years. The barrier evaluations conducted provide an assessment of current conditions as viewed by current code and provide a baseline for future barrier removal.

1.4 Public Outreach

Public entities are required to accept comments from interested persons on their ADA Self-Evaluation and Transition Plan, including individuals with disabilities and organizations that represent them to assist in the self-evaluation process. A page is designated on the City's website to serve as an information portal for the ADA Self-Evaluation and Transition Plan process. During development of this Plan, people with disabilities, and those that provide assistance or services to others with disabilities, senior citizens, people with experience and knowledge of ADA planning and requirements, and other interested Lynnwood residents participated in a stakeholder group. In 2018, ADA stakeholder group meetings were held to

[9] In 2014, Fortyune v. City of Lomita, the US Court of Appeals for the Ninth Circuit provided direction on providing accessible programs and services where there is an absence of technical standards relevant to the situation. "…The panel stated that the text of the ADA, the relevant implementing regulations, and the Department of Justice's interpretation of its own regulations all led it to conclude that public entities must ensure that all normal governmental functions are reasonably accessible to disabled persons, irrespective of whether the DOJ has adopted technical specifications for the particular types of facilities involved." Plainly stated, even in the absence of adopted technical design standards, public agencies have an obligation to make their programs accessible to all users. When designing for accessibility in the absence of adopted technical standards title II entities should consider comparable design standards or program access.

introduce the project and receive questions and comments and provide input on the prioritization of barriers. Participants shared their opinions and experiences related to City facilities, programs, and services as they relate to the ADA. Meeting agendas and notes are available on the City's website on the ADA Self-Evaluation and Transition Plan project webpage: LynnwoodWA.com. The Plan was provided to the stakeholder group for review and to the public for comment on the City's website in January of 2021. The ADA stakeholder group met to provide comment on the public review draft of the Plan in February 2021.

2.0 ADA Self-Evaluation of Policies, Procedures, and Programs

Accessibility of the City's programs, activities, and services applies to all aspects of the City's offerings, including advertisement, eligibility, participation, testing or evaluation, physical access, provision of auxiliary aids, transportation, policies, and communication. The City of Lynnwood undertook a self-evaluation that included a staff questionnaire, a review of City policies and practices, and an evaluation of the City's standards and specifications. The self-evaluation[10] process identified barriers and provided a mechanism for developing strategies and recommendations to correct policies and practices that are inconsistent with title II regulations and result in limitations to access for people with disabilities. This section summarizes the outcomes of this effort. The recommendations contained in this section will serve as a basis for the implementation of specific strategies that will improve access to City programs, as required by law.

2.1 Programmatic Modifications

The ADA Coordinator, or designee, will follow-up with each department to review the recommendations contained in the self-evaluation[11]. In those situations where a policy, program, or procedure creates a barrier to accessibility that is unique to a department or a certain program, the ADA Coordinator, or designee, will coordinate with the program manager to address the removal of the barrier in the most reasonable and accommodating manner in accordance with applicable law.

2.2 Program Accessibility and Policy Review Summary

The two primary components of the City's self-evaluation are a program accessibility questionnaire administered to City staff and a complementary evaluation of the City's services, policies, and practices. The review included the Municipal Code, policies and administrative

[10] Department of Justice, Title II Regulations Subpart A § 35.105 Self-evaluation.

[11] Department of Transportation fund recipients need to establish a system for periodically reviewing and updating the evaluation per 49 CFR § 27.11(c)(2)(i-v)).

rules for departments, planning, and other public documents, forms and applications, and a wide range of the City's programmatic offerings, and the City's standards and specifications. The results of the analysis serve as a basis for implementation of specific improvements for improving access to City programs as required by the ADA. The reviewed services, policies, and practices were provided to the City in an ADA Self-Evaluation of Policies, Programs, and Activities report available under separate cover upon request. The recommendations in this Plan are organized into categories based on the requirements of title II of the ADA.

- Accessible/Adaptive Equipment
- Customer Service
- Notice Requirements
- Printed Information
- Televised and Audiovisual Information
- Website
- Telephones and Communication Devices
- Training and Staffing
- Program Participation
- Public Meetings
- Transportation Services
- Tours and Trips
- Contracting, Licensing, or Other Arrangements
- Emergency Evacuation Procedures
- Facilities
- Special Events and Private Events on Public Properties

Required actions are listed based on the ADA legislation for accessibility. Some actions are always required, such as posting a notice of nondiscrimination, while other actions are only required when requested, such as providing alternative formats like large print agendas. In many cases, the City has many alternatives in selecting methods for providing accessible programs, activities, and services. Recommended actions for implementation are also provided to help ensure requirements are met. Where applicable, links are provided to the Department of Justice ADA.gov online best practices tool kit.[12]

[12] "The Tool Kit should be considered a helpful supplement to – not a replacement for – the regulations and technical assistance materials that provide more extensive discussions of ADA requirements. It also does not replace the professional advice or guidance that an architect or attorney knowledgeable in ADA requirements can provide." For the full "Best Practices Tool Kit for State and Local Governments," visit the toolkit at: ADA.gov.

Accessibility/Adaptive Equipment

Adaptive aids are devices, controls, appliances, or items that make it possible for persons with disabilities to improve their ability to function independently and participate in programs, services, and activities offered by the City.[13] For example, a pen, notepad, and clipboard provided to a person who is deaf, hard of hearing, or a person with a speech disability to write notes for brief communication or electronic equipment such as an accessible computer station are considered adaptive equipment.

Required Actions

1. Provide and maintain in working order, accessible equipment for people with disabilities when the public is allowed or required to use equipment such as computers, copy machines, telephones, or other technologies.[14]
2. Provide appropriate auxiliary aids and services in a timely manner, giving primary consideration to the requests of individuals with disabilities.[15]
3. Make reasonable modifications to avoid discrimination on the basis of disability unless the modifications would fundamentally alter the nature of the service, program, or activity.[16]

Recommended Actions

- Collaborate with community organizations that serve people with disabilities to develop and maintain a current resource list of assistive technology equipment and sources.
- Establish and maintain a toolkit of adaptive aids and resources for staff who interact with the public. Include information about both onsite and contracted services.
- Include accessibility as a criterion for purchasing equipment such as furniture, site furnishings, and office systems. Whenever possible, evaluate furniture and building material purchases for compatibility with a wide range of disabilities and sensitivities.
- Provide ongoing training to city personnel regarding techniques for providing accessible and adaptive equipment.

[13] Visit Chapter 1 of the toolkit at: ADA,gov.

[14] DOJ, Title II Regulations Subpart B § 35.133 Maintenance of accessible features

[15] DOJ, Title II Regulations Subpart E § 35.160 General

[16] DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination

Customer Service

In-person interaction with the public is one of the primary functions of most City departments. To meet ADA standards for in-person interactions, staff should be aware of the formal and informal procedures for accommodating people with disabilities, including appropriate responses to requests for program modifications and guidelines for accommodating service animals. [17]

Required Actions

1. Make appropriate modifications to regular practices to accommodate the needs of individuals with disabilities when providing customer service. [18]
2. Continue the policy of not charging an additional fee to the person requesting accommodation for their disability for program modifications or alternative formats.[18]
3. Continue the policy of not excluding service animals in City facilities.[19]

Recommended Actions

- Develop a process for determining reasonable modifications as they are requested. The process should address the following considerations:
    - Ensure the public has easy access to information about how to make a request for modifications and who to contact.
    - Ensure all staff can direct a person making a request to the appropriate staff member.
    - Ensure requests can be accepted from someone on behalf of the person with a disability and are not required to be in writing.
    - Record and monitor accessibility requests. The ADA Coordinator can analyze these periodically to look for global issues that can be addressed and problems that can be solved proactively.
- Publicize efforts to increase participation by persons with disabilities, which might include activities such as distributing program brochures to members of the disability community.

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[17] Only dogs are recognized as service animals under title II of the ADA. In limited cases, miniature horses that are individually trained to perform tasks for people with disabilities may also qualify to provide services. Emotional support, therapy, comfort, or companion animals are not considered service animals under the ADA.

[18] DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination

[19] DOJ, Title II Regulations Subpart B § 35.136 Service animals

- Assess the composition and needs of the population of people with disabilities within Lynnwood and take the necessary steps to improve communication and outreach to increase the effective participation of community members with disabilities in all City programs and activities.
- Create partnerships with organizations that provide services to people with disabilities to assist in communication about accessible City programs. Keep programs up to date through increased community involvement and partnerships with organizations that offer services to persons with disabilities.

Notice Requirements

Title II regulations require the City to inform the public of the rights and protections provided by the ADA for access to public programs, services, and activities. It is the obligation of the head of the public entity to determine the most effective way of providing notice to the public about their rights and the public entity's responsibilities under the ADA. Publishing and publicizing the ADA notice is not a one-time requirement. State and local governments should provide the information on an ongoing basis, whenever necessary.[20]

Required Actions

1. Continue to provide public notice regarding the City's commitment to providing accessible services.[21]
2. Continue to publish the ADA complaint and grievance procedures to provide fair and prompt resolution of accessibility-related complaints.[22]
3. Provide a public notice for interested people to obtain information about the existence and location of accessible services, programs, activities, and facilities.[23]
4. Provide information about the availability of program modifications for people with disabilities.[24]

[20] Visit Chapter 2 of the toolkit at: ADA.gov.

[21] DOJ, Title II Regulations Subpart A § 35.106 Notice

[22] DOJ, Title II Regulations Subpart A § 35.107 Designation of responsible employee and adoption of grievance

[23] DOJ, Title II Regulations Subpart E § 35.163 Information and signage

[24] DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination

5. Ensure that people claiming a violation of title II are not retaliated against or discriminated against for making such a claim.[25]

Recommended Actions

- Ensure that the notice about the availability of program modifications, alternative formats of materials, and auxiliary aids includes contact information for the member of staff who can provide assistance and a notice that 72 hours is required.
- Ensure staff is aware of the public locations of the nondiscrimination statement and the procedure for filing a disability discrimination complaint.
- Increase outreach to persons with disabilities and the organizations that serve them to provide information of the possible modifications that can be provided to make services, programs, and activities accessible.
- Republish and rebroadcast radio, newspaper, television, or mailings of the notice periodically, as applicable.
- Include a nondiscrimination notice in City publications similar to the following:

The City of Lynnwood does not discriminate on the basis of disability in the admissions or access to its programs or activities. An ADA Coordinator has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Justice regulations implementing Subtitle A of title II of the Americans with Disabilities Act (42 U.S.C. 12131-12134), which prohibits discrimination on the basis on disability by public agencies.

Printed Information

To meet the ADA's communication standards, City departments must be able to provide information, upon request, in alternative formats such as using easy-to-understand language, braille, large-print format, audiotape or CD, computer media, or other formats as requested.[26]

Required Actions

1. Provide alternative formats to printed information, upon request.[27]
2. Address requests for other alternative formats for lengthy documents on an individual basis.[27]

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[25] DOJ, Title II Regulations Subpart B § 35.134 Retaliation or coercion

[26] Visit Chapter 3 of the toolkit at: ADA.gov.

[27] DOJ, Title II Regulations Subpart E § 35.160 General

3. Continue the practice of not assigning costs for alternative formats to a person with a disability making the request, and update policies for public records requests as needed.[28]
4. Provide or improve the alternative text for graphics when documents are provided in a digital format. [27]

Recommended Actions

- Ensure print documents are readily available to City staff or on the City's website in a digital format accessible to screen readers.
- Include a notice on public materials printed by the City, similar to the following:

This publication can be made available in alternative formats, such as large print, braille, or electronic format. Requests can be made by calling the *ADA Coordinator at 425-670-5081, email at* crussell@lynnwoodwa.gov*, or by using the 711 Telecommunications Relay Service. Please allow 72-hours for your request to be processed.*

    - Provide instruction to each department on how to produce printed information in alternative formats for persons with various disabilities to ensure that requests are handled in a uniform and consistent manner.
    - Include images of people with disabilities when images of people are included in City printed materials.

Televised and Audiovisual Information

Televised and audiovisual information is a means for disseminating public information through presentations produced by City departments. All televised and audiovisual information, including PowerPoint presentations, must be accessible to persons with disabilities. As more communication is done remotely through the internet, it is increasingly important that all communication tools maintain accessibility as technology changes.[29]

Required Actions

1. Provide alternative formats to audiovisual presentations produced by the City, upon request, including transcripts, captions, or other options.[30]

[28] DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination

[29] Visit the ADA website: ADA.gov.

[30] DOJ, Title II Regulations Subpart E § 35.160 General

2. Ensure that televised and audiovisual communications with people with disabilities is as effective as televised and audiovisual communications with others.

Recommended Actions

- Review City presentations, videos, and recordings of meetings to identify potential barriers to accessibility and corresponding solutions.
    - Ensure video captions are reviewed and edited when using automated captioning through online video services.
- Encourage presenters to read the slides and describe the graphic content when presenting visual presentations.
- Include images of people with disabilities when images of people are included in audiovisual materials.

Website

As people turn to the internet as their primary source of information regarding services, programs, activities, and facilities, the City's website at Lynwood.gov takes on increased importance as a communications tool. Providing public access to City publications online is an effective means of reaching persons with disabilities.[31] The federal accessibility standards for electronic and information technology covered by Section 508 of the Rehabilitation Act Amendments of 1998 have set forth the technical and functional performance criteria necessary for such technology to be accessible.[32] As of 2018 the technical requirements of Section 508 incorporate the Web Content Accessibility Guidelines (WCAG), including WCAG 2.0 A and AA. The WCAG guidelines are considered the best practice for web accessibility and provide the industry standards for accessible web content.[33]

[31] Visit these two website links: ADA.gov and ADA.gov Toolkit

[32] Section 508 of the Rehabilitation Act requires that Federal agencies' electronic and information technology is accessible to people with disabilities, including employees and members of the public. Many state and local public agencies have adopted these standards as best practices. Refer to Title 29, Chapter 16, § 794d Electronic and information technology.

[33] Visit the WCAG website at: W3.org.

Required Actions

1. Take appropriate steps to ensure that the City's online communication with people with disabilities is as effective as other communications with the public.[34]
2. Ensure that people with disabilities are not excluded from participating in or benefitting from the City's online services, programs, or activities.[35]

Recommended Actions

- Conduct web accessibility analyses to periodically measure the accessibility of the department's websites. Consider adopting standards that meet or exceed Section 508 of the Rehabilitation Act guidelines for the accessibility of electronic information.
- Continue to publish the Policy of Non-Discrimination, including on the Basis of Disability, on the City's website.
- Provide information on the City website about the accessibility of City facilities.
- Acquire the technological resources or staffing expertise to create accessible documents for posting on the department website.
- Ensure images, documents, and digital files are accessible for those with vision disabilities.

Telephones and Communication Devices

Even with technological advances such as cell phones, texting, and instant messaging, provision and use of alternative communication technologies such as teletypewriters (TTY), telecommunication display devices (TDDs), or telecommunications relay services (TRS) is still required for conducting communications with the public.[36]

Required Actions

1. Ensure that staff members are proficient in the use of alternative communication technologies such as TTY, TDDs, or TRS, or are able to direct the public to knowledgeable staff.[37]

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[34] DOJ, Title II Regulations Subpart E § 35.160 General

[35] DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination

[36] Visit Chapter 3 of the toolkit at: ADA.gov.

[37] DOJ, Title II Regulations Subpart E § 35.161 Telecommunications

2. Ensure that City publications that list phone numbers also include information on how people who are deaf or who have hearing loss or speech disorders can communicate with departments by phone.[38]

Recommended Actions

- Explore options for Video Remote Interpreting Services (VRI) for communicating with people who are deaf, have hearing loss, or speech disorders. There are many situations where a live interpreter is required, such as in medical situations, but VRI may be an alternative when a live interpreter is unavailable, if circumstances, equipment, and training allow for it to provide effective communication.
- Train staff on the use of alternative communication technologies.

Training and Staffing

As a part of the City's ongoing staff development and training, the incorporation of disabilities awareness, standards, and resources is encouraged for all staff interfacing with the public or who maintain the facilities used by the public.

Required Actions

1. Ensure that City staff is knowledgeable in providing accessible services, programs, and activities for the public and that accessible facilities are maintained in working order.[39]

Recommended Actions

- Provide all City staff members with ongoing awareness and sensitivity training.
- Develop a comprehensive disability access training program. Educate all City staff about their responsibilities under the ADA. The City's ADA Coordinator and department supervisors should be responsible for ensuring that staff members receive training. Reference materials that address special modifications should be included in this training.
- Develop standard guidelines for training materials. These guidelines should include standard language that appropriately describes the City's policy on inclusion and non-discrimination, and staff members should receive training in using the guidelines effectively.

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[38] DOJ, Title II Regulations Subpart E § 35.161 Telecommunications; § 35.163 Information and signage

[39] DOJ, Title II Regulations Subpart E § 35.160 General; Subpart B § 35.130 General prohibitions against discrimination; Subpart B § 35.133 Maintenance of accessible features

- Provide training to City staff members who have contact with the public about how to provide modifications and use assistive devices to make their programs, activities, and services accessible.
- Ensure that customer service training includes information about communicating with and providing modifications for persons with a variety of disabilities. Include program-specific adaptations, assistive devices, and modifications in each department's accessibility policy manual.
- Train maintenance staff regarding accessibility compliance and the fundamentals of building codes to maintain facilities in an accessible condition.
- Consider offering training for basic American Sign Language (ASL) communication skills to staff who have contact with the public and depending on operational needs. This training should emphasize basic communication skills and should not be viewed as a substitute for utilizing qualified ASL interpreters when requested.

Program Participation

The public must be able to access all programs, service, and activities, regardless of disability, unless a modification would result in a fundamental alteration to the nature of a service, program, or activity, or result in undue financial and administrative burdens.[40]

Required Actions

1. Include individuals with disabilities in regular programs to the maximum extent possible.[41]
2. Provide reasonable modifications to program participants with disabilities to include them in regular programs to the maximum extent possible. Do not require the use of different or separate aids, benefits, or services, even if they are as effective as those provided to other individuals.[41]
3. Modify standard policies, practices, or procedures to avoid discrimination unless the modification would fundamentally alter the nature of the program, result in an undue financial or administrative burden, or create a hazardous situation for the participant or others.[41]
4. Ensure that when the City determines it necessary to exclude or limit the participation of people with disabilities to ensure the safe operation of programs or services, those determinations are based on real risks, not on speculation, stereotypes, or generalizations.[41]

[40] DOJ, Title II Regulations Subpart E § 35.164 Duties

[41] DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination

5. Ensure that when interviews are required for program participation, they are held in an accessible location and that alternative formats or auxiliary aids are provided upon request.[42]

Recommended Actions

- Increase outreach to persons with disabilities and the organizations that serve them to ensure program accessibility. The City should also inform the public of the possible modifications that can be provided to make programs, services, and activities accessible.
- Include a nondiscrimination statement and a notice of alternative formats on application or registration forms.

Public Meetings

Public meetings are a regularly occurring activity for public agencies. The main objective of any public meeting is to impart and solicit information on public issues of importance to the local government. Where these meetings are held is an important consideration in meeting the requirements of the ADA.

Required Actions

1. Ensure that public meetings are held in accessible facilities to accommodate the participation of people with mobility disabilities. [43]
2. Provide agendas and other meeting materials in alternative formats upon request.[43]
3. Provide flexibility in the time limit on speaking for individuals with communication difficulties.[43]
4. Ensure that assistive listening devices are available for public meetings where the sound at the meeting is amplified.[44]

Recommended Actions

- For in person public meetings, continue to provide access through an online format allowing for participation from a remote location.
    - Utilize a meeting platform that allows for user activated live transcripts.
    - Ensure there is a call-in option for those participating without internet access.

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[42] DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination; Subpart E § 35.160 General

[43] DOJ, Title II Regulations Subpart E § 35.160 General

[44] DOJ, Title II Regulations Subpart E § 35.160 General; 2010 Standards 219.2 Required Systems

    - When possible, provide meeting content in advance of the meeting.
    - Provide an opportunity for attendees to submit questions in advance.

- Display a notice on meeting agendas indicating the availability of accessibility modifications.
- Prepare a list of accessible meeting spaces to facilitate the scheduling of meetings and/or the relocation of meetings upon request.
- Move disability-related agenda items to the beginning of agendas when possible. Some people with disabilities are unable to stay late at meetings because they use transit, have fixed schedules, and/or rely on personal care attendants.
- Maintain a list of on-call American Sign Language interpreters who may be brought to meetings to assist individuals with hearing disabilities.
- Develop a checklist and provide instruction to staff on ensuring the accessibility of meetings. Guidelines should include examples of the types of modification requests that may be made by people with different types of disabilities, including assistive listening systems, sign language interpreters, readers, descriptive services, and other assistive technologies like real-time captioning. Other considerations include the layout of the room and the locations of the sign-in and refreshments tables, bathrooms, and other elements to ensure these features are accessible.
- Assign a member of staff as a greeter at public meetings and events. Identify this person as a resource for people who may require assistance.

Transportation Services

Many public agencies provide public transportation services. The public accommodation standards for these services are set forth by the Federal Transit Administration.[45] At the time of the self-evaluation the City did not provide public transportation services.

Required Actions

1. Make reasonable modifications in policies, practices, or procedures for public transportation when the modifications are necessary to avoid discrimination on the basis of disability or to provide program accessibility to their services.[46]

[45] Title 49, Subtitle A, Part 38 - Americans with Disabilities Act Accessibility Specifications for Transportation Vehicles. Refer to specifications for transportation vehicles on the Code of Federal Regulations website: ECFR.gov.

[46] DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination; Title 49, Subtitle A, § 38.1 Purpose

Recommended Actions

- Periodically review any available transportation programs to proactively ensure accessibility. Develop strategies for modifications as appropriate.

Tours and Trips

Many public agencies provide or facilitate tours and trips as part of their service. These tours and trips are subject to title II regulations. The City is responsible for ensuring that the tour can be experienced by people with disabilities, by making accommodations or modifications.

Required Actions

1. Modify tours and trips, when requested, to enable people with mobility, visual, speech, hearing, and cognitive disabilities to participate.[47]

Recommended Actions

- Incorporate opportunities to request accessibility modifications in registration materials for tours or trips.
- Provide information to participants in advance of a tour or trip regarding the destination, transportation, and other characteristics of the event so that informed requests for modifications or accommodations can be made.
- Evaluate the destination of tours or trips and the means of transportation to determine accessibility and any modifications that may be required. If a tour route or a portion of a route is inaccessible and modifications are requested, continue the practice of rerouting the tour or providing program modifications that will allow the tour to be experienced (for example: photographs, videos with closed captioning).

Contracting, Licensing, or Other Arrangements

Many public agencies rely on the use of contractors, licensees, consultants, and other entities for the delivery of services. These entities are considered an extension of the City's services and are required to adhere to the same ADA regulations as the City.

[47] DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination

Required Actions

1. Ensure that contractors, licensees, consultants, and other entities providing or delivering services for the City adhere to the same ADA regulations as the City.[48]

Recommended Actions

- Ensure contractors, licensees, and other entities are aware of their obligation to make City programs and activities are accessible.
- Monitor programs and activities to ensure continued accessibility.
- Provide a checklist and information to inform contractors, licensees, and other entities of their responsibility for accessibility under the ADA.

Emergency Evacuation Procedures

Life and safety protocols and procedures are required to include plans for people with disabilities.[49] The City is responsible for ensuring that staff are aware of these procedures and are trained to implement them during an emergency. Issues that have the greatest impact on people with disabilities include:

- Notification;
- Evacuation;
- Emergency transportation;
- Access to medications, refrigeration, and backup power;
- Access to their mobility devices or service animals while in transit; and
- Access to information.

In planning for emergency services, the City is required to develop strategies for notifying and assisting people with the widest range of disabilities. The City is responsible for ensuring that staff are aware of these procedures and are trained to implement them during an emergency.[49]

Required Actions

1. Train staff to safely evacuate people with disabilities in various types of emergency situations when developing guidelines and a plan for emergency evacuations.[50]

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[48] DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination.

[49] Visit Chapter 7 of the toolkit at: ADA.gov.

[50] 42 U.S.C. § 12132; refer to generally, DOJ, Title II Regulations Subpart A § 35.130, § 35.149.

2. Include strategies for people with disabilities in various types of emergency situations when developing guidelines and a plan for emergency evacuations.[50]
3. Provide direct access to telephone emergency services, including 911 services, for people who use TDD's and computer modems.[51]
4. If the City becomes involved in providing emergency shelters, provide emergency sheltering programs that are accessible to people with disabilities.[52]

Recommended Actions

- Incorporate the following elements into emergency planning:
    - Address what to do when an alarm is triggered;
    - Establish meeting places for assistance and evacuation chairs;
    - Provide direction on what to do if assistance is not available; and
    - Establish floor captains.

- Test the City's emergency plan and evacuation procedures with periodic drills, both announced and unannounced. Enlist people with different disabilities to role-play during emergency simulations.
- Review existing procedures dealing with emergencies to ensure that people with disabilities can be alerted and that they can alert emergency service providers.
- Review suggestions for evacuation plans and procedures on the U.S. Access Board website: ADA.gov. As applicable, review other resources such as the Procedures for Employees with Disabilities in Office Occupancies document published by FEMA and the U.S. Fire Administration.
- Work with disability organizations to explore the use of technologies such as audible exit signs for orientation and direction or vibrating paging systems.
- To review specific suggestions for evacuation plans and procedures at the US Access Board website at: ADA.gov and the Emergency Procedures for Employees with Disabilities in Office Occupancies document published by FEMA and the US Fire Administration.

Facilities

City facilities should be accessible to people with different types of disabilities. A public entity is not necessarily required to make each of its existing facilities accessible, where other methods are effective in achieving program access. However, they must ensure that each service,

[51] DOJ, Title II Regulations Subpart E § 35.162 Telephone emergency services

[52] DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination; Subpart D § 35.149 Discrimination prohibited

program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. The identification of structural barriers in facilities such as buildings, parks, and the public rights-of-way are a required element of an ADA Transition Plan.

Required Actions

1. Ensure that interested persons can obtain information regarding the existence and location of accessible services, activities, and facilities.[53]

Recommended Actions

- Provide information about facility accessibility in publications, including the website. Relevant information includes the locations of accessible bathrooms, accessible parking, and accessible routes from transit and parking to program locations.
- Record and monitor accessibility requests and analyze periodically to look for global issues that can be addressed and problems that can be solved proactively.

Special Events and Private Events on Public Properties

All events on public property should be accessible to people with disabilities. When a public agency rents its properties to a third party for special events, the responsibility for maintaining an accessible environment is temporarily deferred to the tenant.

Required Actions

1. Maintain City facilities in an accessible order to help ensure the accessibility of events held by public and private organizations.[54]

Recommended Actions

- As the City implements the transition plan schedule, develop a process for engaging stakeholders in barrier removal projects on an ongoing basis.
    - Establish a process to allow stakeholders with disabilities an opportunity to comment on barrier removal projects.
    - Engage stakeholders with disabilities during the design and construction of facility renovations and new construction projects.

[53] DOJ, Title II Regulations Subpart E § 35.163 Information and signage

[54] DOJ, Title II Regulations Subpart A § 35.133 Maintenance of accessible features

    - Periodically engage stakeholders with disabilities to update priorities in the transition plan phasing schedule.

- Inform private organizations that coordinate or sponsor events at City facilities about applicable ADA requirements.
- Provide a checklist and information during the application process to inform organizers of their responsibility for accessibility under the ADA.

3.0 ADA Transition Plan

Title II of the ADA requires that public entities having responsibility for or authority over facilities, streets, roads, sidewalks, and/or other areas meant for public use to develop a Transition Plan to ensure their facilities meet the standards for program accessibility. Program accessibility means that a program, activity, or service provided to the public is accessible when viewed in its entirety. Simply put, a Transition Plan assists in turning inaccessible facilities into environments that are accessible to and useable by individuals with disabilities.

The process of developing an ADA Transition Plan includes the identification of access barriers within the built environment. The Transition Plan for the removal of structural barriers to program access must contain the following information:

- Identification of the barriers to program access;
- Identification of the specific barrier removal action(s);
- Identification of a schedule for barrier removal; and
- Identification of responsibility for ensuring barrier removal.

This Transition Plan addresses facilities under the City's ownership and maintenance responsibility and is organized into two parts: 1) parks, trails, and buildings (Section 3.1), and 2) the public right-of-way (Section 3.2), which includes curb ramps, sidewalks and driveways that fall within the City's area of responsibility.

3.1 Park, Trail, and Building Facilities

The barrier assessments for parks, trails, and buildings includes all public interior and exterior elements of a site. The assessment identifies physical barriers in each facility that limit accessibility. Evaluations were undertaken using a consultant team equipped with measuring devices, City facility data, and evaluation checklists. Diagrams and maps of each site were annotated during the evaluation process and were included with the ADA Facility Assessment Report, available from the City. [55] The elements included in the evaluations are as follows:

[55] The ADA Facility Assessment Reports are available under separate cover by contacting the

- Assembly Areas
- Bathing Facilities
- Built-in Elements
- Corridors/Aisles
- Curb Ramps
- Doors/Gates
- Dressing, Fitting, Locker Rooms, or Saunas
- Drinking Fountains
- Eating Areas
- Elevators
- Exercise Machines and Equipment
- Game and Sports Areas
- Hazards
- Judicial Facilities
- Kitchens
- Libraries
- Other Features
- Outdoor Constructed Features
- Parking Areas
- Passenger Loading Zones
- Picnic Areas
- Play Equipment Areas
- Ramps
- Restrooms
- Rooms
- Signs
- Stairways
- Swimming Pools/Wading Pools/Spas
- Telephones
- Trails

City's ADA Title II Coordinator. The ADA Facility Assessment Reports are a snapshot in time of the facility at the time of evaluation. The reports do not reflect the dates or history of construction or alterations of city facilities. In some cases, the items contained in the reports are not required to be remediated because those items were compliant at the time of construction or alteration, or other options are available to the City to provide similar accessible programs, activities, and services. The reports do not necessarily reflect actions that the City must undertake, but rather constitute a list of elements that were not consistent with accessibility standards current at the time of the evaluation.

- Walks

Accessibility Standards

At the time of the facilities evaluations, the 2010 ADA Standards for Accessible Design, 2015 Washington State Amended International Building Code (WAC), 2015 Architectural Barriers Act (ABA) Standards for Outdoor Developed Areas, and the 2011 Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) were used to identify barriers at City facilities. Building codes and standards are revised every few years. The barrier evaluations assessed current conditions as viewed by current code and provide a baseline for future barrier removal.

Barrier Categorization

The removal of accessibility barriers is guided by a categorization process referenced in the ADA regulations. The principle is to ensure that basic access is provided, access to activities is provided, amenities are accessible, and alternatives to architectural modifications are allowed when appropriate. The categorization process includes the following programmatic categories:

- **Category 1:** The highest category is placed on those barrier removal items that provide accessibility at the main entrance of a facility or improve a path of travel to the portion of the facility where program activities take place (e.g., parking, walks, ramps, stairs, doors, etc.).
- **Category 2:** A second category is placed on those barrier removal items that improve or enhance access to program use areas (e.g., transaction counters, conference rooms, public offices, restrooms, etc.).
- **Category 3:** A third category is placed on those barrier removal items that improve access to amenities serving program areas (e.g., drinking fountains, telephones, site furnishings, vending machines).
- **Category 4:** A fourth category identifies areas or features not required to be modified for accessibility (no public programs located in this area, or duplicate features).

This categorization was applied to each identified barrier at Lynnwood parks, trails, and buildings. Some barriers will require further evaluation by City staff for programmatic solutions. These barriers were assigned two category values (i.e., “2 or 4”), indicating the barrier will need to be assigned one of the values but not both. This information has been incorporated into the Excel barrier analysis tool the City has for tracking the implementation of the Plan.

Priorities for Barrier Removal at Facilities

To develop a schedule for the removal of barriers at the City's facilities, prioritization criteria were developed with input from the ADA stakeholder group. All facilities in which the City provides programs, activities, and services were reviewed based on the following criteria. Each

of these criteria is deemed to have importance with no single criterion having priority over another:

- **Level of use by the public:** Facilities that have a high level of public use can be assigned a higher priority.
- **Program uniqueness:** Some programs are unique to a building, facility, or park and cannot occur at another location. Seasonal availability and programs that emphasize health and wellness can be assigned a higher priority.
- **Geographic distribution:** Selecting a range of facilities that are distributed throughout the City and considering the proximity of these facilities to public transportation helps provide maximum accessibility for all residents.
- **Critical nature of the service provided:** Facilities that provide services related to accessibility, health, safety, and the administration of essential City services such as permitting and licensing can be assigned a higher priority.
- **Identified complaints:** Facilities that have a history of citizen complaints related to accessibility can be assigned a higher priority.

As part of the prioritization process, City staff reviewed the facilities and the programs, activities, and services provided to the public at each location. Each facility was evaluated using the criteria. The prioritization of the facilities resulted in a schedule for the removal of barriers, contained within this section. Over time the criteria may be updated to reflect changing stakeholder and City priorities as adjustments are made to the schedule for facility improvements.

Schedule for Facility Improvements

Title II regulations state that if a transition plan will take more than one year to fully implement, it must contain interim steps to provide program accessibility. This plan proposes a preliminary 10-year strategy for removing barriers at parks, trails, and buildings and identifies facility projects that will be addressed in 11 or more years due to the complexity and or anticipated cost of the project. The City reserves the right to modify barrier removal priorities to allow flexibility in accommodating community requests, petitions for reasonable modifications from persons with disabilities, changes in City programs, and funding opportunities and constraints. The barrier removal strategy for the next 10 years incorporates flexibility in the process and allows the City to respond to new opportunities as they arise.

It is the goal of this Transition Plan to provide access to the programs, activities, and services provided by the City. Interim measures will be explored and implemented to provide programmatic access to the public pending the implementation of physical barrier removal projects. It is also assumed that as facility barriers will be evaluated in greater detail as part of future projects and complaints, a percentage of the barriers will fall within the safe harbor provisions, explained later in this document. The City will then revise and update the inventory of barriers and, when applicable, revise the transition plan schedule on a regular basis for the removal of remaining barriers.

The information contained in the ADA Facility Assessment Reports has been incorporated into a barrier analysis Excel workbook with companion facility GIS data, which is intended to be the living Transition Plan and the City's ongoing record of the remediation of barriers. The tracking tool will be updated over time as the City removes barriers or finds programmatic solutions to barriers. The following includes a list of the facilities for inclusion in the transition plan and tables that illustrate the transition plan schedule followed by a map of the facility locations. Taking into consideration that not all barriers require the same level of effort to mitigate, the timeline for barrier removal was informed by both maintenance projects and capital projects.

Buildings[56]:

- City Hall
- Civic Justice Center
- Lynnwood Library
- Lynnwood Recreation Center & Pool
- Lynnwood Senior Center
- Municipal Golf Course Pro Shop
- Waste Water Treatment Plant

Table 3.1: City Buildings Transition Plan Phasing Schedule[57] [58]

Facility	Years
City Hall	2021-2024
Civic Justice Center	2023-2026
Lynnwood Library	2021-2022, 2027-2028
Lynnwood Recreation Center & Pool	2021-2031+
Lynnwood Senior Center	2021-2022
Municipal Golf Course Pro Shop	2021-2022, 2025-2026
Waste Water Treatment Plant	2023-2026

[56] At the time of this plan's development, the City was in the process of leasing a new space for the City's Business and Development Services and an evaluation was not conducted. ADA barrier information at this location will be incorporated into the City's ADA barrier analysis tool maintained by the ADA Coordinator

[57] The most current information on the status of barrier identification and mitigation is contained in the City's ADA Barrier Analysis Tool maintained by the City's ADA Title II Coordinator.

[58] Planning for larger capital projects will begin during 2027-2028 to address barrier needs outside of general maintenance.

Parks and Trails

- Daleway Park
- Gold Park
- Golf Course Trail
- Heritage Park
- Interurban Trail
- Lynndale Park and Off-leash Dog Area
- Maple Mini Park
- Meadowdale Park
- Meadowdale Playfields[59]
- Mesika Trail/Civic Center Buffer
- Municipal Golf Course
- North Lynnwood Park
- Pioneer Park
- Scriber Creek Park
- Scriber Creek Trail
- Scriber Lake Park
- South Lynnwood Park
- Sprague's Pond Mini Park
- Spruce Park
- Stadler Ridge Park
- Veterans Park
- Wilcox Park

The Parks, Recreation, and Cultural Arts Department (Parks) intends to address barrier mitigation activities systematically through two approaches. The first is to address barriers with specific park elements systemwide and the second is to address maintenance and capital projects at individual park locations holistically based on the criteria for barrier removal. The tables on the following page illustrate the two approaches.

[59] The ballfields at Meadowdale Playfields were under construction at the time of the initial ADA evaluation. Any identified ADA barriers will be incorporated into the City's ADA barrier analysis tool maintained by the ADA Coordinator.

Table 3.2: Systemwide Park Element Transition Plan Schedule

Park Element	Years
Signs	2021-2022
Restrooms	2021-2022
Fall Surfacing	2021-2022
Hazards	2021-2022
Drinking Fountains	2023-2024
Vegetation Management	2023-2024
Curb Ramps	2025-2026
Picnic Areas	2025-2026
Pathway Regrading	2027-2028
Site Furnishings	2029-2030
Parking Lot Regrading	2031+

Table 3.3: Park Project Specific Transition Plan Schedule[60]

Park	Years
Daleway Park	2023-2024
Gold Park	2031+
Golf Course Trail	2027-2028
Heritage Park	2027-2028
Interurban Trail	2025-2026
Lynndale Park	2025-2026
Maple Mini Park	2023-2024
Meadowdale Park	2029-2030
Meadowdale Playfields	2029-2030
Mesika Trail / Civic Center Buffer	2031+
Municipal Golf Course	2027-2028
North Lynnwood Park	2027-2028
Pioneer Park	2031+
Scriber Creek Park	2023-2024
Scriber Creek Trail	2023-2026
Scriber Lake Park	2025-2026
South Lynnwood Park	2021-2022
Sprague's Pond Mini Park	2031+

[60] The most current information on the status of barrier identification and mitigation is contained in the City's ADA Barrier Analysis Tool maintained by the City's ADA Title II Coordinator.

Spruce Park	2027-2028
Stadler Ridge Park	2029-2030
Veterans Park	2021-2022
Wilcox Park	2025-2026

During the development of this Plan the Parks Department completed a hundred barrier mitigation projects of various variety and locations as noted in Table 3.4.

Table 3.4: Completed Barrier Removal Projects for Park Sites

Park	**Years**
Daleway Park	2019
Heritage Park	2018-2019
Interurban Trail	2019
Lynndale Park	2019
Meadowdale Park	2019
Meadowdale Playfields	2018
Municipal Golf Course Trail	2019-2020
North Lynnwood Park	2019
Scriber Lake Park	2019-2020
Spruce Park	2019-2020
Stadler Ridge Park	2019
Wilcox Park	2019

Reference PDF Addendum, Map 1: Parks, Trails, and Buildings

3.2 Public Right-of-Way Facilities

The ADA addresses accessible public right-of-way where sidewalks are provided by the City. The ADA does not mandate the installation of sidewalks but does require curb ramps at intersections where existing pedestrian walkways intersect the roadway.[61] Under title II of the ADA, the City is not necessarily required to construct curb ramps at every point where a sidewalk intersects a curb. Traffic safety considerations may make the construction of ramps unsafe at some locations. Alternative routes to buildings that make use of existing curb ramps may be acceptable under the concept of program accessibility, where individuals with disabilities need only travel a marginally longer route.

In 2002, the United States Court of Appeals for the Ninth Circuit, which has jurisdiction over Oregon, held for the first time that sidewalks constitute a service, program, or activity of a

[61] DOJ, Title II Regulations Subpart D §35.151(i)

public entity.[62] Sidewalks are, therefore, subject to the ADA's program accessibility regulations. Before this decision, the law was unclear about whether transition plans for public entities should address barrier removal from sidewalks. When originally written, the ADA specifically addressed curb ramps; this court decision added sidewalks.

Accessible Pedestrian Signal and Pushbutton Policy

In addition to curb ramps and pedestrian access routes, recipients and subrecipients of Federal Highway Administration funding are required to establish a reasonable and consistent policy for installing accessible pedestrians signals and pushbuttons (APS).[63] The following is the City's APS Policy.

- Newly installed traffic signals with accessible pedestrian crossings will include APS pushbuttons and countdown pedestrian displays as described in the most recently adopted version of the FHWA Manual for Uniform Traffic Control Devices (MUTCD).
- Newly installed mid-block accessible flashing pedestrian crossings will include APS pushbuttons.
- For replaced or modified accessible pedestrian crossings at traffic signals, countdown pedestrian displays will be installed as described in the most recently adopted version of the FHWA MUTCD.
- For replaced or modified accessible pedestrian crossings at traffic signals and mid-block crossings with flashers, the City Engineer shall, on a case-by-case basis, determine if APS pushbuttons will be installed.
- All construction projects at new or existing signalized intersections meeting program thresholds set by state or federal requirements install APS pushbuttons. Additionally, as funds and personnel resources allow, the City of Lynnwood annually replaces existing pedestrian signal heads and pedestrian pushbuttons with new countdown pedestrian heads and APS pushbuttons at two to six (often more) existing traffic signals. All new mid-block marked crosswalks with pedestrian activated beacons are fitted with APS.

Public Right-of-Way Evaluations

The evaluations of the public right-of-way facilities included curb ramps and pedestrian access routes[64]. The facilities were evaluated using the 2010 ADA Standards, 2015 WAC, and 2011

[62] Barden v. City of Sacramento, 292 F.3d 1073 (9th Cir. 2002)

[63] WSDOT, Local Agency Guidelines, Chapter 29

[64] This includes hazards such as sidewalk changes of level, sidewalk and driveway cross slope exceeding two percent, overhanging and protruding objects, openings greater than one-half inch and/or parallel to the direction of travel, and obstacles that narrow the width of the

PROWAG. The site evaluations were completed using a consultant team equipped with measuring devices and data tablets to collect GPS barrier information for curb ramps at street intersections, and sidewalks and driveways along pedestrian access routes. A summary of the barriers identified within the public right-of-way is included later in this section.

Schedule for Public Right-of-Way Improvements

The transition plan for the right-of-way proposes a strategy for removing barriers through a variety of activities such as new construction, roadway alterations, maintenance, and repair projects, and policies that specifically address the removal of ADA barriers. The City can modify or adjust barrier removal priorities to provide flexibility in accommodating community requests, petitions for reasonable modifications from people with disabilities, funding opportunities and constraints, and changes in City programs. The barrier removal strategy incorporates this flexibility and allows the City to respond to new opportunities as they arise.

As part of this planning process, the City developed a GIS inventory of the barriers identified at facilities in the public right-of-way. The resulting inventory is intended to be the living transition plan tracking tool for monitoring the Plan's implementation and tracking the long-term maintenance needs of curb ramps and other facilities within the public right-of-way. The ongoing tracking and monitoring will ensure that the City progresses toward a barrier-free environment in the public right-of-way.

Approach for Barrier Removal

The City plans to address public right-of-way barriers through multiple strategies:

- The City will continue to take barrier removal requests and complete upgrades that can be completed within the operations and maintenance budget.
- The City currently has in place a pavement management program that schedules roadway rehabilitation and maintenance over a rolling five-year schedule. The City plans to review public right-of-way barriers during the implementation of this Plan and address those barriers that can be resolved as part of the ongoing pavement maintenance and rehabilitation program.
    - Through the pavement management plan, within the next 20 to 25 years, all arterial roadways will be resurfaced, and 776 curb ramps (56 percent) will be addressed through this process.
    - Additionally, the curb ramps along State Routes 99 and 524 are roadways with shared responsibility for maintenance and operational activities between the City and the Washington State Department of Transportation (WSDOT). These

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accessible route.

ramps will be addressed through WSDOT's pavement management program when not addressed through an alternate prioritization mechanism. This includes 182 curb ramps (13.2 percent) which are identified in the tables and maps later in this section.

- The City will continue to provide a dedicated budget category for ADA barrier removal in the public right-of-way through its paving and curb ramp projects budget. This money will be used to address barriers that are not being resolved through other mechanisms. Barrier removal addressed by this strategy will be prioritized based on the criteria in this transition plan.
- At the time of this Plan, the City is in the process of updating the standards and specifications for facilities in the right-of-way by following the recommendations identified during the self-evaluation process to ensure that accessible facilities are constructed. This effort will be completed in 2021.
- Any new capital construction projects will address barriers within the footprint of the project.
- The City will explore policies that address ADA barrier removal through property turnover and development policies, and then develop and implement such policies if found feasible.
- Link existing maximum extent feasible (MEF) documentation to the curb ramp inventory and develop a process of recording this MEF documentation with any alterations or new construction.
- The City will consider the development of a maintenance program for sidewalks.
- The City will explore policy options that engage property owners in the maintenance of the sidewalks adjacent to their properties.
- The City will explore options for funding sidewalk maintenance and repairs through utility improvements or a voter-approved tax.

During the development of this Plan, the City completed various barrier mitigation projects in the public right-of-way. The intersection projects listed below are illustrated in the companion barrier priority maps included in this section.

2019 Intersection Projects

- Ash Way and Maple Rd
- Alderwood Mall Pkwy and Maple Rd
- 33rd Ave W and 30th Pl W
- 33rd Ave W and Maple Rd
- 33rd Ave W and Alderwood Mall Pkwy
- 188th St SW and 55th Ave W
- 188th St SW and 52nd Ave W
- 188th St SW and 51st Pl W
- 188th St SW and 48th Ave W

- 212th St SW and 63rd Ave W
- 212th St SW and midblock crossing east of 63rd Ave W
- 212th St SW and 61st Pl W

2020 Intersection Projects

- 36th Ave W and 165th Pl W
- 36th Ave W and 166th Pl SW
- 36th Ave W and 167th Pl SW
- 36th Ave W and Spruce Park entrance
- 36th Ave W and 168th Pl SW
- 36th Ave W and mid-block crossing south of 168th and southern Spruce Park entrance
- 36th Ave W and 169th St SW
- 36th Ave W and 170th Pl SW
- 36th Ave W and 171St St SW
- 36th Ave W and 172nd St SW
- 36th Ave W and 173rd PL SW
- 36th Ave W and 174th Pl SW
- 36th Ave W and 175th St SW
- 36th Ave W and 176th St SW
- 36th Ave W and 176th Pl SW
- 36th Ave W and 177th Pl SW
- 36th Ave W and 179th Pl SW
- 68th Ave W and 202nd St SW
- 68th Ave W and 200th St SW
- 68th Ave W and mid-block crossing north of 200th St SW

The City has planned for the following near-term projects:

Intersection Projects

- 200th St SW & Scriber Lake Rd
- Scriber Lake Rd & 198th St SW
- 44th Ave W and 211th St SW
- 44th Ave W and 209th St SW
- 44th Ave W and 20800 Block
- 48th Ave W and 194th St/Veterans Way
- 196th St SW and 48th Ave W
- 196th St SW and 44th Ave W
- 196th St SW and 40th Ave W
- 196th St SW and 37th Ave W
- 194th St/Veterans Way near City Hall – 3 ramps

- 194th St/Veterans Way and 40th Ave W – 1 ramp

Street Projects

- 176th St SW – 10 ramps along north side between 44th Ave W and SR99

Mid-block Crossing:

- Scriber Lake Rd (between 200th & 198th)

Public Right-of-Way Prioritization

The prioritization criteria for assigning the barrier removal phasing schedule were developed using title II regulation § 35.150(d)(2).

> *If a public entity has responsibility or authority over streets, roads, or walkways, its transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the Act, including State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas.*

The prioritization criteria include the following:

- Locations serving government offices and public facilities;
- Locations serving transportation;
- Locations serving commercial districts and employers; and
- Locations serving other areas.

In addition to the required criteria, the City has prioritized the following:

- Location of citizen complaint/request (ADA title II Program Access)

Barrier Priorities and Categories

Matrices included on the following pages illustrate the prioritization criteria for curb ramp, pedestrian access routes, and driveway barrier removal projects in the City's public right-of-way. Each facility evaluated was assigned a rank based on its barrier priority and category. The priority given is based on the information described above, and the barrier category is based on the condition of the facility. The descriptions for each category are provided after each matrix.

The columns in the matrix indicate the assigned priority and are in order of importance from left to right, with the left column having the highest importance. The rows indicate the category of condition assigned to each facility during the evaluation process, with the top row having the highest importance. The table shading indicates the priority rank with the darkest shading

indicating the highest priority when the priorities and categories are combined. Each matrix is followed by a description of the barrier categories, a table summarizing removal actions by barrier priority, and maps showing each identified barrier's location. Note that categories are hierarchical: higher-level categories (i.e., one and two) may include lower-level category conditions (i.e., three and four), but lower-level categories cannot include higher level category conditions. The following pages describe each of the three types of facilities evaluated and summarizes the barrier findings as follows:

- A matrix showing Geospatial Proximity Priorities by category;
- Descriptions of the barrier categorizations;
- Summary tables of the identified barriers; and
- Maps showing the locations of identified barriers.

Table 3.4: Curb Ramp Priority Matrix

ADA 35.150(d) Geospatial Proximity Priorities[65]						
		A	**B**	**C**	**D**	**E**
Priorities (Category)	**Priority Description (next section)**	**Location of Citizen ADA Complaint and/or Request**	**Location Serving Government Offices and Public Facilities**	**Location Serving Transportation**	**Location Serving Commercial Districts, Employers**	**Location Serving Other Areas**
1	Refer to Category 1 Description	A1: High Priority	B1: High Priority	C1: High Priority	D1: High Priority	E1: High Priority
2	Refer to Category 2 Description	A2: High Priority	B2: High Priority	C2: High Priority	D2: Medium Priority	E2: Medium Priority
3	Refer to Category 3 Description	A3: High Priority	B3: High Priority	C3: Medium Priority	D3: Medium Priority	E3: Low Priority
4	Refer to Category 4 Description	A4: High Priority	B4: Medium Priority	C4: Medium Priority	D4: Low Priority	E4: Low Priority
5	No Deficiencies Identified	A5	B5	C5	D5	E5

[65] The priorities listed under columns B, C, D, and E are specified under title II 28 CFR § 35.150 (d).

Curb Ramp Barrier Descriptions

Category 1:

- The curb ramp is significantly damaged or deteriorated and is unsafe.
- There is no accessible path of travel to the curb ramp.
- The curb ramp has no detectable warning.
- The curb ramp has no receiving ramp.
- The curb ramp has no design specifications for end of sidewalk or is an asphalt shoulder adjacent to locations serving government offices and public facilities.

Category 2:

- Barrier located along a freeway and/or expressway or a major arterial:
    - Width of ramp is less than 48 inches.
    - Running slope of ramp exceeds 8.33 percent or five percent for a blended transition.
    - There is a grade break on the surface of the ramp.
    - A four-by-four-foot clear space at the bottom of the ramp outside of the travel lane is not provided.
    - The curb ramp has no design specifications for end of sidewalk or is an asphalt shoulder adjacent to locations serving transportation.

Category 3:

- Top turning space is less than four-by-four feet or constrained space is less than four-by-five feet or slope exceeds two percent.
- Cross slope of ramp exceeds two percent.
- Counter slope of the curb ramp is greater than five percent
- The curb ramp has a lip or vertical discontinuity greater than a half-inch.
- The curb ramp has no design specifications for end of sidewalk or is an asphalt shoulder adjacent to locations serving commercial districts and employers.
- Barrier located along minor arterial or local road:
- Width of ramp is less than 48 inches.
- Running slope of ramp exceeds 8.33 percent or five percent for a blended transition.
- There is a grade break on the surface of the ramp.
- A four-by-four-foot clear space at the bottom of the ramp outside of the travel lane is not provided.
- The curb ramp has no design specifications for end of sidewalk or is an asphalt shoulder adjacent to locations serving transportation.

Category 4:

- Slope of ramp flared sides (if applicable) exceeds 10 percent.
- Diagonal curb ramp design without existing physical constraints.
- The curb ramp has a lip or vertical discontinuity less than a half-inch but greater than a quarter inch.
- The detectable warning surface does not meet standard.
- The curb ramp has no design specifications for end of sidewalk or is an asphalt shoulder adjacent to locations serving other areas.

Category 5:

- No deficiencies identified.

Table 3.5: Curb Ramp Barrier Removal Projects - Summary by Rank

Rank	Total Curb Ramps	Percent of Total	Shared Responsibility	Percent of Total
High	224	16.2%	48	3.5%
Medium	738	53.3%	134	9.7%
Low	296	21.4%	0	0.0%
No Deficiency	84	6.1%	9	0.7%
2019-2020 Project	42	3.0%	0	0.0%
Total	1,384	100%	195	13.8%

Table 3.6: Curb Ramp Barrier Removal Projects by Rank and Category –Shared Responsibility

Rank	Category	Priority	Curb Ramp Total	Percent of Total
High	1	B1	1	0.1%
High	1	C1	12	0.9%
High	2	B2	1	0.1%
High	2	C2	33	2.4%
High	3	B3	1	0.1%
Medium	3	C3	122	8.8%
Medium	4	C4	12	0.9%
Low	-	-	-	-
No Deficiencies	5	C5	9	0.7%
2019-2020 Project	-	-	-	-

Table 3.7: Curb Ramp Barrier Removal Projects by Rank and Category – City Responsibility

Rank	Category	Priority	Total Driveway Curb Ramps	Percent of Total
High	1	B1	5	0.4%
High	1	C1	44	3.2%
High	1	D1	1	0.1%
High	1	E1	53	3.8%
High	2	C2	2	0.1%
High	3	B3	71	5.1%
Medium	3	C3	576	41.6%
Medium	3	D3	11	0.8%
Medium	4	B4	1	0.1%
Medium	4	C4	16	1.2%
Low	3	E3	291	21.0%
Low	4	E4	5	0.4%
No Deficiencies	5	B5	10	0.7%
No Deficiencies	5	C5	54	3.9%
No Deficiencies	5	E5	11	0.8%
2019-2020 Project	1	C1	3	0.2%
2019-2020 Project	1	D1	1	0.1%
2019-2020 Project	3	B3	2	0.1%
2019-2020 Project	3	C3	20	1.4%
2019-2020 Project	3	D3	4	0.3%
2019-2020 Project	3	E3	5	0.4%
2019-2020 Project	5	C5	7	0.5%

Reference PDF Addendum, Map 2: Curb Ramps

Table 3.8: Pedestrian Access Route – Sidewalks Priority Matrix

ADA 35.150(d) Geospatial Proximity Priorities[66]						
		A	**B**	**C**	**D**	**E**
Priorities (Category)	**Priority Description (next section)**	**Location of Citizen ADA Complaint and/or Request**	**Location Serving Government Offices and Public Facilities**	**Location Serving Transportation**	**Location Serving Commercial Districts, Employers**	**Location Serving Other Areas**
1	Refer to Category 1 Description	A1: High Priority	B1: High Priority	C1: High Priority	D1: High Priority	E1: High Priority
2	Refer to Category 2 Description	A2: High Priority	B2: High Priority	C2: High Priority	D2: Medium Priority	E2: Medium Priority
3	Refer to Category 3 Description	A3: High Priority	B3: Medium Priority	C3: Medium Priority	D3: Medium Priority	E3: Low Priority
4	Refer to Category 4 Description	A4: High Priority	B4: Low Priority	C4: Low Priority	D4: Low Priority	E4: Low Priority
5	No Deficiencies Identified	A5	B5	C5	D5	E5

[66] The priorities listed under columns B, C, D, and E are specified under title II 28 CFR § 35.150 (d).

Pedestrian Access Route Barrier Descriptions

Category 1:

- The sidewalk width is less than 48 inches.

Category 2:

- Barrier located along a freeway and/or expressway or a major arterial:
    - Running slope of sidewalk exceeds grade of road and is greater than five percent.
    - The sidewalk has cross slopes that exceed two percent more than half the sidewalk segment.
    - The sidewalk cross slope at driveway entries exceeds two percent.
    - The sidewalk has a significant number of vertical changes that exceed a quarter inch **–and–** openings greater than a half inch or are parallel to direction of travel (more than one per 100 feet).

Category 3:

- Barrier located along a minor arterial or local road:
    - Running slope of sidewalk exceeds grade of road and is greater than five percent.
    - The sidewalk has cross slopes that exceed two percent more than half the sidewalk segment.
    - The sidewalk cross slope at driveway entries exceeds two percent.
    - The sidewalk has a significant number of vertical changes that exceed a quarter inch **–and–** openings greater than a half inch or are parallel to direction of travel (more than one per 100 feet).

Category 4:

- The sidewalk has cross slopes that exceed two percent less than half the sidewalk segment.
- The sidewalk has a significant number of vertical changes that exceed a quarter inch **–or–** openings greater than a half inch (more than one per 100 feet), but not both.
- The sidewalk has overhanging or protruding objects along its route.

Category 5:

- No deficiencies identified.

Table 3.9: Pedestrian Access Route Barrier Removal Projects: Sidewalks - Summary by Rank

Rank	Total Sidewalk Miles	Percent of Total
High	10.1	7.3%
Medium	82.1	59.7%
Low	41.0	29.8%
No Deficiency	2.9	2.1%
2019-2020 Project	1.4	1.0%
Total	137.5	100%

Table 3.10: Pedestrian Access Route Barrier Removal Projects: Sidewalks - Summary by Rank and Category

Rank	Category	Priority	Total Sidewalk Miles	Percent of Total
High	1	B1	0.3	0.2%
High	1	C1	0.7	0.5%
High	2	B2	1.0	0.7%
High	2	C2	8.1	5.9%
Medium	3	B3	10.1	7.3%
Medium	3	C3	69.0	50.2%
Medium	3	D3	3.0	2.2%
Low	3	E3	31.9	23.2%
Low	4	B4	0.8	0.6%
Low	4	C4	7.0	5.1%
Low	4	D4	0.2	0.2%
Low	4	E4	1.0	0.7%
No Deficiencies	5	B5	0.5	0.3%
No Deficiencies	5	C5	1.7	1.2%
No Deficiencies	5	D5	0.03	0.03%
No Deficiencies	5	E5	0.7	0.5%
2019-2020 Projects	1	C1	0.03	0.03%
2019-2020 Projects	3	B3	0.1	0.10%
2019-2020 Projects	3	C3	0.6	.42%
2019-2020 Projects	3	D3	0.2	0.14%
2019-2020 Projects	4	B4	0.01	0.01%

2019-2020 Projects	4	C4	0.4	0.31%
2019-2020 Projects	5	C5	0.04	0.03%

Reference PDF Addendum, Map 3: Sidewalks

Table 3.11: Pedestrian Access Route - Driveways Priority Matrix

ADA 35.150(d) Geospatial Proximity Priorities[67]						
		A	**B**	**C**	**D**	**E**
Priorities (Category)	**Priority Description (next section)**	**Location of Citizen ADA Complaint and/or Request**	**Location Serving Government Offices and Public Facilities**	**Location Serving Transportation**	**Location Serving Commercial Districts, Employers**	**Location Serving Other Areas**
1	Refer to Category 1 Description	A1: High Priority	B1: High Priority	C1: High Priority	D1: High Priority	E1: High Priority
2	Refer to Category 3 Description	A3: High Priority	B3: Medium Priority	C3: Medium Priority	D3: Medium Priority	E3: Low Priority
3	Refer to Category 4 Description	A4: High Priority	B4: Low Priority	C4: Low Priority	D4: Low Priority	E4: Low Priority
4	No Deficiencies Identified	A5	B5	C5	D5	E5

[67] The priorities listed under columns B, C, D, and E are specified under title II 28 CFR § 35.150 (d).

Driveways Barrier Descriptions[68]

Category 1:

- Driveway with cross slope greater than two percent along freeway and/or expressway.

Category 2:

- Driveway with cross slope greater than two percent along major collector road.

Category 3:

- Driveway with cross slope greater than two percent along minor arterial or local road.

Category 4:

- No deficiencies identified.

Table 3.12: Pedestrian Access Route Barrier Removal Projects: Driveways - Summary by Rank

Rank	Total Curb Ramps	Percent of Total
High	184	3%
Medium	807	15%
Low	3,329	60%
No Deficiency	1,208	22%
Total	5,528	100%

Table 3.13: Pedestrian Access Route Barrier Removal Projects: Driveways - Summary by Rank and Category

Rank	Category	Priority	Curb Ramp Total	Percent of Total
High	1	B1	25	0.5%
High	1	C1	159	2.9%
Medium	2	B2	101	1.8%
Medium	2	C2	623	11.3%
Medium	2	D2	83	1.5%
Low	2	E2	203	3.7%

[68] During the field evaluations, additional driveway apron barrier data was collected at each driveway that will be addressed at the time of redevelopment.

Low	3	B3	154	2.8%
Low	3	C3	1,316	23.8%
Low	3	D3	45	0.8%
Low	3	E3	1,611	29.1%
No Deficiencies	4	B4	80	1.4%
No Deficiencies	4	C4	600	10.9%
No Deficiencies	4	D4	22	0.4%
No Deficiencies	4	E4	506	9.2%

Reference PDF Addendum, Map 4: Driveways

4.0 Barrier Removal Considerations for Plan Implementation

Title II of the ADA requires a public entity to "operate each service, program or activity so that the service, program or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities."[69] This requirement does not:

- Necessarily require a public entity to make each of its existing facilities accessible to and usable by individuals with disabilities;
- Require a public entity to take any action that would threaten or destroy the historic significance of an historic property; or
- Require a public entity to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or impose undue financial and administrative burdens.

4.1 Triggers for Barrier Removal

The responsibility for ensuring barrier removal will reside with the ADA Coordinator, or designee. This process will be accomplished with two strategies: policy and procedure modifications to remove programmatic barriers to be coordinated by the City's ADA Coordinator, and maintenance and construction projects to remove structural barriers to be coordinated by the Department heads over the operating areas in which the structural barriers exist. Two conditions determine when barriers must be removed: to provide access to programs, activities, and services, and when a facility is altered.

Program Accessibility

A public entity must ensure that individuals with disabilities are not excluded from services, programs, and activities because existing buildings are inaccessible. A state or local

[69] DOJ, Title II Regulations Subpart D §35.150 Existing facilities

government's programs, when viewed in their entirety, must be readily accessible to and usable by individuals with disabilities. This standard, known as program accessibility[70], applies to facilities of a public entity that existed on January 26, 1992. Public entities do not necessarily have to make each of their existing facilities accessible. They may provide program accessibility through a number of methods including alteration of existing facilities, acquisition or construction of additional facilities, relocation of a service or program to an accessible facility, or provision of services at alternate accessible sites.

Facility Alterations

Although structural changes may not be mandated for program accessibility, the City is required to remove physical barriers when it alters a facility. Alterations are defined in the ADA standards as a change in a building or facility that affects or could affect its usability. Many types of projects are considered alterations, including remodeling, renovation, rehabilitation, reconstruction, restoration, resurfacing of circulation paths or vehicular ways, and changes or rearrangement of structural parts, elements, or walls. Normal maintenance, reroofing, painting, or wallpapering, or changes to mechanical and electrical systems are not considered alterations unless they affect a facility's usability. For example, a project limited to an HVAC system would not affect the usability or occupancy of a facility and would not constitute an alteration that would trigger path of travel upgrades.

Where alterations are performed solely for the purpose of barrier removal, they will not trigger additional path of travel improvements.[71] The ADA standards ensure that the opportunities for accessibility presented by an alteration are taken. How and to what extent the standards apply is determined by the scope of a project and the elements and spaces altered. Only those elements or spaces altered are required to comply, but alterations made to areas containing a primary function (a major activity for which a facility is intended) also require an accessible path of travel.

The City is not required to remove barriers identified within a City-owned facility as part of the Transition Plan:

- Where programmatic modifications can be made to provide an equivalent experience;
- Where there are nearby and available equivalent accessible features;

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[70] DOJ, Title II Regulations Subpart D §35.151(b) Existing facilities

[71] DOJ, Title II Regulations Subpart D §35.151(b) Alterations; 11B-202.4 Path of travel requirements in alterations, additions and structural repairs. Also refer to State and Local Government Facilities: Guidance on the Revisions to 28 CFR 35.151 in Guidance on the 2010 ADA Standards for Accessible Design. Visit the Guidance to the 2010 ADA Standards webpage on the ADA website: ADA.gov.

- Where there are no public programs or activities provided at that portion of the site; or
- When safe harbor[72] conditions are met.

It is also possible that an alteration is technically infeasible, in which case compliance is not required. Technical infeasibility refers to "something that has little likelihood of being accomplished because existing structural conditions would require removing or altering a load-bearing member that is an essential part of the structural frame; or because other existing physical or site constraints prohibit modification or addition of elements, spaces, or features that are in full and strict compliance with the minimum requirements." Where technical infeasibility is encountered, compliance is still required to the maximum extent technically feasible. For example, if providing accessibility for people with one type of disability is not feasible, accessibility must still be provided for people with other types of disabilities to the maximum extent feasible.

Public Right-of-Way Alterations and New Construction

In an alteration or new construction project in the public right-of-way, the City must incorporate ADA accessibility standards to the maximum extent feasible.[73] As part of the Plan's implementation, the City's Public Works Department should document all design exceptions. The ADA title II toolkit incorporates the following guidance about sidewalks and curb ramps:[74]

- When pre-ADA streets or sidewalks are altered, space limitations may restrict the ability to install accessible curb ramps. In these cases, the installed curb ramps must comply with the ADA to the maximum extent feasible, but there are still requirements to meet.
- In rare instances when it is technically infeasible to install a fully compliant curb ramp during alterations to pre-ADA roadways and walkways because of physical or site constraints, state and local governments must still provide accessibility to the maximum extent feasible. Before reaching a conclusion about technical infeasibility, public entities should consider the extent to which physical or site constraints can be addressed by alternative curb ramp designs. The burden of proving technical infeasibility lies with the state or local government that constructed it.
- When highways, streets, and roads are built or altered post-ADA, they must have curb ramps at certain locations: wherever there are curbs or other barriers to entry from a pedestrian walkway or sidewalk, wherever there are curbs or other barriers to entry at any designated pedestrian crosswalks that are located mid-block, wherever sidewalks or

[72] The concept of safe harbor is explained later in this chapter under 'Safe Harbor Provisions', DOJ, Title II Regulations Subpart D § 35.150(b)(2)(ii) Safe Harbor

[73] DOJ, Title II Regulations Subpart D §35.151(b) Existing facilities

[74] Visit Chapter 6 of the toolkit at: ADA.gov.

walkways intersect with highways, streets, or roads and pedestrians may legally cross the vehicular way, and at public transportation stops.

- For pre-ADA highways, streets, roads, and sidewalks that have not been altered, public entities may choose to construct curb ramps at every point where a pedestrian walkway intersects a curb, but they are not necessarily required to do so. Alternative routes to buildings may be acceptable where people with disabilities must travel only a marginally longer route than the general public.

Roadway Alterations and Maintenance

The DOJ, in coordination with the US Department of Transportation, specifies that public agencies are required to provide curb ramps or upgrade curb ramps whenever roadways are altered. An alteration is a change that affects or could affect the usability of all or part of a building or facility.[75] Alterations of streets, roads, or highways include activities such as reconstruction, rehabilitation, resurfacing, widening, and projects of similar scale and effect.[76] Maintenance activities on streets, roads, or highways, such as filling potholes, are not alterations[77] and do not trigger barrier removal. The list on the following page distinguishes between roadway alterations versus maintenance activities.

Alteration

- Addition of new layer of asphalt
- Cape seals
- In-place asphalt recycling
- Microsurfacing and thin-lift overlay
- Mill and fill / mill and overlay
- New construction
- Open-graded surface course
- Rehabilitation and reconstruction
- Resurfacing of a crosswalk

[75] DOJ, Title II Regulations Subpart D § 35.151(b)(1) Alterations.

[76] 2010 ADA Standards, 106.5.

[77] "Department of Justice/Department of Transportation Joint Technical Assistance on the Title II of the Americans with Disabilities Act Requirements to Provide Curb Ramps when Streets, Roads, or Highways are Altered through Resurfacing." July 8, 2013.

Maintenance

- Chip seals
- Crack filling and sealing
- Diamond grinding
- Dowel bar retrofit
- Fog seals
- Joint crack seals
- Joint repairs
- Pavement patching
- Painting or striping
- Scrub sealing
- Slurry seals
- Spot high-friction treatments
- Surface sealing

4.2 Safe Harbor Provisions

The 2010 Standards introduced the concept of *safe harbor*, a new exception that allows facilities built prior to March 15, 2012 and that were in compliance with the 1991 ADA Standards to remain as-is until a public entity plans an alteration to the structural feature. For example, the 1991 Standards allowed 54 inches maximum for a side reach range, while the 2010 Standards lowered the side reach range to 48 inches maximum. Existing items, built prior to March 15, 2012, that are positioned at the 54-inch height, would fall under the safe harbor provision until the time of planned alterations.[78]

This safe harbor is not a blanket exemption for facilities. If a public entity undertakes an alteration to a primary function area, only the required elements of a path of travel to that area that already comply with the 1991 Standards are subject to the safe harbor. If a public entity undertakes an alteration to a primary function area and the required elements of a path of travel to the altered area do not comply with the 1991 Standards, then the public entity must bring those elements into compliance with the 2010 Standards[79].

This exception applies to elements that might otherwise have to be modified under:

- The program access requirement for public entities;

[78] DOJ, Title II Regulations Subpart D § 35.150(b)(2)(i) Safe harbor

[79] DOJ, Title II Regulations Subpart D § 35.151(b)(4)(ii)(C) Path of travel--safe harbor.

- The readily achievable barrier removal requirements for places of public accommodation; or
- The path of travel requirement for any alteration that affects the usability of a primary function area in any covered facility.

If a public entity constructed or altered required elements of a path of travel in accordance with the specifications in either the 1991 Standards or the Uniform Federal Accessibility Standards before March 15, 2012, the public entity is not required to retrofit such elements to reflect incremental changes in the 2010 Standards solely because of an alteration to a primary function area served by that path of travel.[80]

The 2010 Standards also identity structural elements that do not fall under the safe harbor provision [*28 CFR § 35.150(b)(2)(ii)*]. The following elements are not eligible for element-by-element safe harbor because technical or scoping specifications for them were not addressed in the 1991 ADA but were added as supplemental requirements prior to 2010.

- Residential facilities dwelling units, sections 233 and 809.
- Amusement rides, sections 234 and 1002; 206.2.9; 216.12.
- Recreational boating facilities, sections 235 and 1003; 206.2.10.
- Exercise machines and equipment, sections 236 and 1004; 206.2.13.
- Fishing piers and platforms, sections 237 and 1005; 206.2.14.
- Golf facilities, sections 238 and 1006; 206.2.15.
- Miniature golf facilities, sections 239 and 1007; 206.2.16.
- Play areas, sections 240 and 1008; 206.2.17.
- Saunas and steam rooms, sections 241 and 612.
- Swimming pools, wading pools, and spas, sections 242 and 1009
- Shooting facilities with firing positions, sections 243 and 1010.
- Miscellaneous:
- team or player seating (section 221.2.1.4),
- accessible route to bowling lanes (section. 206.2.11),
- accessible route in court sports facilities (section 206.2.12).

4.3 Undue Burden

The City is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of its program or activity, would create a hazardous condition resulting in a direct threat to the participant or others, or would represent an undue financial and administrative burden.

[80] DOJ, Title II Regulations Subpart D § 35.150(b)(2)(ii) Safe Harbor

A determination of undue financial or administrative burden can only be made by the head of a department or his or her designee and must be accompanied by a written statement of the reasons for reaching that conclusion. The determination that undue burdens would result must be based on all resources available for use by the City. If an action would result in such an alteration or such burdens, the City must take any other action that would not result in such an alteration or such burdens but would nevertheless ensure that individuals with disabilities receive the benefits and services of the program or activity.

4.4 Historic Buildings and Facilities

Alterations to a qualified historic building or facility must comply with the 2010 ADA Standards. [81] A qualified historic property is one that is listed in or eligible for listing in the National Register of Historic Places or is designated as historic under state or local law.

Barrier removals at City historic properties should be done in full compliance with the alteration standards for other types of buildings to the maximum extent feasible. However, if following the usual standards would threaten or destroy the historic significance of a building or site feature as determined by the State Historic Preservation Office exceptions can apply.[82]

5.0 ADA Coordinator, Notice Policy, and Grievance Procedure

Title II of the ADA requires a state or local government agency that employs 50 or more people to designate at least one employee, often referred to as the ADA Coordinator, to coordinate the City's efforts to implement the plan and provide the name, office address, and telephone number to staff and the public, [83] give notice of the ADA's requirements, and establish a grievance procedure.

5.1 ADA Coordinator Roles and Responsibilities

The ADA Coordinator is responsible for organizing and communicating the City's efforts to comply with and fulfill its responsibilities under title II of the ADA, as well as all other applicable state and federal laws. The ADA Coordinator's responsibilities include investigating complaints

[81] DOJ, Title II Regulations Subpart D § 35.151(b) Alterations: ADAAG at 36 CFR part 1191; Section 4.1.7 Accessible Buildings: Historic Preservation.

[82] DOJ, 2010 ADA Standards for Accessible Design: §206.2.1, Ex. 1, §206.2.3, Ex. 7, §206.4, Ex. 2, and §213.2, Ex. 2.

[83] DOJ, Title II Regulations Subpart A § 35.107 Designation of responsible employee and adoption of grievance procedures

that the City has engaged in any action prohibited by title II. The City has a designated an employee to fulfill these responsibilities.

5.2 Notice Under the Americans with Disabilities Act

Title II regulations require the City to inform the public of the rights and protections provided by the ADA for access to public programs, services, and activities. It is the obligation of the head of the public entity to determine the most effective way of providing notice to the public about their rights and the public entity's responsibilities under the ADA. Publishing and publicizing the ADA notice, such as the following, is not a one-time requirement. Public agencies should provide the information on an ongoing basis and update the information whenever necessary. The following is the City of Lynnwood's current notice under the ADA.

Notice Under the Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Lynnwood will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

- Employment: The City of Lynnwood is an equal opportunity employer and does not discriminate on the basis of disability in its hiring or employment practices. The City complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA and any amendments to the ADA.
- Effective Communication: The City of Lynnwood will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City of Lynnwood's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.
- Modifications to Policies and Procedures: The City of Lynnwood will make all reasonable modifications to its policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the City of Lynnwood offices, even where pets are generally prohibited, as long as the animal does not create a legitimate safety risk or fundamentally alter the nature of the City's services.

The City of Lynnwood will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Anyone who requires an auxiliary aid, service, translation or interpretation for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Lynnwood, should complete an Accommodations, Translation or

Interpreter Request through the ADA Coordinator, as soon as possible but no later than three (3) calendar days before the scheduled event.

The ADA does not require the City of Lynnwood to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

5.3 ADA Complaint and Grievance Procedure

A public entity that employs 50 or more persons shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints.[84]

ADA Complaints

Complaints that a program, service, or activity of the City of Lynnwood is not accessible to persons with disabilities should be directed to the Curt Russell, Safety Officer and ADA Coordinator crussell@LynnwoodWA.gov, 425-670-5081, City Hall 19100 44th Ave W, Lynnwood WA 98036.

Complaints can be submitted by email, letter, or if necessary, your complaint will be heard verbally. A record of your complaint and the action taken will be maintained in a complaint file in the ADA Coordinator's office.

Grievance Procedure

Citizen (non-employee) complaints regarding improper denial of rights under the ADA by the City of Lynnwood should be submitted as per the following grievance procedure:

1. A complaint may be filed either in writing or verbally and shall contain the name and address of the person filing it, or on whose behalf it is filed, and shall briefly describe the alleged violation of the ADA regulations. A complaint should be filed within twenty working (20) days after the complainant becomes aware of the alleged violation or as soon as reasonably possible thereafter if the twenty days has passed.

2. An investigation, as may be appropriate, shall follow a filing of complaint. The ADA Coordinator or the designee of the ADA. Coordinator shall commence the investigation within ten (10) working days following the filing of a complaint. These rules contemplate informal but thorough investigations, affording all interested persons and their

[84] Department of Transportation fund recipients need to keep the complaints on file for one year and maintain a record, which may be in summary form, for five years per 49 CFR § 27.121 (b) Compliance reports.

representatives, if any, an opportunity to submit information relevant to such investigation.

3. A written determination as to the validity of the complaint and a resolution of the complaint, if any, shall be issued by the ADA Coordinator and a written copy mailed to the complainant within twenty (20) working days following the filing of the complaint unless the complexities of the complaint require additional time.

4. The ADA Coordinator shall maintain the files and records of the City of Lynnwood related to the complaints filed.

5. The complainant may request a reconsideration of the case determination of the ADA Coordinator in instances where he or she is dissatisfied with the resolution. The request for reconsideration shall be made within ten (10) working days following the date the complainant receives the determination of the ADA. Coordinator. The request for reconsideration shall be made to the Mayor, City of Lynnwood, P.O. Box 5008, Lynnwood, WA 98046-5008, (425) 670-5000. The Mayor shall review the records of said complaint and may conduct further investigation when necessary to obtain additional relevant information. The Mayor shall issue his or her decision on the request for reconsideration within twenty (20) working days of the filing of the request for reconsideration unless the complexities of the complaint require additional time. A copy of said decision shall be mailed to the complainant.

6. The complainant may request a reconsideration of the case determination of the Mayor in instances where he or she is dissatisfied with the decision of the Mayor. The request for reconsideration should be made within twenty (20) working days following the date the complainant receives the determination of the Mayor. The request for reconsideration shall by made to the City Council by giving notice thereof to the City Council through the Finance Director, City of Lynnwood, P.O. Box 5008, Lynnwood, WA 98046-5008, (425) 775-1971. The City Council shall review the records of said complaint and may conduct further investigation when necessary to obtain additional relevant information and shall issue its decision thereon within twenty (20) working days of the filing of the request of reconsideration unless the complexities of the complaint require additional time. A copy of said decision shall be mailed to the complainant.

7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is an administrative remedy, the result of which may be appealed to the Superior Court.

8. These rules shall be construed to protect the substantive rights of interested persons; to meet appropriate due process standards and comply with the ADA and its implementing regulations.

6.0 Definitions

The following is a summary of many definitions found in this document and within the ADA. Please refer to the Americans with Disabilities Act for the full text of definitions and explanations.[85]

Accessible. A site, building, facility, or portion thereof is deemed accessible when it is approachable and usable by persons with disabilities in compliance with technical standards adopted by the relevant Administrative Authority.

Administrative Authority. A governmental agency that adopts or enforces regulations and guidelines for the design, construction, or alteration of buildings and facilities.

ADA Coordinator. The individual responsible for coordinating the efforts of the government entity to comply with title II and investigating any complaints that the entity has violated title II. Also known as *Disability Access Manager* or *Accessibility Manager*.

Alteration in the Public Right-of-Way. A change to an existing facility that affects or could affect pedestrian access, circulation, or use. Alterations include, but are not limited to, resurfacing, rehabilitation, reconstruction, historic restoration, or changes or rearrangement of structural parts or elements of a facility.

Alternative Text. Refers to the text equivalent for an image appearing in an online document. It is read by screen readers in place of the image so that the content and function of the image is accessible to people with visual or certain cognitive disabilities.

Auxiliary Aids and Services. Refers to ways to communicate with people who have communication disabilities such as blindness, vision loss, deafness, hearing loss, a combination of vision and hearing loss or speech or language disorders. The key to deciding what aid or service is needed to communicate effectively with people with disabilities and their companions is to consider the nature, length, complexity, and context of the communication as well as the person's normal method(s) of communication. Auxiliary aids and services include the use of interpreters, notetakers, readers, assistive listening systems, captioning and TTYs or the provision of alternate formats such as braille, ASCII text, large print, recorded audio and electronic formats like CDs and DVDs.

Blended Transition. A raised pedestrian street crossings, depressed corners, or similar connections between the pedestrian access route at the level of the sidewalk and the level of the pedestrian street crossing that have a grade of 5 percent or less.

[85] DOJ, Title II Regulations Subpart A § 35.104 Definitions

Clear Ground Space. The minimum unobstructed ground space required to accommodate a single, stationary wheelchair and occupant. Clear ground space provides a location for a wheelchair user to approach and make use of an element.

Complaint. A complaint is a claimed violation of the ADA.

Cross Slope. The grade that is perpendicular to the direction of pedestrian travel. On a sidewalk, cross slope is measured perpendicular to the curb line or edge of the street or highway.

Curb Line. A line at the face of the curb that marks the transition between the curb and the gutter, street, or highway.

Curb Ramp. A ramp that cuts through or is built up to the curb. Curb ramps can be perpendicular or parallel, or a combination of parallel and perpendicular ramps.

Disability. The term disability means, with respect to an individual:

- A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- A record of such impairment; or
- Being regarded as having a disability or such impairment.

Discrimination on the Basis of Disability.[86] Discrimination on the basis of disability means to:

- Limit, segregate, or classify a citizen in a way that may adversely affect opportunities or status because of the person's disability;
- Limit, segregate, or classify a participant in a program or activity offered to the public in a way that may adversely affect opportunities or status because of the participant's disability;
- Participate in a contract that could subject a qualified citizen with a disability to discrimination;
- Use any standards, criteria, or methods of administration that have the effect of discriminating on the basis of disability;
- Deny equal benefits because of a disability;
- Fail to make reasonable modifications to known physical or mental limitations of an otherwise qualified individual with a disability unless it can be shown that the modification would impose an undue burden on the City's operations;
- Use selection criteria that exclude otherwise qualified people with disabilities from participating in the programs or activities offered to the public; and

[86] DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination.

- Fail to use tests, including eligibility tests, in a manner that ensures that the test results accurately reflect the qualified applicant's skills or aptitude to participate in a program or activity.

Effective Communication. Communication with people who have vision, hearing, and/or speech disabilities that is equally effective as communication with people without disabilities.

Element. An architectural or mechanical component of a building, facility, space, site, or public right-of-way.

Facility. All or any portion of buildings, structures, improvements, elements, and pedestrian or vehicular routes located in the public right-of-way.

Fundamental Alteration. A modification that is so significant that it alters the essential nature of the goods, services, facilities, privileges, advantages, or accommodations offered. If a public entity can demonstrate that the modification would fundamentally alter the nature of its service, program, or activity, it is not required to make the modification. If a public accommodation (private entity) can demonstrate that a modification would fundamentally alter the nature of the goods, services, facilities, privileges, advantages, or accommodations it provides, it is not required to make the modification.

Grade. The degree of inclination of a surface. Refer to Slope definition. In public right-of-way, grade is the slope parallel to the direction of pedestrian travel.

Grade Break. The line where two surface planes with different grades meet.

Having a Record of Impairment. An individual is disabled if he or she has a history of having an impairment that substantially limits the performance of a major life activity; or has been diagnosed, correctly or incorrectly, as having such impairment.

International Symbol of Accessibility (ISA). The ISA is recognized worldwide as a symbol identifying accessible elements and spaces. Standards issued under the ADA and ABA Standards reference and reproduce the ISA to ensure consistency in the designation of accessible elements and spaces. Uniform iconography promotes legibility, especially for people with low vision or cognitive disabilities. Guidance on use of the ISA under the ADA is available at the Access Board website: Access-Board.gov.

Maintenance. Routine or periodic repair of all pedestrian facilities to restore them to the standards to which they were originally designed and built. Maintenance does not change the original purpose, intent, or design of public sidewalks, shared-use paths, curb ramps, crosswalks, pedestrian islands, or other public walkways.

Operable Part. A component of an element used to insert or withdraw objects, or to activate, deactivate, or adjust the element. The technical requirements for operable parts apply to

operable parts on accessible pedestrian signals and pedestrian pushbuttons and parking meters and parking pay stations that serve accessible parking spaces.

Other Power-Driven Mobility Device (OPDMD). Any mobility device powered by batteries, fuel, or other engines that is used by individuals with mobility disabilities for locomotion and designed to operate in areas without defined pedestrian routes.

Path of Travel. A path of travel is a continuous, unobstructed way of pedestrian passage by means of which a newly constructed or altered area may be approached, entered, and exited and which connects an area with an exterior approach (including sidewalks, streets, and parking areas), an entrance to the facility and other parts of a facility. An accessible path of travel may consist of walks and sidewalks, curb ramps and other interior or exterior pedestrian ramps; clear floor paths through lobbies, corridors, rooms, and other improved areas; parking access aisles; elevators and lifts; or a combination of these elements. Within the context of alterations, path of travel also includes restrooms, telephones and drinking fountains serving the altered area.

Pedestrian Access Route. A continuous and unobstructed path of travel provided for pedestrians with disabilities within or coinciding with a pedestrian circulation path in the public right-of-way.

Pedestrian Circulation Path. A prepared exterior or interior surface provided for pedestrian travel in the public right-of-way

Physical or Mental Impairments.[87] Physical or mental impairments may include, but are not limited to, vision, speech and hearing impairments; emotional disturbance and mental illness; seizure disorders; mental retardation; orthopedic and neuromotor disabilities; learning disabilities; diabetes; heart disease; nervous conditions; cancer; asthma; Hepatitis B; HIV infection (HIV condition); and drug addiction, if the addict has successfully completed or is participating in a rehabilitation program and no longer uses illegal drugs. The following conditions are not physical or mental impairments: transvestitism; illegal drug use; homosexuality or bisexuality; compulsive gambling; kleptomania; pyromania; pedophilia; exhibitionism; voyeurism; pregnancy; height; weight; eye color; hair color; left-handedness; poverty; lack of education; a prison record; and poor judgment or quick temper, if not symptoms of a mental or physiological disorder.

[87] DOJ, Title II Regulations Part 35, Appendix B, Test C—Being regarded as having such an impairment.

Primary Function. A major[88] activity for which a facility is intended. Areas that contain a primary function include, but are not limited to, the dining area of a cafeteria, the meeting rooms in a conference center, as well as offices and other work areas in which the activities of the public entity[89] using a facility[90] are carried out.

Program Accessibility. A public entity's services, programs, or activities, when viewed in their entirety, must be readily accessible to and usable by individuals with disabilities.

Public Entity. Any state or local government; any department, agency, special-purpose district, or other instrumentality of a state or local government.

Public Right-of-Way. Public land or property, usually in interconnected corridors, that is acquired for or dedicated to transportation purposes.

Qualified Historic Facility. A facility that is listed in or eligible for listing in the National Register of Historic Places or designated as historic under an appropriate state or local law.

Qualified Individual with a Disability. A qualified individual with a disability means an individual with a disability who, with or without reasonable modification to rules, policies, or practices; the removal of architectural, communication, or transportation barriers; or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the City.

Reasonable Modification.[91] A public entity must modify its policies, practice, or procedures to avoid discrimination unless the modification would fundamentally alter the nature of its service, program, or activity.

Regarded as Having a Disability. An individual is *disabled* if she or he is treated or perceived as having an impairment that substantially limits major life activities, although no such impairment exists.

Running Slope. The grade that is parallel to the direction of pedestrian travel.

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[88] Refer to the definition of major, on Cornell Law's website: Law.Cornell.edu.

[89] Refer to the definition of public entity, on Cornell Law's website: Law.Cornell.edu.

[90] Refer to the definition of facility, on Cornell Law's website: Law.Cornell.edu.

[91] DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination.

Scoping. Requirements that specify what features are required to be accessible and, where multiple features of the same type are provided, how many of the features are required to be accessible.

Service Animal. Service animals are dogs (and in certain circumstances, miniature horses) that are individually trained to perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting, and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post-Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. Guidance on the use of the term *service animal* in the 2010 Standards has been published online at the ADA website: ADA.gov. Title II regulations now include assessment factors to assist public entities in determining whether miniature horses can be accommodated as service animals in their facilities:

- Whether the miniature horse is housebroken;
- Whether the miniature horse is under the owner's control;
- Whether the facility can accommodate the miniature horse's type, size, and weight; and
- Whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

Slope. Ground surface that forms a natural or artificial incline. Slope is typically conveyed as either a percentage or a ratio that represent the change in elevation between two points of an incline divided by the horizontal distance between the two points.

- Cross Slope: The slope that is perpendicular to the direction of travel.
- Running Slope: The slope that is parallel to the direction of travel.

Substantial Limitations of Major Life Activities. An individual is disabled if she or he has a physical or mental impairment that (a) renders her or him unable to perform a major life activity, or (b) substantially limits the condition, manner, or duration under which she or he can perform a particular major life activity in comparison to other people. Major life activities are functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. In determining whether physical or mental impairment substantially limits the condition, manner, or duration under which an individual can perform a particular major life activity in comparison to other people, the following factors shall be considered:

- The nature and severity of the impairment;
- The duration or expected duration of the impairment; and
- The permanent or long-term impact (or expected impact) of or resulting from the impairment.

Technical Standards. Specify the design criteria for accessible features, including the specific numbers, conditions, and measurements that are required.

Technically Infeasible. With respect to an alteration of a building or a facility, something that has little likelihood of being accomplished because existing structural conditions would require removing or altering a load-bearing member that is an essential part of the structural frame; or because other existing physical or site constraints prohibit modification or addition of elements, spaces or features that are in full and strict compliance with the minimum requirements.

Telecommunications Display Device (TDD). A telecommunications display device for the deaf (TDD) is an electronic device for text communication via a telephone line, used when one or more of the parties has hearing or speech difficulties. Other names for TDD include TTY.

Telecommunications Relay Service (TRS) or 711. The free, nationwide telecommunications relay service, reached by calling 711, uses communications assistants who serve as intermediaries between people who have hearing or speech disabilities who use a text telephone (TTY) or text messaging and people who use standard voice telephones. The communications assistant tells the telephone user what the other party is typing and types to tell the other party what the telephone user is saying. TRS also provides speech-to-speech transliteration for callers who have speech disabilities.

Text Telephone (TTY). Teletypewriters or text telephones have a keyboard and a visual display for exchanging written messages over the telephone. The ADA established a free, nationwide relay network to handle voice-to-TTY and TTY-to-voice calls, which is reached by calling 711. TTY is a more general term for teletypes but is often referred to as TDD.

Vertical Surface Discontinuities. Vertical differences in level between two adjacent surfaces.

Video Relay Service (VRS). Video relay service (VRS) is a free, subscriber-based service for people who use sign language and have videophones, smart phones, or computers with video communication capabilities. For outgoing calls, the subscriber contacts the VRS interpreter, who places the call and serves as an intermediary between the subscriber and a person who uses a standard voice telephone. The interpreter tells the telephone user what the subscriber is signing and signs to the subscriber what the telephone user is saying.

Wheeled Mobility Device. A manually operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor or of both indoor and outdoor locomotion. Also referred to as a manual wheelchair, a power wheelchair, or an electric scooter.

7.0 Program Accessibility Guidelines, Standards, and Resources

7.1 Federal, State, and Local Laws, Standards, and Ordinances Federal Government

U.S. Department of Justice, Civil Rights Division, Disability Rights Section

The U.S. Department of Justice provides many free ADA materials including the Americans with Disability Act (ADA) text. Printed materials may be ordered by calling the ADA Information Line with Voice at (800) 514-0301 or with TTY at (800) 514-0383. Publications are available in standard print as well as large print, audiotape, braille, and computer disk for people with disabilities. Documents, including the following publications, can also be downloaded from the Department of Justice website: ADA.gov.

- Americans with Disabilities Act (ADA) title II Regulations: Nondiscrimination on the Basis of Disability in State and Local Government Services. 2010. Visit the ADA website Title II regulations webpage: ADA.gov.
- 2010 ADA Standards for Accessible Design. 2010. Visit the 2010 ADA Standards website: ADA.gov.
- Title II Technical Assistance Manual (1993) and Yearly Supplements. Visit the Title II Technical Assistance Manual webpage: ADA.gov.
- Accessibility of State and Local Government Websites to People with Disabilities. 2003. Visit the Accessible Website page: ADA.gov.
- ADA Best Practices Tool Kit for State and Local Governments. 2008. Visit the Best Practices Toolkit webpage: ADA.gov
- ADA Guide for Small Towns. 2000. Visit the ADA for Small Towns webpage: ADA.gov.
- The ADA and City Governments: Common Problems. 2000. Visit the Common Problems webpage: ADA.gov.
- ADA Requirements: Effective Communication. 2014. Visit the Effective Communication webpage: ADA.gov.
- ADA Requirements: Service Animals. 2010. Visit the Service Animals webpage: ADA.gov.
- ADA Information for Law Enforcement. 2008. Visit the Police Info webpage: ADA.gov.
- Commonly Asked Questions About the ADA and Law Enforcement. 2006. Visit the Q and A page: ADA.gov.
- Communicating with People Who are Deaf or Hard of Hearing: ADA Guide for Law Enforcement Officers. 2006. Visit the Law Enforcement Communications webpage: ADA.gov.

- Model Policy for Law Enforcement on Communicating with People Who are Deaf or Hard of Hearing. 2006. Visit the Law Enforcement Policy webpage: ADA.gov.
- Questions and Answers: The ADA and Hiring Police Officers. 1997. Visit the Cops Q and A webpage: ADA.gov.
- ADA Requirements: Wheelchairs, Mobility Aids and Other Power-Driven Mobility Devices. 2014. Visit the Mobility Devices webpage: ADA.gov.
- An ADA Guide for Local Governments: Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities. 2008. Visit the Emergency Prep Guide webpage: ADA.gov.
- Access for 9-1-1 and Telephone Emergency Services. 1998. Visit the 911 webpage: ADA.gov.
- The Americans with Disabilities Act and Other Federal Laws Protecting the Rights of Voters with Disabilities. 2014. Visit the ADA Voting webpage: ADA.gov.
- ADA Checklist for Polling Places. 2016. Visit the Voting Checklist webpage: ADA.gov.

U.S. Access Board—Architectural and Transportation Barriers Compliance Board

The full texts of federal laws and regulations that provide the guidelines for the design of accessible facilities and programs are available from the U.S. Access Board. Single copies of publications are available for free and can be downloaded or ordered by completing a form available on the Access Board's website. In addition to regular print, publications are available in large print, disk, audiocassette, and braille. Visit the Access Board website: Access-Board.gov.

- ADA and ABA Accessibility Guidelines (ADAAG), (36 CFR Parts 1190 and 1191). Final Rule published in the Federal Register, July 23, 2004; as amended through May 7, 2014. Visit the ADA and ABA webpage on the Access Board website: Access-Board.gov.
- Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines, Correction. Final Rule published in the Federal Register, November 12, 2013. Visit the ADA and ABA webpage on the Federal Register website: FederalRegister.gov.
- Architectural Barriers Act (ABA). Pub. L. 90–480 (42 U.S.C. §§4151 et seq.). 1968. Visit the ABA webpage on the Access Board website: Access-Board.gov.
- Architectural Barriers Act Accessibility Guidelines; Outdoor Developed Areas (). Final Rule published in the Federal Register, September 26, 2013. Visit the Outdoor Developed Areas webpage on the Access Board website: Access-Board.gov.
- Electronic and Information Technology Accessibility Standards; (36 CFR Part 1194). Final Rule published in the Federal Register, December 21, 2000. Visit the 508 Standards webpage on the Access Board website: Access-Board.gov.

- Guidance on Use of the International Symbol of Accessibility Under the Americans with Disabilities Act and the Architectural Barriers Act. 2017. Visit ISA Guidance webpage on the Access Board website: Access-Board.gov.
- Information and Communication Technology (ICT) Final Standards and Guidelines (36 CFR Parts 1193 and 1194). Final Rule published in the Federal Register, January 18, 2017. Visit the ICT webpage on the Access Board website: Access-Board.gov.
- Outdoor Developed Areas: A Summary of Accessibility Standards for Federal Outdoor Developed Areas. May 2014. Visit the Outdoor Guide webpage on the Access Board website: Access-Board.gov.
- Telecommunications Act Accessibility Guidelines. Final Rule published in the Federal Register, February 3, 1998. Visit the 255 Rule for the Telecommunications Act webpage on the Access Board website: Access-Board.gov.
- Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way. 2011. Visit the Right-of-Way webpage on the Access Board website: Access-Board.gov.

State of Washington

The State of Washington Administrative Code (WAC) Title 51, Chapter 51-50, adopts the 2015 International Building Code including Appendix E: Supplementary Accessibility Requirements and ICC/ANSI A117.1-2009 as of the writing of this document. The State Building Code and the Revised Code of Washington (RCW) under Title 70: Public Health and Safety, Chapter 70.92 intend to make buildings and facilities accessible to and usable by individuals with disabilities. Additionally, the Washington Department of Transportation published an ADA field guide to assist jurisdictions with developing accessible public rights-of-way.

Because building codes are updated every few years, the City should regularly review changes and update policies and procedures related to accessibility to ensure compliance with current code.

- WAC Title 51, Chapter 51-50: State Building Code Adoption and Amendment of the International Building Code. Visit the Chapter 51-50 webpage on the Washington State Legislature website: App.leg.wa.gov.
- Washington State Building Code. Visit the Washington State Building Code webpage on the Washington State Building Code Council website: Fortress.wa.gov.
- Washington State Department of Transportation: Field Guide for Accessible Public Rights of Way. Visit the ADA Field Guide webpage on the WSDOT website: WSDOT.wa.gov.
- RCW Title 70: Public Health and Safety, Chapter 70.92. Visit Chapter 70.92 on the Washington State Legislature website: App.leg.wa.gov.

7.2 Local and National Organizations Supporting People with Disabilities

The Arc: The Arc (formerly Association for Retarded Citizens of the United States) is the country's largest voluntary organization committed to the welfare of all children and adults with mental retardation and their families. Visit The Arc website: TheArc.org.

American Association of People with Disabilities: The American Association of People with Disabilities is the largest nonprofit, nonpartisan, cross-disability organization in the United States. Visit the AAPD website: AAPD.com.

American Council of the Blind (ACB): ACB is a national organization advocating on behalf of persons who are blind or have low vision. Visit the ACB website: ACB.org.

American Foundation for the Blind (AFB): AFB is committed to improving accessibility in all aspects of life—from cell phones to ATMs, on web sites, and in workplaces. Services include assistance in making products and services accessible to people with visual impairments. AFB offers expert consulting services and accessible media production. AFB provides objective product evaluations of adaptive technologies through its assistive technology product database. Visit the AFB website: AFB.org.

Center for Independence (CFI): CFI serves as a resource for individuals with disabilities to fully access and participate in the community through outreach, advocacy, and independent living skills development. The organization is a resource for senior citizens with senior-related disabilities as well and serves people in Island, Pierce, San Juan, Skagit, Snohomish, Thurston, South King, and Whatcom counties. It is also a member of the Association of Centers for Independent Living in Washington (ACIL-WA). Visit the CFI South website: CFISouth.org.

Center on Technology and Disability: Funded by the US Department of Education's Office of Special Education Programs, the Center on Technology and Disability provides a wide range of resources on assistive technology, from introductory fact sheets and training materials to in-depth discussion of best practices and emerging research. Visit the CTD Institute website: CTDInstitute.org.

Disability Rights Washington: Disability Rights Washington is a private non-profit organization that protects the rights of people with disabilities statewide. Its mission is to advance the dignity, equality, and self-determination of people with disabilities. The organization works to pursue justice on matters related to human and legal rights, with a focus on systemic cases that will improve service systems for people with disabilities. Visit the Disability Rights Washington website: DisabilityRightsWA.org.

Institute for Human Centered Design: The Institute (formerly known as Adaptive Environments) is a non-profit organization committed to advancing the role of design in expanding opportunity and enhancing experience for people of all ages and abilities. The

organization provides education and consultation to public and private entities about strategies, precedents and best practices that go beyond legal requirements for human centered design for places, things, communication, and policy that integrate solutions with the reality of human diversity. Visit the Human Centered Design website: HumanCenteredDesign.org.

National Association of the Deaf (NAD): NAD is a national consumer organization representing people who are deaf and hard of hearing. NAD provides information about standards for American Sign Language Interpreters and the Captioned Media Program on its website. Visit the NAD website: NAD.org.

National Federation of the Blind (NFB): NFB is a national organization advocating on behalf of persons who are blind or have low vision. NFB provides on-line resources for technology for the blind, including a technology resource list, a computer resource list, screen access technology, sources of large print software for computers, and sources of closed-circuit TV (CCTV). Visit the NFB website: NFB.org.

National Organization on Disability: National Organization on Disability promotes the full and equal participation and contribution of America's 54 million men, women, and children with disabilities in all aspects of life. NOD maintains an on-line directory of information and links including transportation-related resources. Visit the NOD website: NOD.org.

Northwest ADA Center, National Institute on Disability and Rehabilitation Research: The ADA National Network Centers are a national platform of ten centers comprised of ADA professionals and experts charged with assisting businesses, state and local governments, and people with disabilities as they manage the process of changing our culture to be user friendly to disability and the effect the variety of health conditions can have on society. The Northwest ADA Center is a part of the Department of Rehabilitation Medicine at the University of Washington and collaborates with the Center for Technology and Disability Studies, a program within the Center for Human Development and Disability and the Department of Rehabilitation Medicine. Visit the NWADA Center website: NWADACenter.org.

Office of Disability Employment Policy: Online resources list for a variety of disability topics including benefits, civil rights, community life, education, employment, emergency preparedness, health, housing, technology, and transportation. Visit the Disability Employment Policy webpage on the U.S. Department of Labor website: DOL.gov.

Outdoors for All Foundation: Based out of Seattle, the Outdoors for All Foundation transforms lives through outdoor recreation as a national leader in delivering adaptive and therapeutic recreation for children and adults with disabilities. The organization enriches the lives of individuals with disabilities and helps them to get out and enjoy the great outdoors. Outdoors for All's programs includes snowboarding, snowshoeing, cross country and downhill skiing, cycling, hiking, yoga, kayaking, day camps, rock-climbing, camping, and custom events. Visit the Outdoors for All Foundation website: OutdoorsForAll.org.

Paralyzed Veterans of America (PVA): PVA is a national advocacy organization representing veterans. PVA's Sports and Recreation Program promotes a range of activities for people with disabilities, with special emphasis on activities that enhance lifetime health and fitness. PVA's website provides information on useful sports publications and a list of contacts. Visit the PVA website: PVA.org.

Snohomish County Division of Developmental Disabilities: This division of the County's Department of Human Services fosters inclusive communities that support people with developmental disabilities to fully participate in and contribute to all aspects of community life. Its programs provide support to families, individuals, and communities, including direct services, referrals, and a variety of programs. Visit the Developmental Disabilities webpage on the Snohomish County website: SnohomishCountyWA.gov.

United Cerebral Palsy Association (UCP): UCP's mission is to advance the independence, productivity, and full citizenship of people with cerebral palsy and other disabilities, through a commitment to the principles of independence, inclusion, and self-determination. UCP's Sports and Leisure Channel is designed for people with disabilities who are interested in sports and other leisure activities and proposes creative ideas for inclusive community recreation programs, including outdoor adventure activities for people with disabilities. Information about the Sports and Leisure Channel is available on UCP's website. Visit the UCP website: UCP.org.

United Spinal Association: United Spinal Association is a membership organization serving individuals with spinal cord injuries or disease. Formerly known as the Eastern Paralyzed Veterans Association, the organization expanded its mission to serve people with spinal cord injuries or disease regardless of their age, gender, or veteran status. Information on accessibility training and consulting services and recreational opportunities for people with spinal cord injuries or disease is available on their website. Visit the United Spinal Association website: UnitedSpinal.org.

Washington State Developmental Disabilities Administration (DDA): This division of the Department of Social and Health Services provides support and fosters partnerships that empower people to live the lives they want. DDA strives to develop and implement public policies that will promote individual worth, self-respect, and dignity such that each individual is valued as a contributing member of the community. Visit the Developmental Disabilities webpage on the Department of Social and Health Services website: DSHS.WA.gov.

Work Opportunities: This local non-profit organization was founded in 1963 and promotes self-determination, self-respect, and valued participation in the community for persons with disabilities through work. It has a branch office in Lynnwood. Visit the Work Opportunities website: WorkOpportunities.org.

World Institute on Disability: WID is an international public policy center dedicated to carrying out research on disability issues. WID maintains an online information and resource directory

on technology, research, universal design, and ADA. Visit the resources on the WID website: WID.org.

7.3 Guidance Documents and Articles – Creating Accessible Documents

Adobe Software:

- Creating Accessible Adobe PDF Files. Visit the Creating Accessible PDFs webpage on the Adobe website: HelpX.adobe.com.
- Create and verify PDF accessibility (Acrobat Pro). Visit the Create and Verify webpage on the Adobe website. HelpX.adobe.com.
- Accessibility by product. Visit the Accessible Products webpage on the Adobe website: Adobe.com.

American Council of the Blind (ACB): Best Practices and Guidelines for Large Print Documents used by the Low Vision Community. 2011. Visit the Large Print Guidelines webpage on the ACB website: ACB.org.

Braille Authority of North America and the Canadian Braille Authority: Guidelines and Standards for Tactile Graphics (Web Version). 2012. Visit the Tactile Graphics manual on the Braille Authority website: BrailleAuthority.org.

GSA Government-wide Section 508 Accessibility Program: Create Accessible Electronic Documents (a compilation of federal guidance, checklists, and testing information for creating and maintaining accessible documents in various popular electronic formats, including Word, PDF, Excel, and PowerPoint). Visit the Create Accessible Documents webpage on the Section 508 website: Section508.gov.

Guidance from the Accessible Electronic Document Community of Practice (AED COP): on creating and testing accessible Microsoft Word documents includes:

- Section 508 Basic Authoring and Testing Guides, MS Word 2010 and MS 2013. 2015. Visit the Create Accessible Documents webpage on the Section 508 website: Section508.gov.
- Basic Authoring and Testing Checklists, MS Word 2010 and MS 2013. 2015. Visit the Create Accessible Documents webpage on the Section 508 website: Section508.gov.
- Baseline Tests for Accessible Electronic Documents—MS Word 2010 and MS 2013. 2015. Visit the Create Accessible Documents webpage on the Section 508 website: Section508.gov.

Smithsonian Institution: Smithsonian Guidelines for Accessible Publication Design. 2001. Visit the Accessible Publication Guidelines webpage on the Smithsonian website: SI.edu.

Social Security Administration, Accessibility Resource Center (SSA-ARC): SSA Guide: Producing Accessible Word and PDF Documents, Version 2.1. 2010. Visit the SSA Accessible Document Authoring Guide on the SSA website: SSA.gov.

Sutton, Jennifer: A Guide to Making Documents Accessible to People Who Are Blind or Visually Impaired. 2002. Visit the Guide to Making Documents Accessible to People Who are Blind or Visually Impaired on the Sabe USA website: SabeUSA.org.

University of Washington: Creating Accessible Documents. Visit the Accessible Documents guide on the University of Washington website: Washington.edu.

7.4 Guidance Documents and Articles – Web Design

National Center for Accessible Media (NCAM): NCAM is a research and development facility dedicated to addressing barriers to media and emerging technologies for people with disabilities in their homes, schools, workplaces, and communities. NCAM is part of the Media Access Group at Boston public broadcaster WGBH, which includes two production units, The Caption Center and Descriptive Video Service® (DVS®). Tools and guidelines for creating accessible digital media can be found on the NCAM website: WGBH.org.

Utah State University, Center for Persons with Disabilities, WebAIM: WebAIM (Web Accessibility in Mind) is a non-profit organization based at the Center for Persons with Disabilities at Utah State University that has provided comprehensive web accessibility solutions since 1999. Documents and training materials, including the following publications, can be downloaded from the WebAIM website: WebAIM.org.

- Color Contrast Checker webpage on the WebAIM website: WebAIM.org.
- Web Accessibility Evaluation Tool (WAVE) on the WebAIM website: WebAIM.org.
- WCAG 2 Checklist on the WebAIM website: WebAIM.org.
- Web Accessibility for Designers on the WebAIM website: WebAIM.org.

Web Accessibility Initiative (WAI): WAI develops guidelines widely regarded as the international standard for Web accessibility, support materials to help understand and implement Web accessibility, and resources, through international collaboration. The Web Content Accessibility Guidelines (WCAG) was developed with a goal of providing a single shared standard for web content accessibility that meets the needs of individuals, organizations, and governments internationally. Documents and training materials, including the following publications, can be downloaded from the WAI webpage on the W3 website, here: W3.org.

Caldwell, Ben, Michael Cooper, Loretta Guarino Reed and Gregg Vanderheiden (eds.) Web Content Accessibility Guidelines (WCAG) 2.0. 2008: Visit the WCAG 2.0 webpage on the W3 website: W3.org.

7.5 Guidance Documents and Articles – Signage

APH Tactile Graphic Image Library, American Printing House for the Blind, Inc. (APH): The website requires registration for access, and it is free. Visit the Tactile Graphic Image Library on the APH website: APH.org.

Designing for People with Partial Sight and Color Deficiencies: Arditi, Aries. Effective Color Contrast: 2005. Visit the Color Contrast webpage on the Michigan Tech University website: Pages.MTU.edu.

Signage and the 2010 ADA Standards, Luminant Design LLC. v2.1. 2011: Visit the 2010 ADA Signage Standards webpage on the Luminant Design website: LuminantDesign.com.

Signage Requirements in the 2010 Standards for Accessible Design: Society for Experiential Graphic Design (SEGD). Visit the SEGD website: SEGD.org.

U.S. Department of the Interior, National Park Service – Harpers Ferry Center Accessibility Committee: Harpers Ferry Center (HFC) serves as the Interpretive Design Center for the National Park Service. HFC works to ensure that the highest level of accessibility that is reasonable is incorporated into all aspects of interpretive media, planning, design, and construction. This includes ensuring that all new interpretive media are provided in such a way as to be accessible to and usable by all persons with a disability. It also means all existing practices and procedures are evaluated to determine the degree to which they are currently accessible to all visitors, and modifications are made to assure conformance with applicable laws and regulations. The HFC website includes accessibility resources, guidelines and updates, Department of the Interior Section 504, photographs of best practices, and more. Visit the Accessibility webpage on the National Park Service website: NPS.gov.

7.6 Training Resources

ADA National Network: 2020. Visit the ADA Training webpage on the ADA National Network website: ADATA.org.

Great Lakes ADA Center: 2020. Visit the Trainings webpage on the Great Lakes ADA Center website: ADAGreatLakes.org.

Northwest ADA Center: 2020. Visit the Training webpage on the Northwest ADA Center website: NWADACenter.org.

United States Access Board: 2020. Visit the Training webpage on the U.S. Access Board website: Access-Board.gov.

Southeast ADA Center: 2020. Visit the Courses webpage on the Southeast ADA Center webpage: ADASoutheast.org.

ADA Coordinator Training Certificate Program: 2020. Visit the ADA Coordinator website: ADACoordinator.org.

LYNNWOOD
WASHINGTON
DEVELOPMENT & BUSINESS SERVICES

Appendix – Racially Disparate Impacts

This appendix is related to the racially disparate impacts information provided in the Housing Element. The City of Lynnwood utilized the data provided by the Puget Sound Regional Council (PSRC) including:

- PSRC's Community Profiles
- Displacement Risk Mapping: Interactive Report and Interactive Map
- Displacement Risk Mapping Technical Documentation (included within this appendix.)
- PSRC Community Profiles

Additional resources used include the Washington State Department of Commerce Guidance to Address Racially Disparate Impacts.

The city conducted a review of city departmental plans and the 2024 Comprehensive Plan elements to identify where and how racially disparate impacts are being addressed. This review identified gaps and areas where work is needed, resulted in a new goal and policy for the Housing Element and this appendix. <<@Karl, we could add the H table document here>>.
This appendix includes additional charts and table from the PSRC data sets to further explain elements within Lynnwood that contribute to racially disparate impacts.

Racial Composition:

Table 1. Racial composition of Lynnwood and Snohomish County, 2015 and 2020
Chart 1. Lynnwood population by race and Hispanic or Latino ethnicity, 2020
Chart 1a. Lynnwood population by race and Hispanic ethnicity, 2020
Table 2. Racial composition percentage of Lynnwood and Snohomish County 2015 and 2020
Chart 2a. Racial composition of Lynnwood and Snohomish County, 2020

Cost Burden:

Table 3. Lynnwood number of households by housing cost burden, 2019
Chart 4. Lynnwood total housing cost burden by racial and ethnic group, 2019
Chart 4a. Lynnwood total housing cost burden by racial and ethnic group, 2019Chart 5. Lynnwood number of owner households by race and cost burden, 2019
Chart 5a. Lynnwood number of owner households by race and cost burden, 2019
Chart 6. Lynnwood renter households by race and cost burden, 2019
Chart 6a. Lynnwood renter households by race and cost burden, 2019
Table 4. Lynnwood percentage of households by housing cost burden, 2019
Chart 7. Lynnwood percent of all households experiencing housing cost burden, 2019
Chart 7a. Lynnwood percent of all households experiencing housing cost burden, 2019
Chart 8. Lynnwood percent owner households experiencing housing cost burden, 2019
Chart 8a. Lynnwood percent owner households experiencing housing cost burden, 2019
Chart 9. Lynnwood percent renter households experiencing housing cost burden, 2019
Chart 9a. Lynnwood percent renter households experiencing housing cost burden, 2019

Appendix – Racially Disparate Impacts

Rent Affordability of Housing Units

Table 5. Lynnwood and Snohomish County rental units by affordability and households by income, 2019
Chart 10. Lynnwood and Snohomish County renter household income compared to rental unit affordability, 2019
Chart 11. Lynnwood renter households by income compared to rental units by affordability, 2019
Chart 12. Lynnwood five year change in renter households by income and rental units by affordability, 2014 – 2019

Income:

Table 6. Lynnwood count of households by income and race, 2019
Chart 13. Lynnwood number of households by income category and race, 2019
Chart 13a. Lynnwood number of households by income category and race, 2019
Chart 14. Lynnwood distribution of households by income and race or ethnicity, 2019
Chart 14a. Lynnwood distribution of households by income and race or ethnicity, 2019
Table 7. Lynnwood five year change in households by income and race, 2014 – 2019
Table 8. Lynnwood five year change in distribution of households by income and race, 2014 – 2019
Chart 15. Lynnwood percentage of all households by income category and race, (2010 - 2014 vs 2015 - 2019)

Tenure:

Table 9. Lynnwood count of owner and renter households by racial group, 2019
Chart 16. Lynnwood total number of owner and renter households by race and ethnicity, 2019
Chart 16a. Lynnwood total number of owner and renter households by race and ethnicity, 2019
Chart 17. Lynnwood percent owner and renter households by race and ethnicity, 2019
Chart 17a. Lynnwood percent owner and renter households by race and ethnicity, 2019

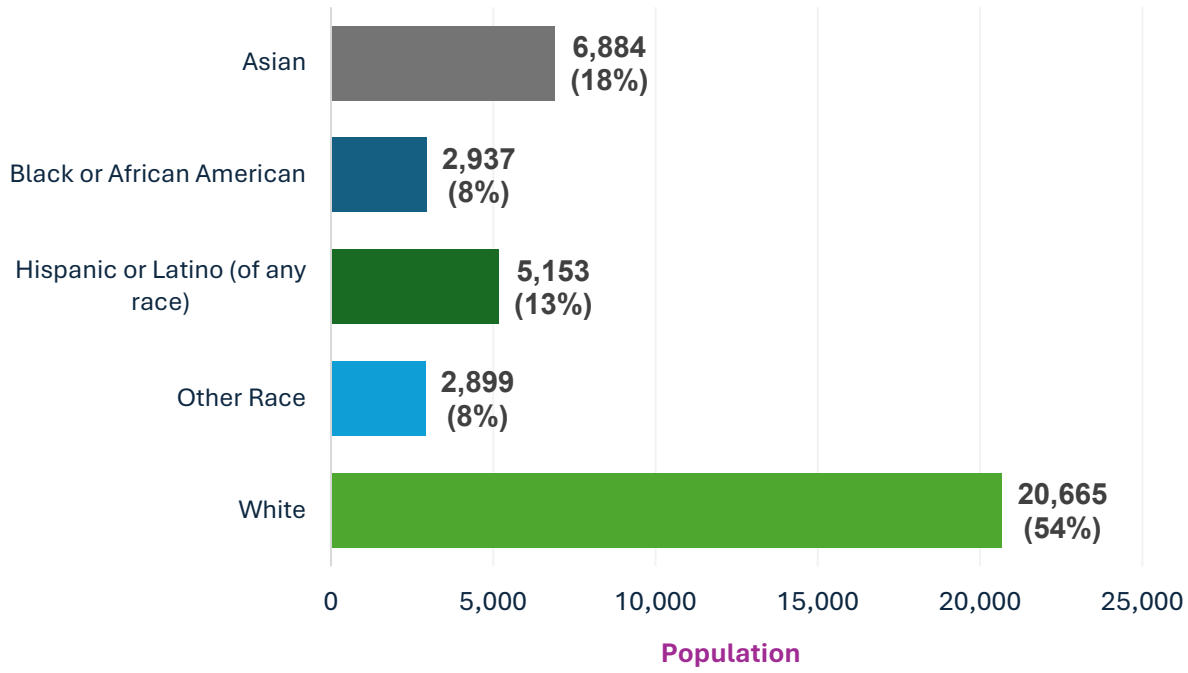
Racial Composition

Table 1. Racial composition of Lynnwood and Snohomish County, 2015 and 2020

	Lynnwood			Snohomish County		
Race or Ethnic Category	**2015**	**2020**	**Change**	**2015**	**2020**	**Change**
American Indian and Alaska Native	201	122	-79	6,403	6,582	179
Asian	6,948	6,884	-64	70,469	91,482	21,013
Black or African American	2,917	2,937	20	18,374	25,918	7,544
Hispanic or Latino (of any race)	4,773	5,153	380	71,133	85,321	14,188
Native Hawaiian and Other Pacific Islander	205	48	-157	3,310	3,811	501
Other Race	33	51	18	756	3,510	2,754
Two or more races	1,578	2,678	1,100	35,006	42,435	7,429
White	19,836	20,665	829	541,202	552,513	11,311
Total	**36,491**	**38,538**	**2,047**	**746,653**	**811,572**	**64,919**

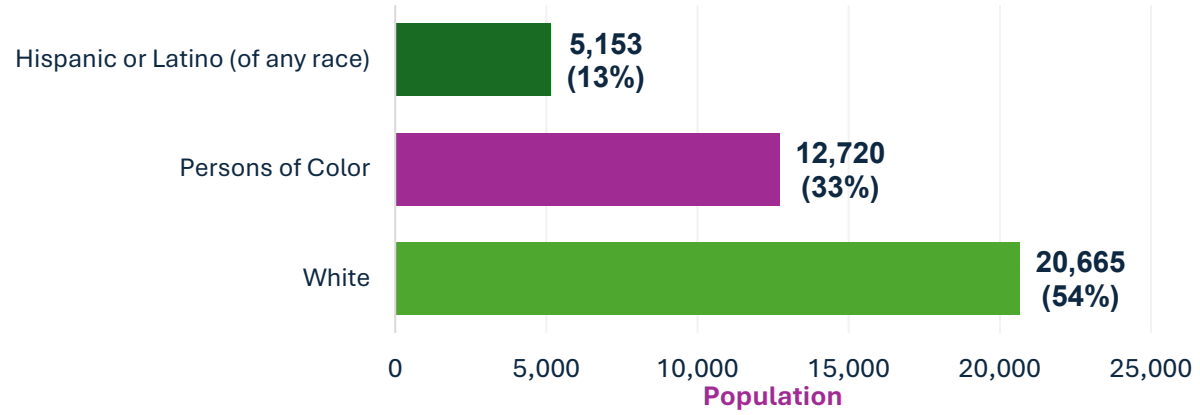
Source: US Census Bureau, 2011-2015 and 2016-2020 American Community Survey 5-Year Estimates (Table DP05); Washington Department of Commerce, 2023

Chart 1. Lynnwood population by race and Hispanic or Latino ethnicity, 2020



Source: US Census Bureau, 2016-2020 American Community Survey 5-Year Estimates (Table DP05); Washington Department of Commerce, 2023

Chart 1a. Lynnwood population by race and Hispanic ethnicity, 2020



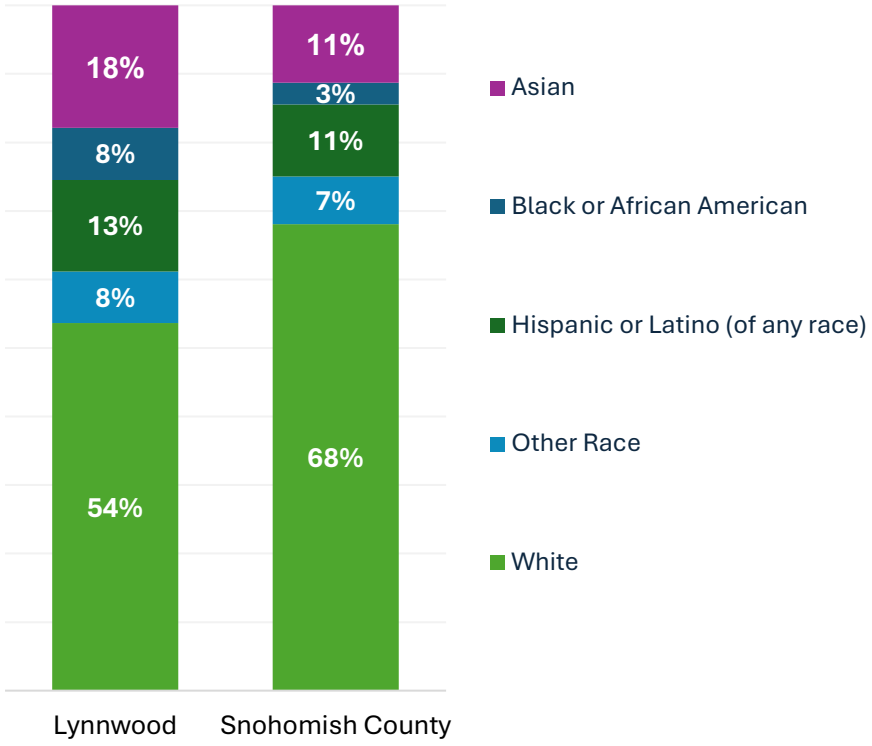
Source: US Census Bureau, 2016-2020 American Community Survey 5-Year Estimates (Table DP05); Washington Department of Commerce, 2023

Table 2. Racial composition percentage of Lynnwood and Snohomish County 2015 and 2020

Race or Ethnic Category	Lynnwood 2015	Lynnwood 2020	Snohomish County 2015	Snohomish County 2020
Asian	19%	18%	9%	11%
Black or African American	8%	8%	2%	3%
Hispanic or Latino (of any race)	13%	13%	10%	11%
Other Race	6%	8%	6%	7%
White	54%	54%	72%	68%

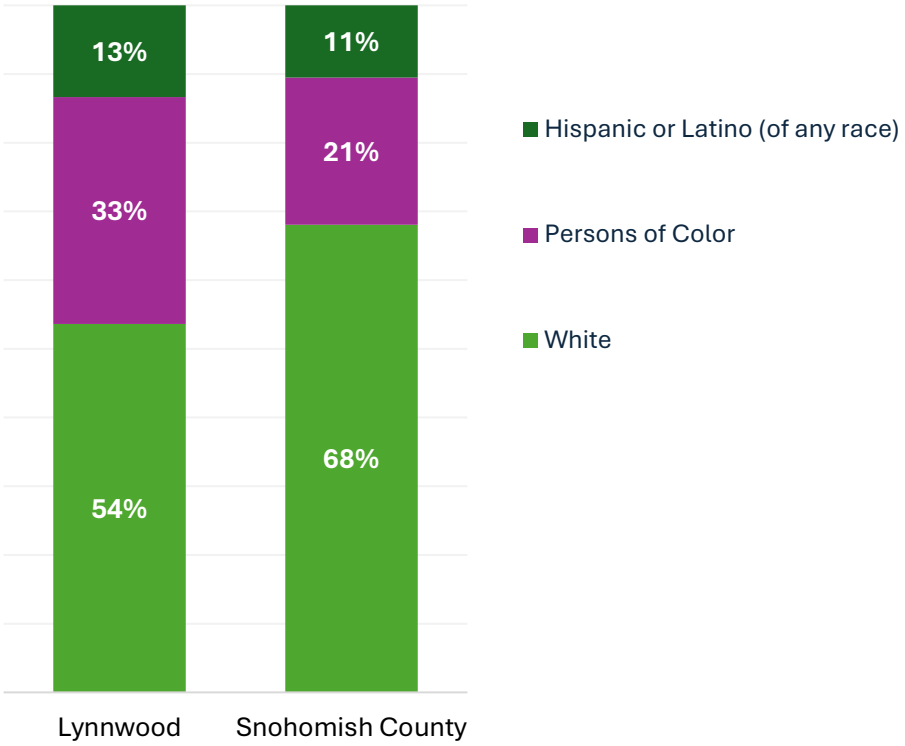
Source: US Census Bureau, 2016-2020 American Community Survey 5-Year Estimates (Table DP05); Washington Department of Commerce, 2023

Chart 2. Racial composition of Lynnwood and Snohomish County, 2020



Source: US Census Bureau, 2016-2020 American Community Survey 5-Year Estimates (Table DP05); Washington Department of Commerce, 2023

Chart 2a. Racial composition of Lynnwood and Snohomish County, 2020



Source: US Census Bureau, 2016-2020 American Community Survey 5-Year Estimates (Table DP05); Washington Department of Commerce, 2023

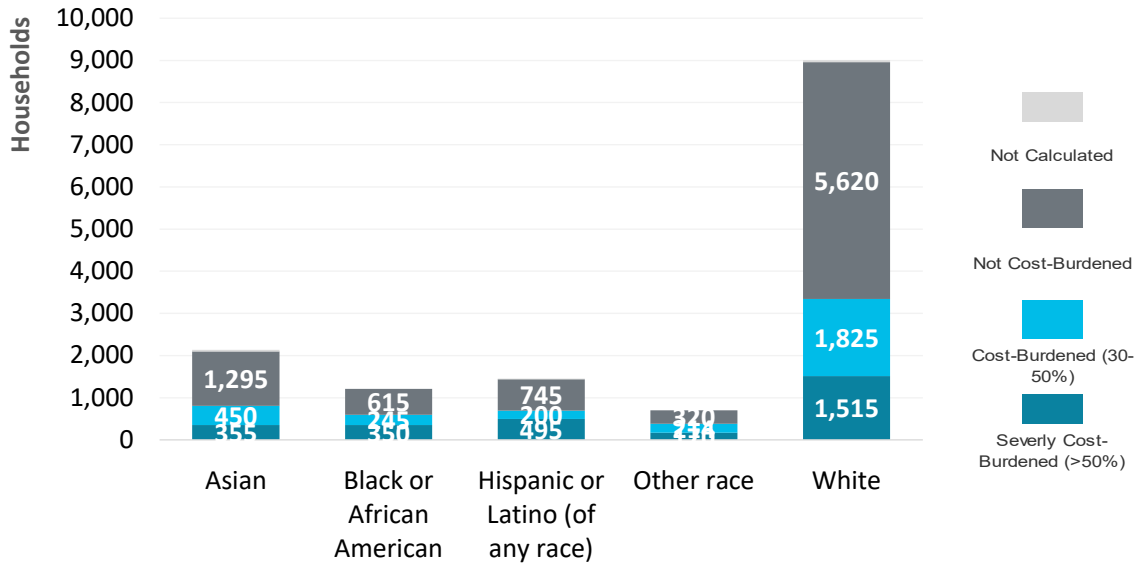
Cost Burden

Table 3. Lynnwood number of households by housing cost burden, 2019

	White	Black or African American	Asian	American Indian or Alaska Native	Pacific Islander	Other Race	Hispanic or Latino (of any race)	Total
Owner Households								
Not Cost Burdened	4,010	100	995	45	0	120	365	5,635
Total Cost-Burdened	1,320	160	205	4	0	185	175	2,049
Cost-Burdened (30-50%)	*935*	*115*	*135*	*4*	*0*	*120*	*40*	*1,349*
Severely Cost-Burdened (>50%)	*385*	*45*	*70*	*0*	*0*	*65*	*135*	*700*
Not Calculated	25	0	15	0	0	0	15	55
Total	**5,360**	**255**	**1,215**	**50**	**0**	**305**	**555**	**7,740**
Renter Households								
Not Cost Burdened	1,610	515	300	0	0	155	380	2,960
Total Cost-Burdened	2,020	435	600	0	0	195	520	3,770
Cost-Burdened (30-50%)	*890*	*130*	*315*	*0*	*0*	*90*	*160*	*1,585*
Severely Cost-Burdened (>50%)	*1,130*	*305*	*285*	*0*	*0*	*105*	*360*	*2,185*
Not Calculated	20	0	20	0	0	0	0	40
Total	**3,650**	**950**	**920**	**0**	**0**	**350**	**900**	**6,770**
Total Households	**9,010**	**1,205**	**2,135**	**50**	**0**	**655**	**1,455**	**14,510**

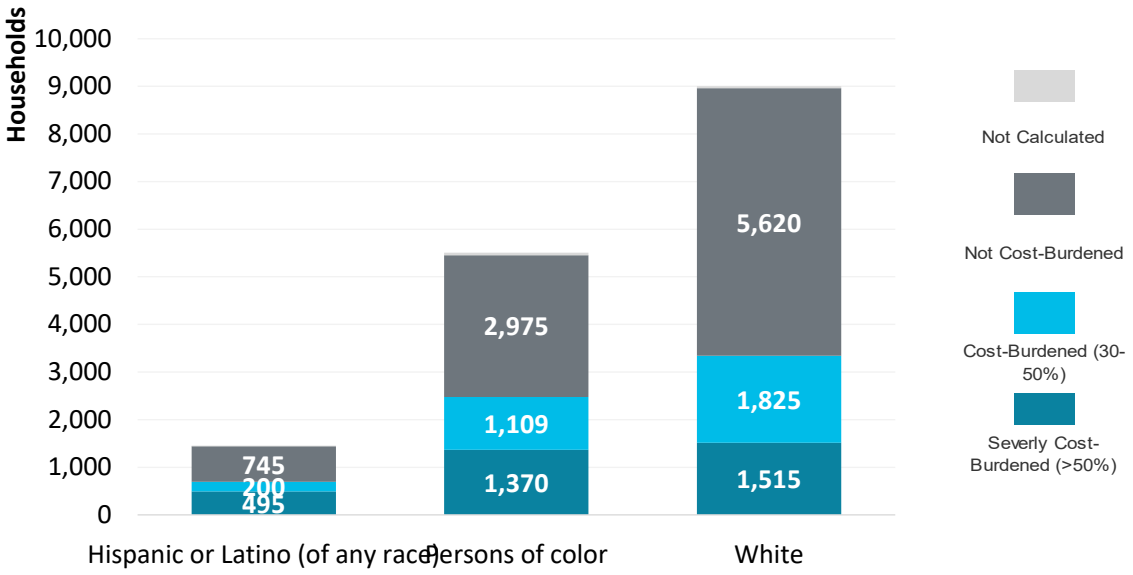
Source: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9); Washington Department of Commerce, 2023

Chart 4. Lynnwood total housing cost burden by racial and ethnic group, 2019



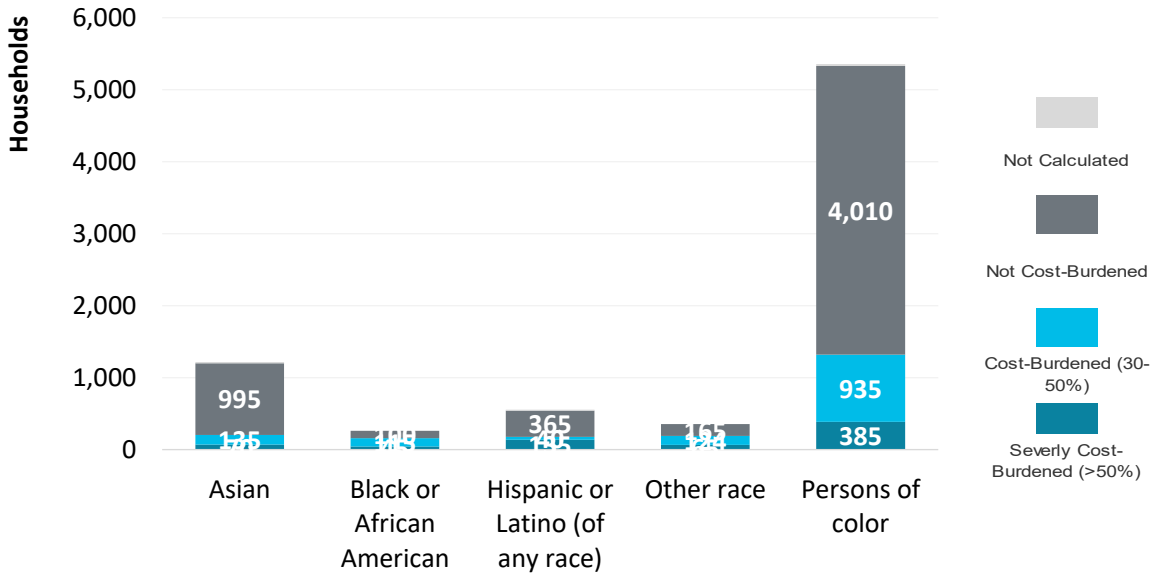
Source: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9); Washington Department of Commerce, 2023

Chart 4a. Lynnwood total housing cost burden by racial and ethnic group, 2019



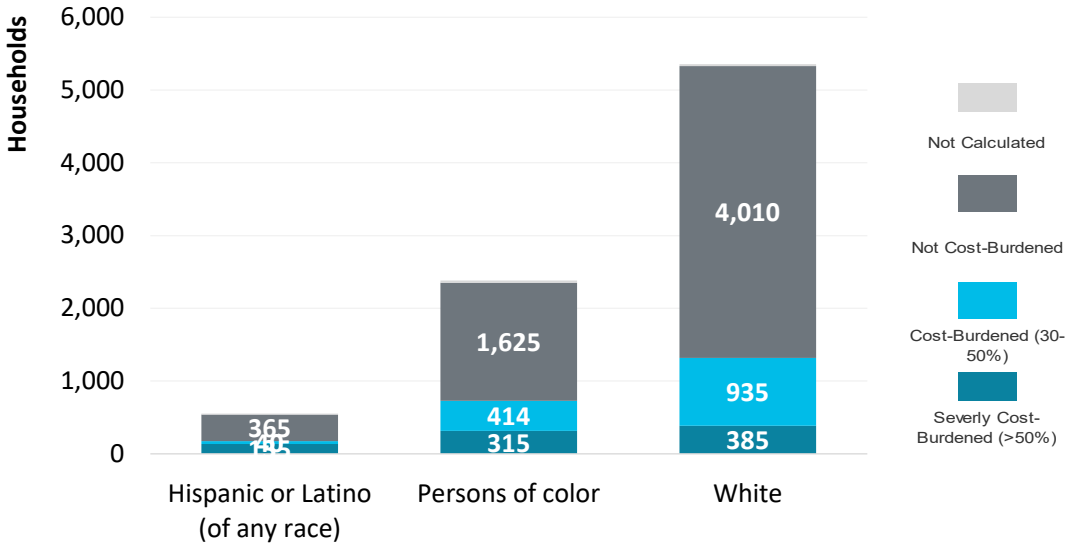
Source: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9); Washington Department of Commerce, 2023

Chart 5. Lynnwood number of owner households by race and cost burden, 2019



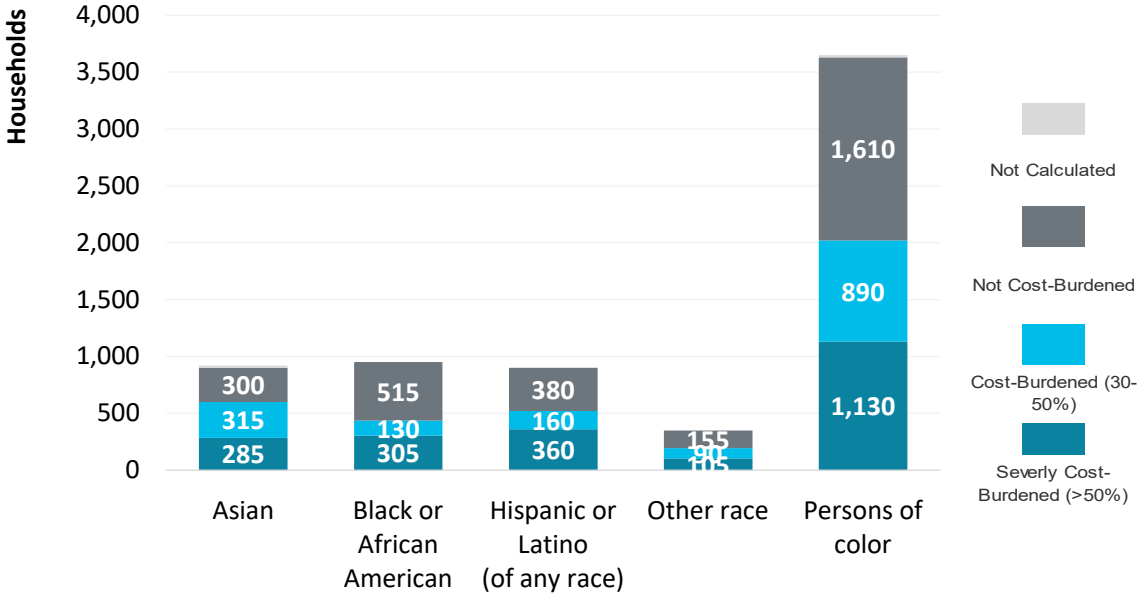
Source: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9); Washington Department of Commerce, 2023

Chart 5a. Lynnwood number of owner households by race and cost burden, 2019



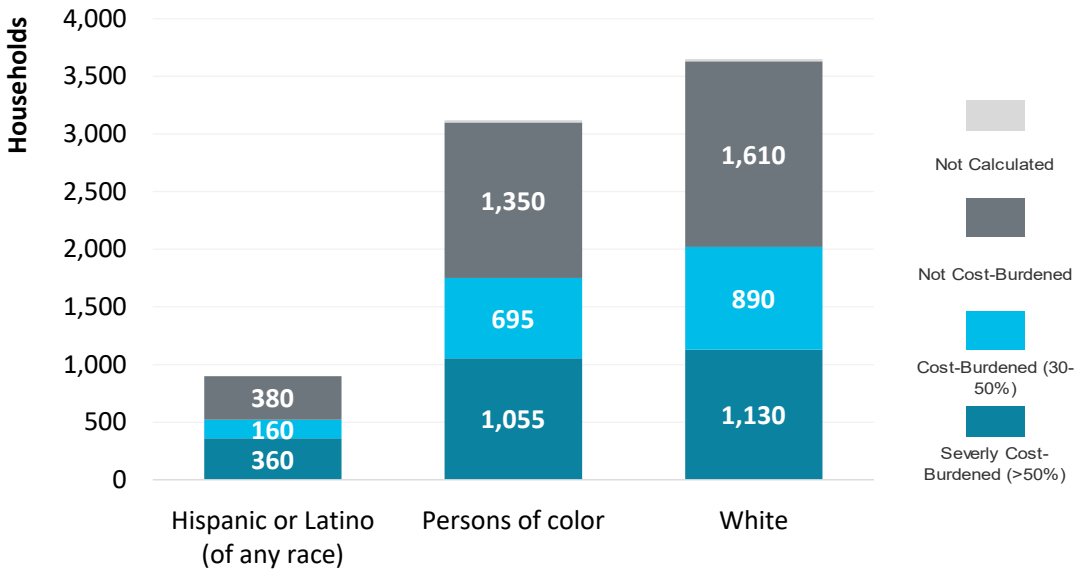
Source: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9); Washington Department of Commerce, 2023

Chart 6. Lynnwood renter households by race and cost burden, 2019



Source: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9); Washington Department of Commerce, 2023

Chart 6a. Lynnwood renter households by race and cost burden, 2019



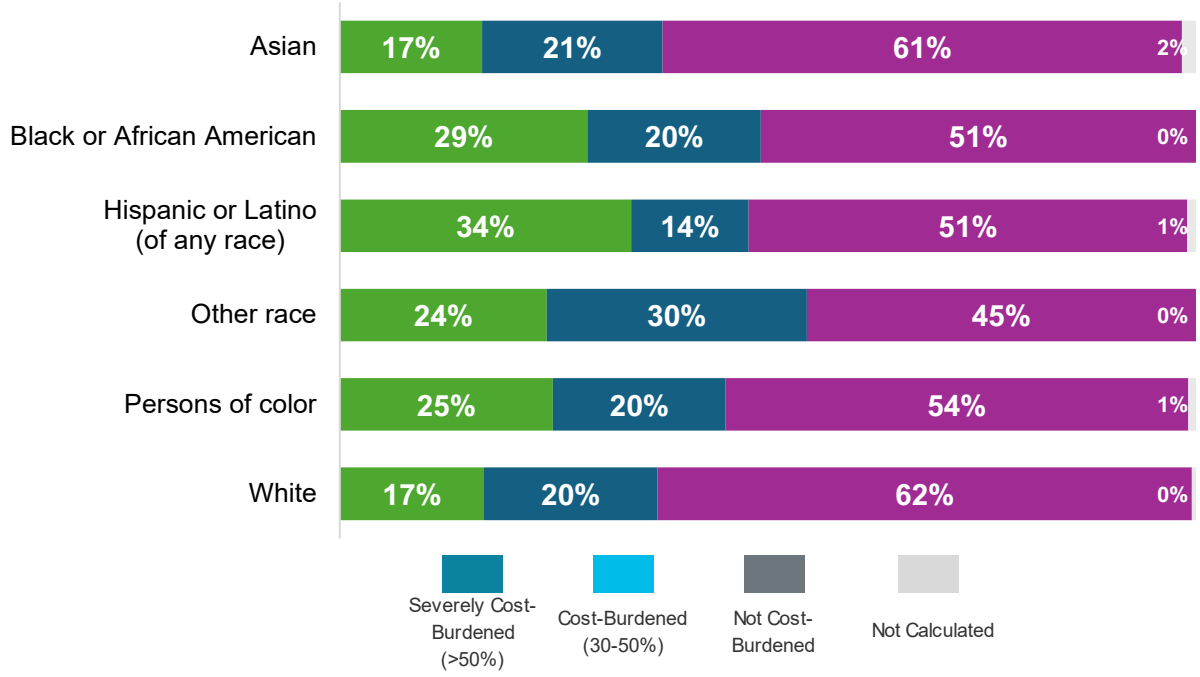
Source: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9); Washington Department of Commerce, 2023

Table 4. Lynnwood percentage of households by housing cost burden, 2019

	Persons of Color	White	Racial Subgroups: Asian	Black or African American	Hispanic or Latino (of any race)	Other Race
Total Households						
Not Cost Burdened	54%	62%	61%	51%	51%	45%
Total Cost-Burdened	45%	37%	38%	49%	48%	55%
Cost-Burdened (30-50%)	*20%*	*20%*	*21%*	*20%*	*14%*	*30%*
Severely Cost-Burdened (>50%)	*25%*	*17%*	*17%*	*29%*	*34%*	*24%*
Not Calculated	1%	0%	2%		1%	
Owner						
Not Cost Burdened	68%	75%	82%	39%	66%	46%
Total Cost-Burdened	31%	25%	17%	63%	32%	53%
Cost-Burdened (30-50%)	*17%*	*17%*	*11%*	*45%*	*7%*	*35%*
Severely Cost-Burdened (>50%)	*13%*	*7%*	*6%*	*18%*	*24%*	*18%*
Not Calculated	1%	0%	1%		3%	
Renter						
Not Cost Burdened	43%	44%	33%	54%	42%	44%
Total Cost-Burdened	56%	55%	65%	46%	58%	56%
Cost-Burdened (30-50%)	*22%*	*24%*	*34%*	*14%*	*18%*	*26%*
Severely Cost-Burdened (>50%)	*34%*	*31%*	*31%*	*32%*	*40%*	*30%*
Not Calculated		1%	2%			

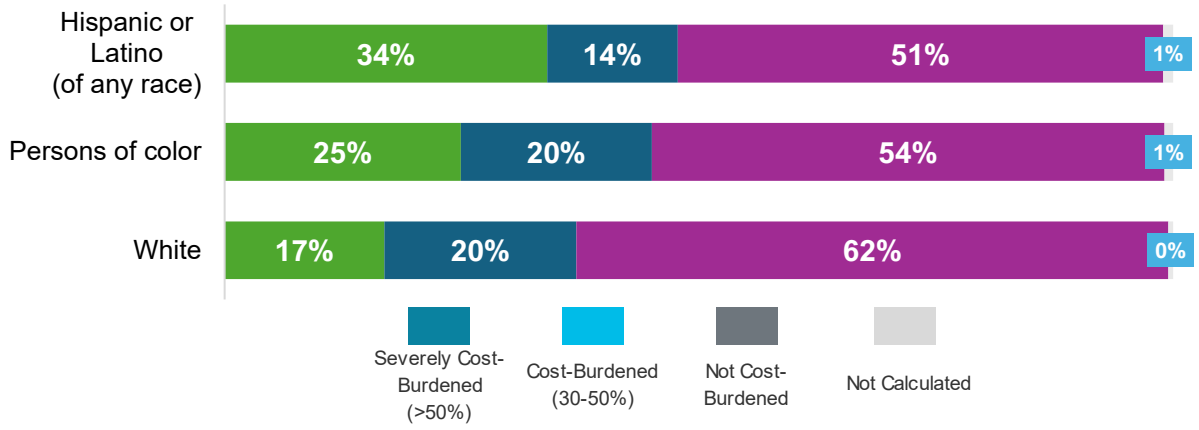
Source: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9); Washington Department of Commerce, 2023

Chart 7. Lynnwood percent of all households experiencing housing cost burden, 2019



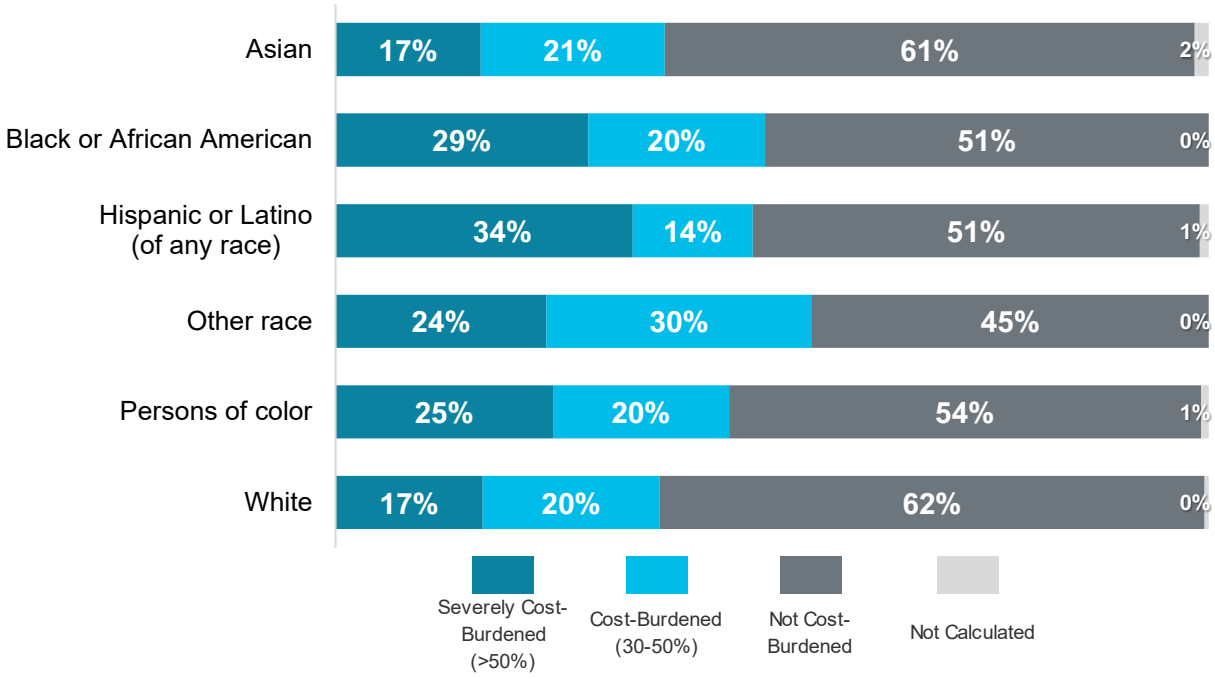
Source: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9); Washington Department of Commerce, 2023

Chart 7a. Lynnwood percent of all households experiencing housing cost burden, 2019



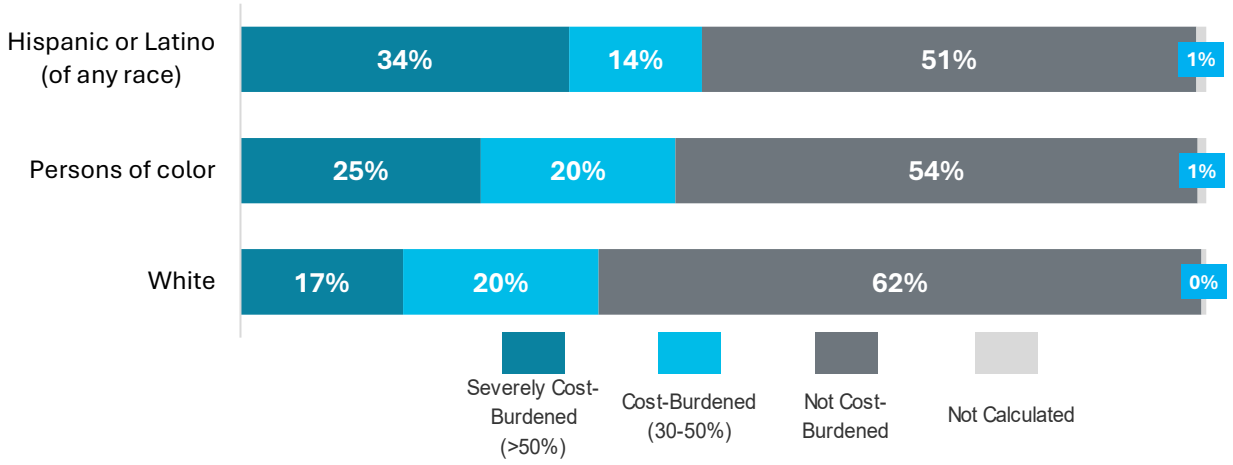
Source: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9); Washington Department of Commerce, 2023

Chart 8. Lynnwood percent owner households experiencing housing cost burden, 2019



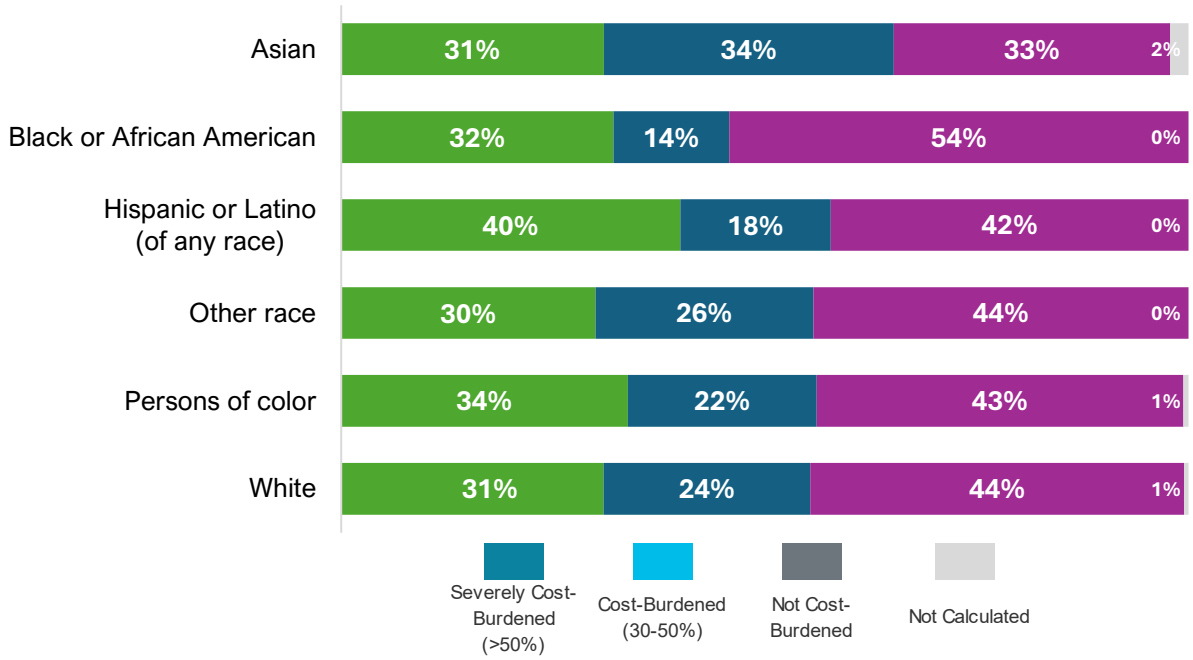
Source: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9); Washington Department of Commerce, 2023

Chart 8a. Lynnwood percent owner households experiencing housing cost burden, 2019



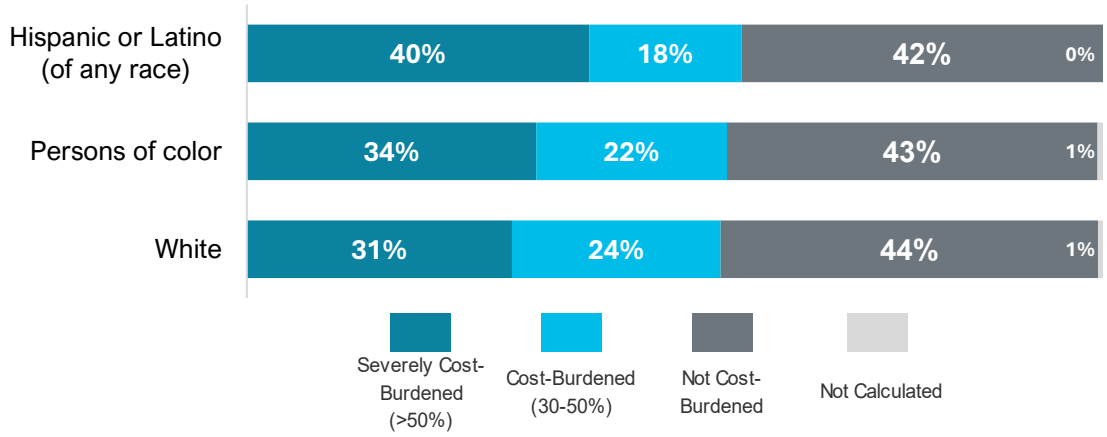
Source: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9); Washington Department of Commerce, 2023

Chart 9. Lynnwood percent renter households experiencing housing cost burden, 2019



Source: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9); Washington Department of Commerce, 2023

Chart 9a. Lynnwood percent renter households experiencing housing cost burden, 2019



Source: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9); Washington Department of Commerce, 2023

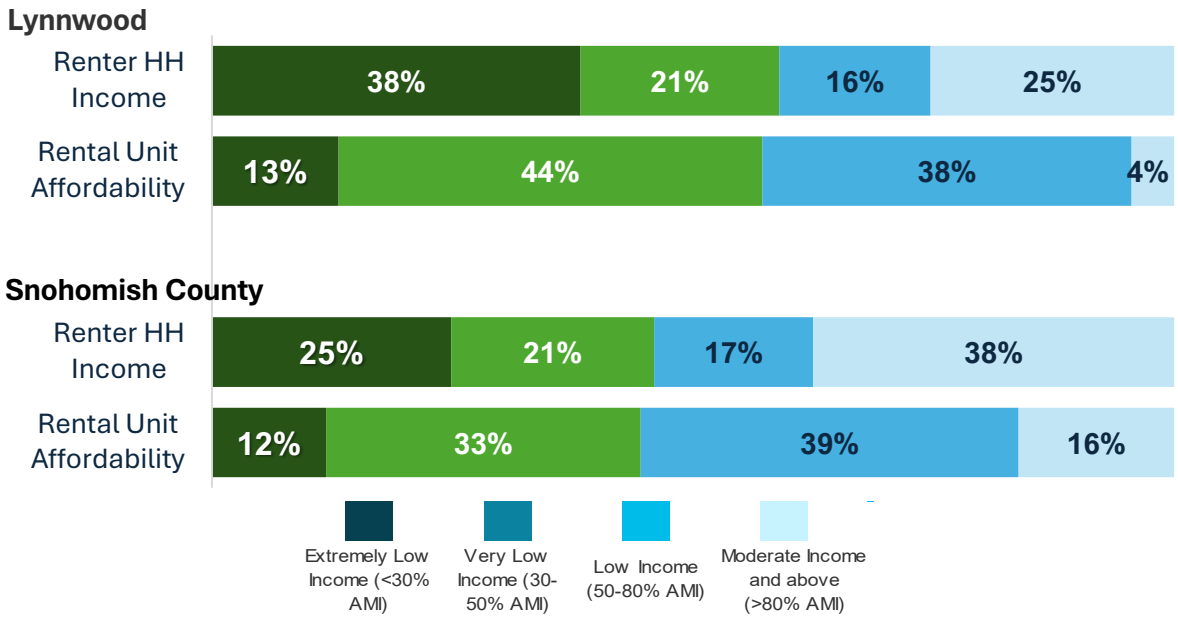
Rental Affordability of Housing Units

Table 5. Lynnwood and Snohomish County rental units by affordability and households by income, 2019

	Lynnwood		Lynnwood		Snohomish County	
	Households	Rental Units	Households	Rental Units	Households	Rental Units
Extremely-Low Income (<30% AMI)	2,595	895	38%	13%	25%	12%
Very-Low Income (30-50% AMI)	1,400	2,995	21%	44%	21%	33%
Low-Income (50-80% AMI)	1,065	2,610	16%	38%	17%	39%
Moderate-Income (80%-100% AMI)	790	300	12%	4%	12%	16%
Greater than 100% of AMI	925	-	14%		25%	
Total	**6,775**	**6,800**				

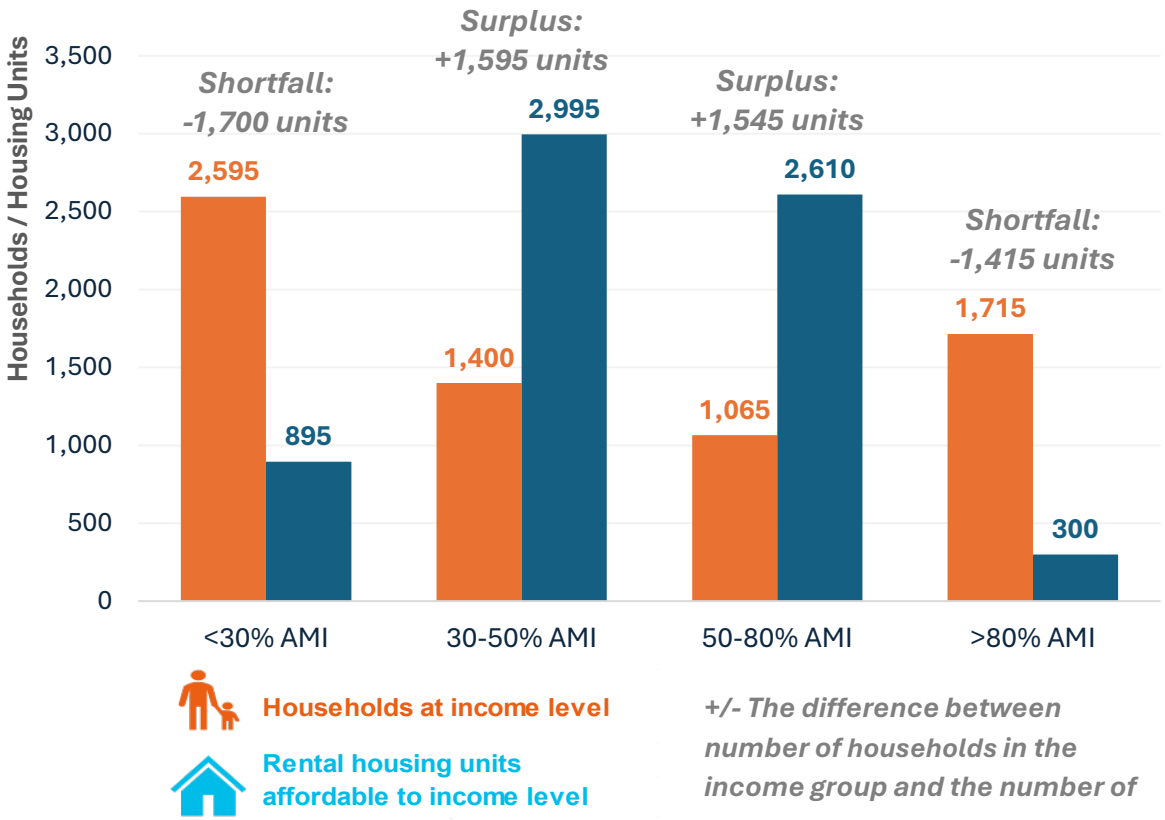
Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 8) & US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 15C)

Chart 10. Lynnwood and Snohomish County renter household income compared to rental unit affordability, 2019



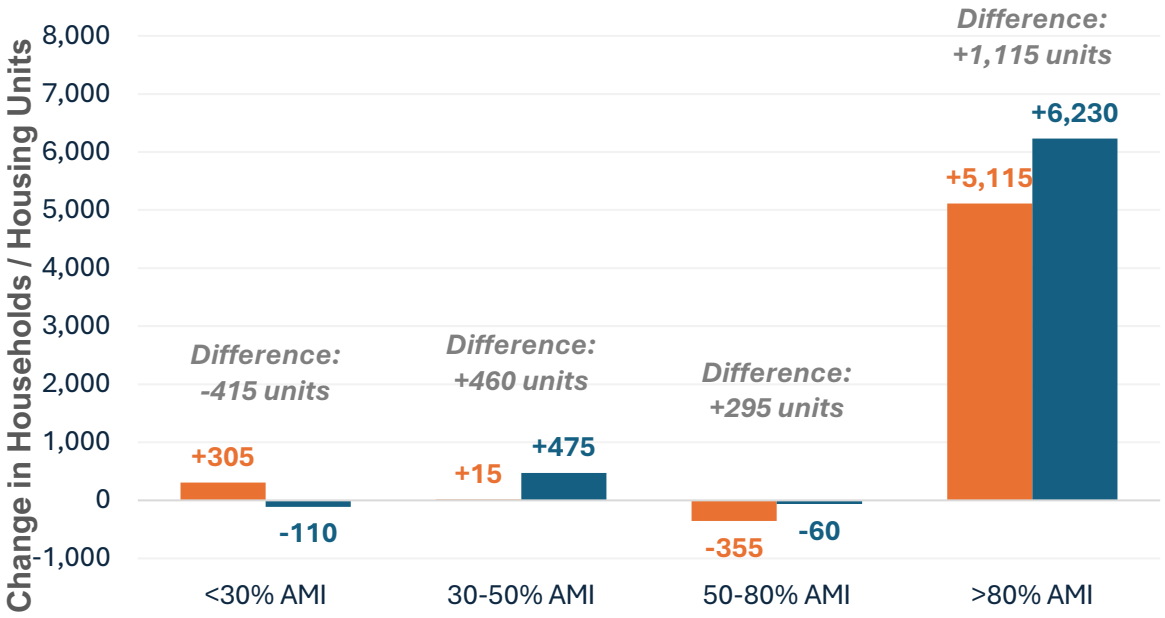
Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 8)

Chart 11. Lynnwood renter households by income compared to rental units by affordability, 2019



Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 15C) & US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 14B)

Chart 12. Lynnwood five year change in renter households by income and rental units by affordability, 2014 - 2019



Change in households at income level

Change in rental housing units affordable to income level

+/- The change in the number of households in the income group and the number of rental units in the affordability group between 2014 and 2019

Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 15C) & US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 14B) & US HUD, 2010-2014 Comprehensive Housing Affordability Strategy (CHAS) (Table 15C) & US HUD, 2010-2014 Comprehensive Housing Affordability Strategy (CHAS) (Table 14B)

Income

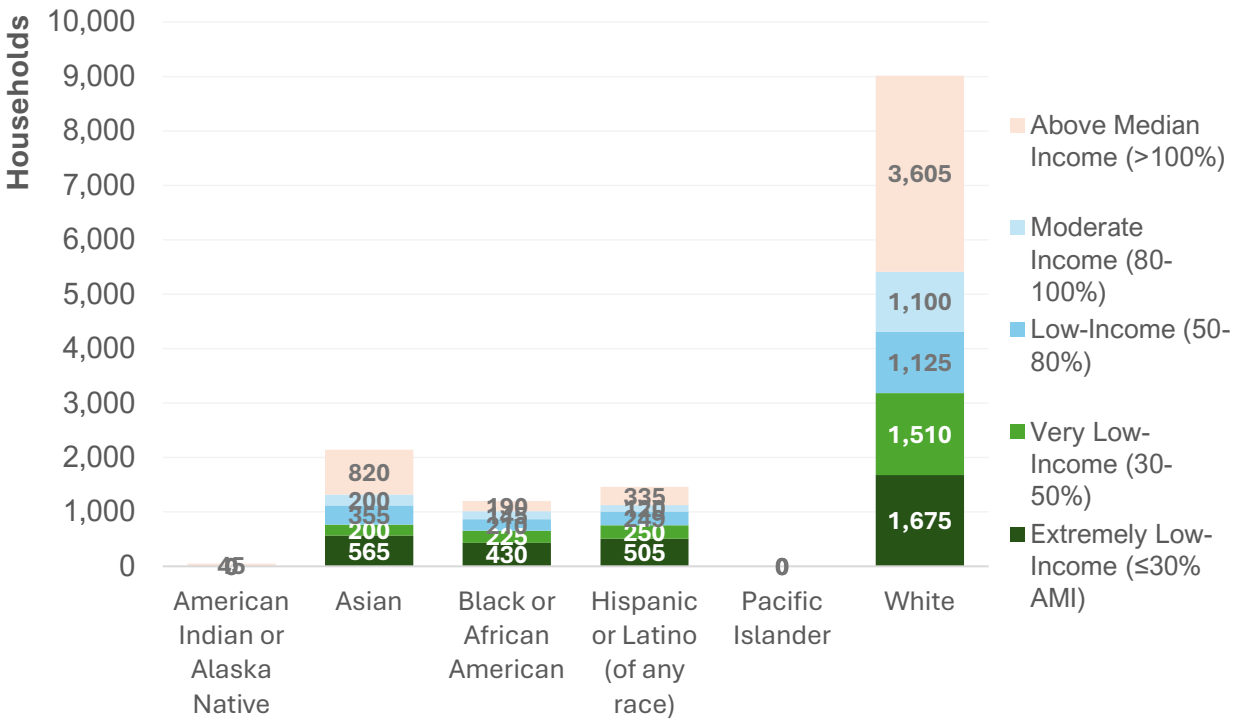
Table 6. Lynnwood count of households by income and race, 2019

Income Category (% of AMI)	American Indian or Alaska Native	Asian	Black or African American	Hispanic or Latino (of any race)	Pacific Islander	White	Not Reported *	All
Number								
Extremely Low-Income (≤30% AMI)	-	565	430	505	-	1,675	*210*	3,385
Very Low-Income (30-50%)	4	200	225	250	-	1,510	*151*	2,340
Low-Income (50-80%)	-	355	210	249	-	1,125	*66*	2,005
Moderate Income (80-100%)	-	200	145	120	-	1,100	*55*	1,620
Above Median Income (>100%)	45	820	190	335	-	3,605	*155*	5,150
Total for published estimates	49	2,140	1,200	1,459	-	9,015	*637*	14,510
Percentage							***Not Reported***	
Extremely Low-Income (≤30% AMI)	0%	17%	13%	15%	0%	49%	6%	
Very Low-Income (30-50%)	0%	9%	10%	11%	0%	65%	6%	
Low-Income (50-80%)	0%	18%	10%	12%	0%	56%	3%	
Moderate Income (80-100%)	0%	12%	9%	7%	0%	68%	3%	
Above Median Income (>100%)	1%	16%	4%	7%	0%	70%	3%	

** The category "Other (including multiple races, non-Hispanic)" is supporessed in source data(CHAS 2015-2019 Table 1)*

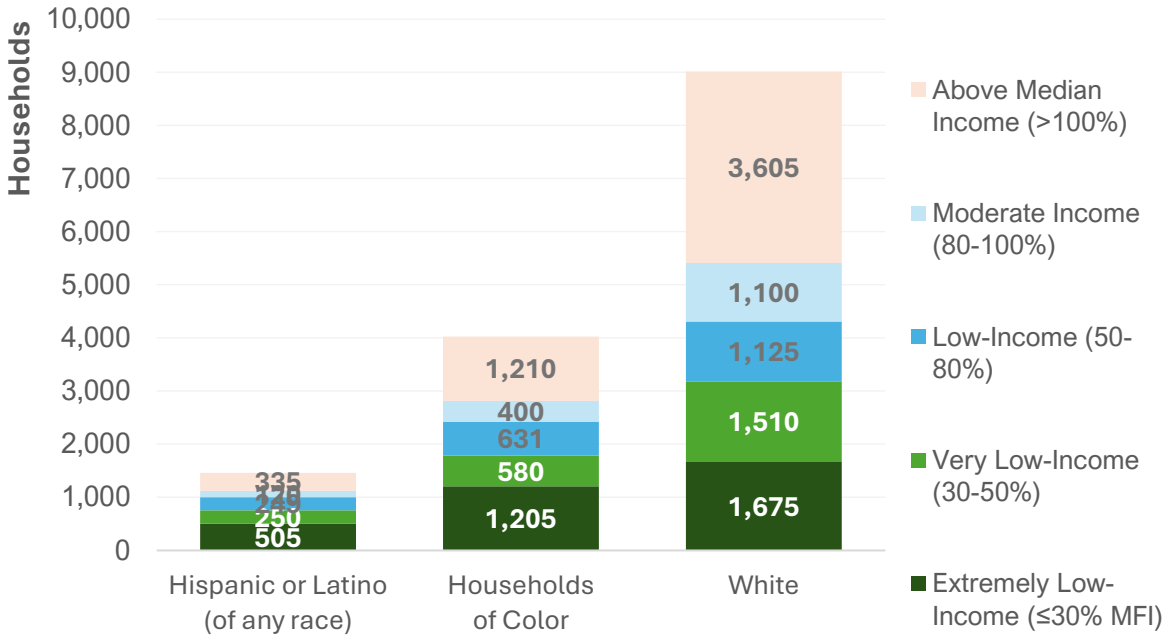
Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 1) & US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 8)

Chart 13. Lynnwood number of households by income category and race, 2019



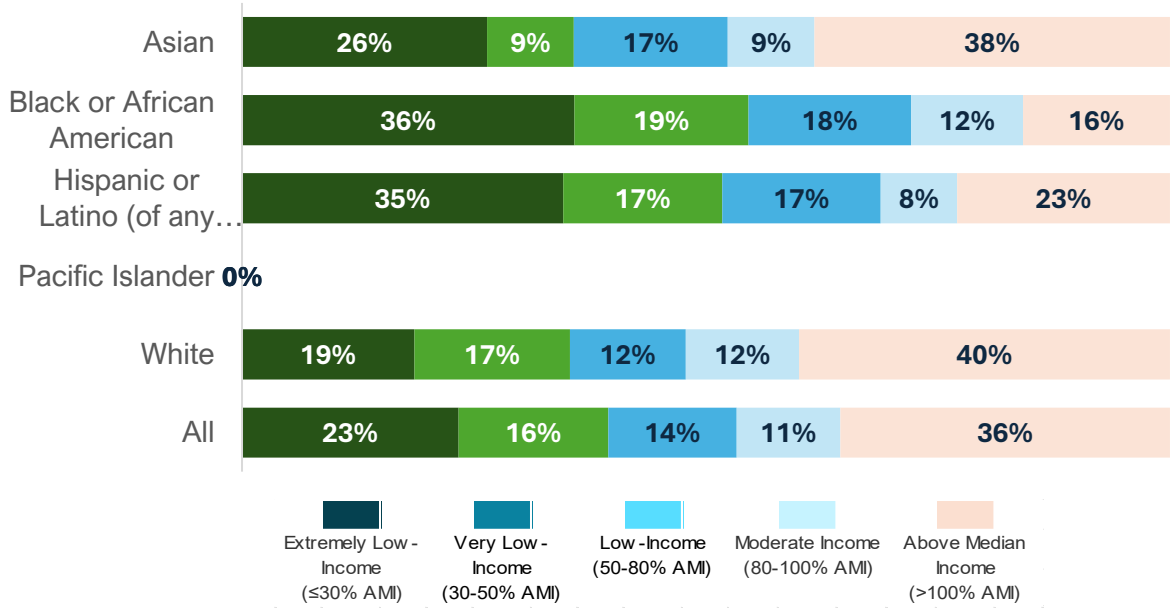
Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 1)

Chart 13a. Lynnwood number of households by income category and race, 2019



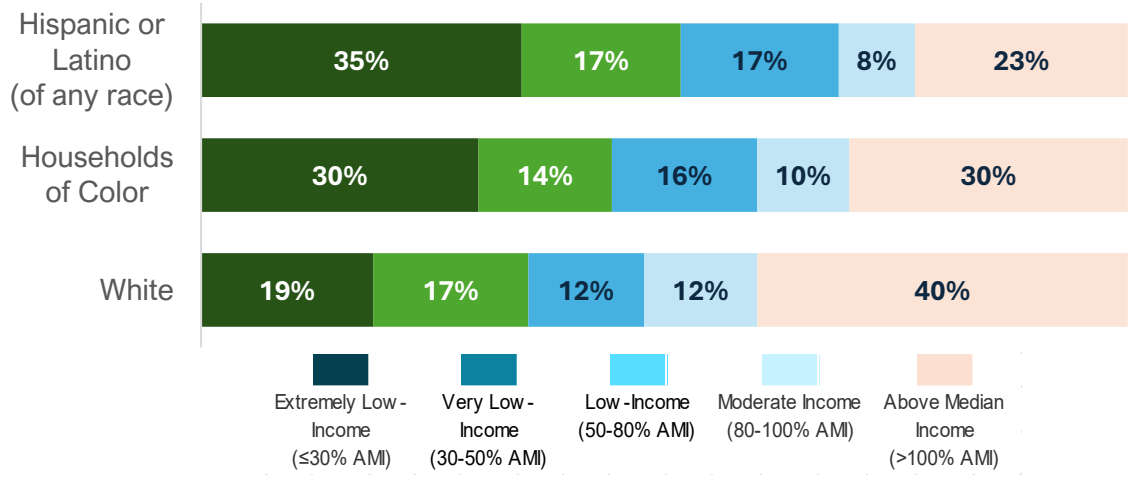
Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 1)

Chart 14. Lynnwood distribution of households by income and race or ethnicity, 2019



Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 1)

Chart 14a. Lynnwood distribution of households by income and race or ethnicity, 2019



Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 1)

Table 7. Lynnwood five year change in households by income and race, 2014 - 2019

	Extremely Low-Income (≤30% AMI)	Very Low-Income (30-50%)	Low-Income (50-80%)	Moderate Income (80-100%)	Above Median Income (>100%)	All
All Households						
2015	3,035	1,970	2,455	1,695	4,760	13,915
2020	3,385	2,340	2,005	1,620	5,150	14,500
Asian						
2015	725	200	240	100	775	2,040
2020	565	200	355	200	820	2,140
Black or African American						
2015	130	110	145	135	225	745
2020	430	225	210	145	190	1,200
Hispanic or Latino (of any race)						
2015	295	180	370	19	365	1,229
2020	505	250	249	120	335	1,459
Other Race						
2015	220	145	129	110	125	729
2020	210	155	66	55	200	686
White						
2015	1,665	1,335	1,570	1,330	3,275	9,175
2020	1,675	1,510	1,125	1,100	3,605	9,015

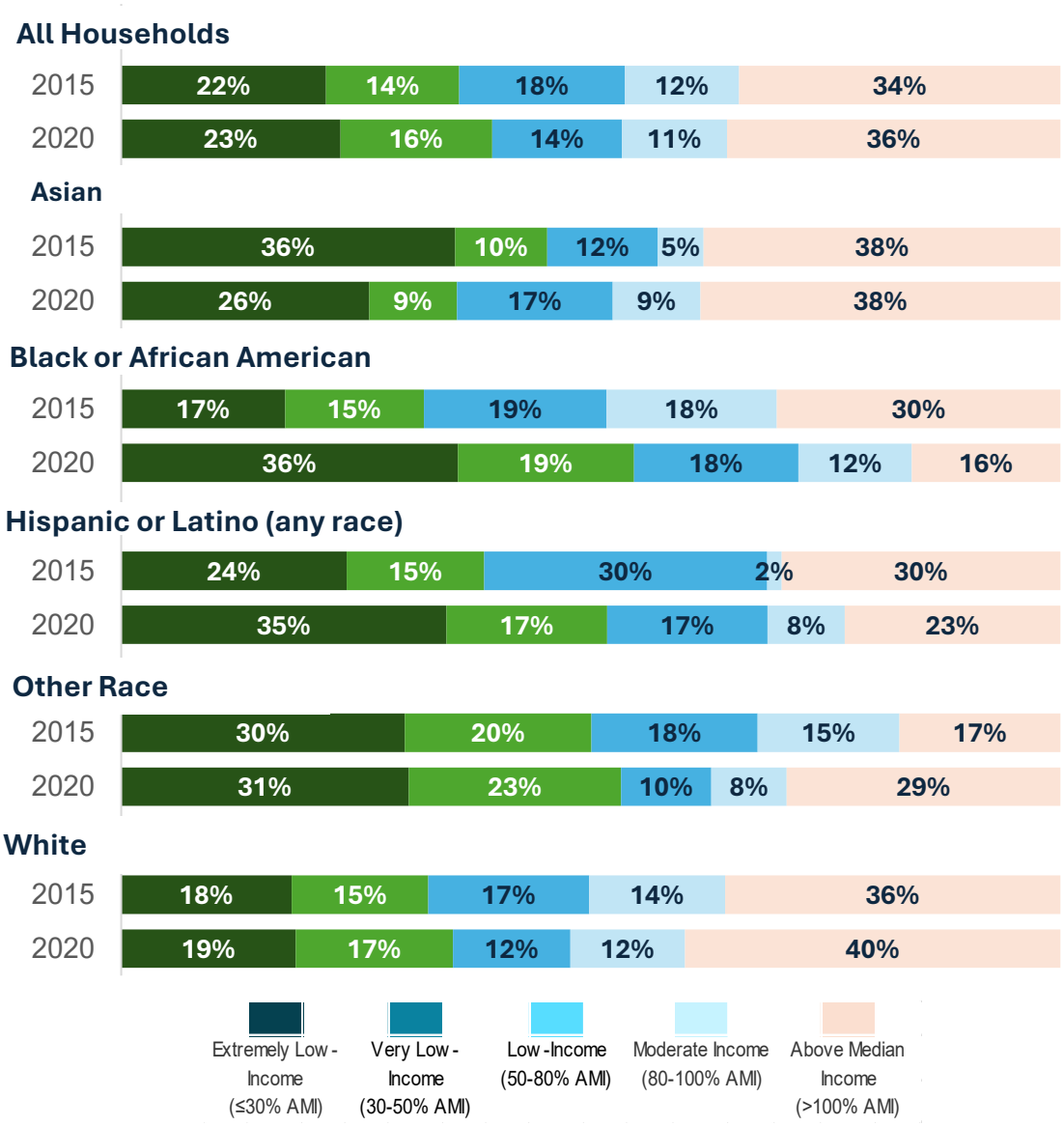
Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 1)

Table 8. Lynnwood five year change in distribution of households by income and race, 2014 - 2019

	Extremely Low-Income (≤30% MFI)	Very Low-Income (30-50%)	Low-Income (50-80%)	Moderate Income (80-100%)	Above Median Income (>100%)
All Households					
2015	22%	14%	18%	12%	34%
2020	23%	16%	14%	11%	36%
Asian					
2015	36%	10%	12%	5%	38%
2020	26%	9%	17%	9%	38%
Black or African American					
2015	17%	15%	19%	18%	30%
2020	36%	19%	18%	12%	16%
Hispanic or Latino (of any race)					
2015	24%	15%	30%	2%	30%
2020	35%	17%	17%	8%	23%
Other Race					
2015	30%	20%	18%	15%	17%
2020	31%	23%	10%	8%	29%
White					
2015	18%	15%	17%	14%	36%
2020	19%	17%	12%	12%	40%

Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 1)

Chart 15. Lynnwood percentage of all households by income category and race, (2010 - 2014 vs 2015 - 2019)



Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 1)

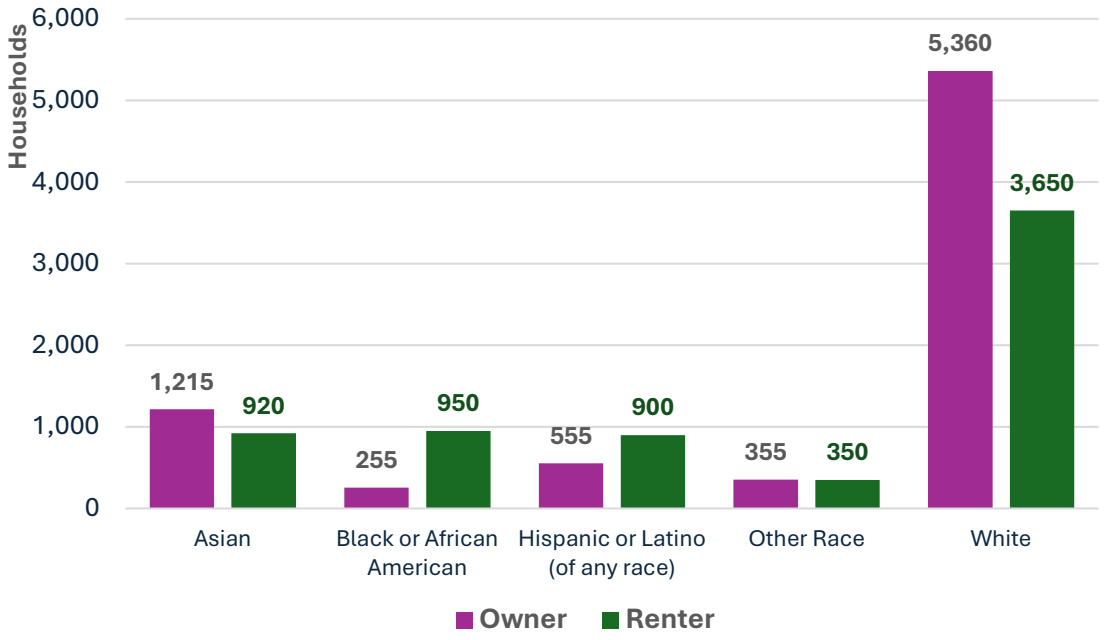
Tenure

Table 9. Lynnwood count of owner and renter households by racial group, 2019

	Lynnwood		Lynnwood		Snohomish County	
	Owner Households	Renter Households	Percent Owner	Percent Renter	Percent Owner	Percent Renter
American Indian or Alaska Native	50	0	100%	0%	57%	43%
Asian	1,215	920	57%	43%	72%	28%
Black or African American	255	950	21%	79%	40%	60%
Hispanic or Latino (of any race)	555	900	38%	62%	44%	56%
Other Race	305	350	47%	53%	55%	45%
Pacific Islander	0	0	0%	0%	38%	63%
White	5,360	3,650	59%	41%	70%	30%
Total	**7,740**	**6,775**	**53%**	**47%**	**67%**	**33%**

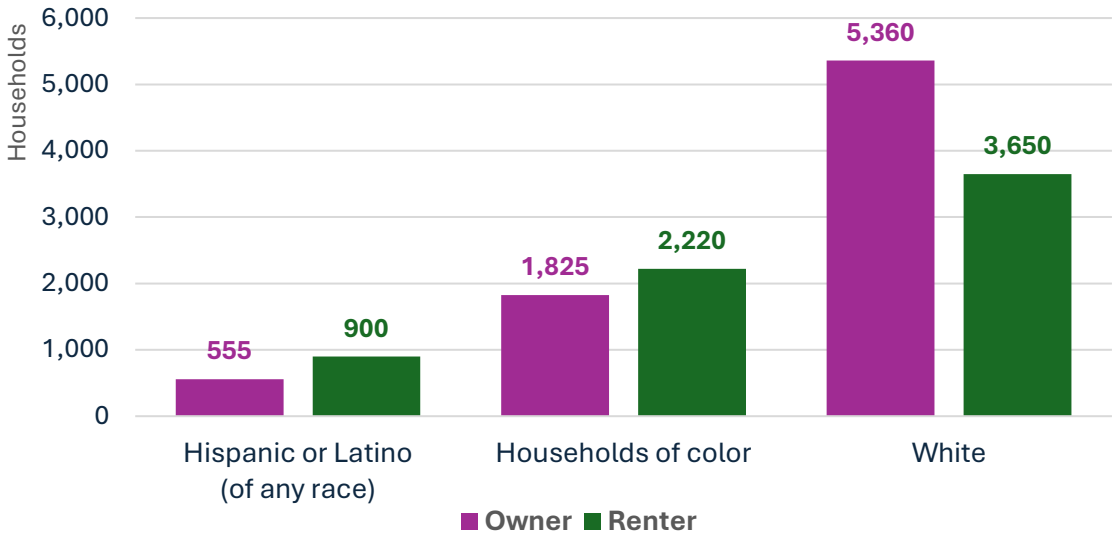
Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9)

Chart 16. Lynnwood total number of owner and renter households by race and ethnicity, 2019



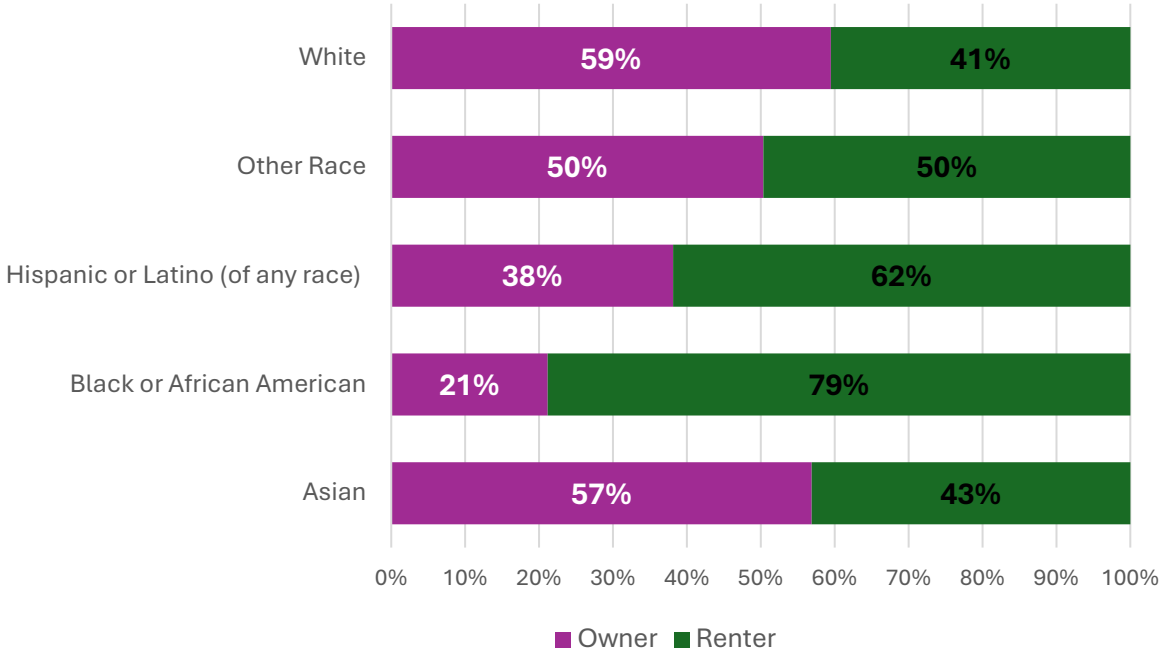
Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9)

Chart 16a. Lynnwood total number of owner and renter households by race and ethnicity, 2019



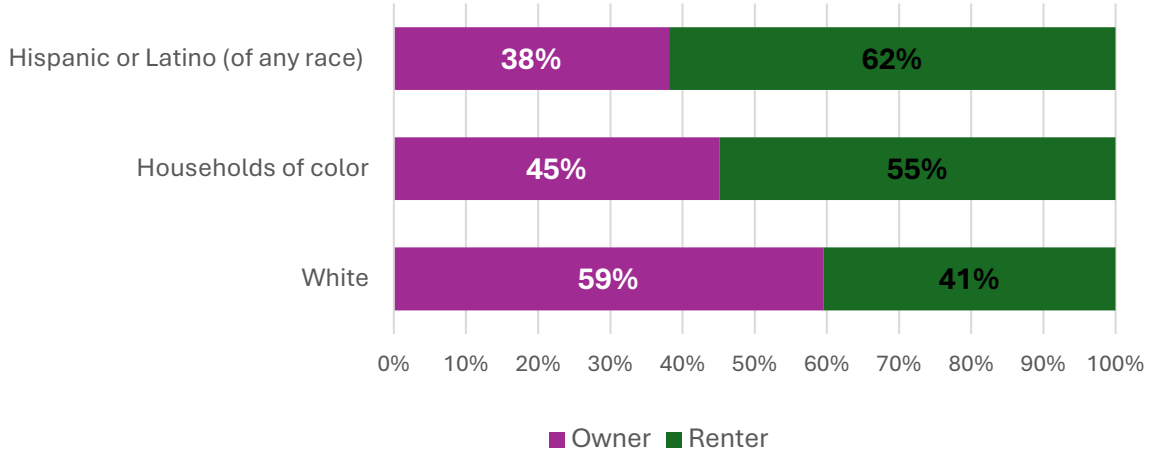
Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9)

Chart 17. Lynnwood percent owner and renter households by race and ethnicity, 2019



Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9)

Chart 17a. Lynnwood percent owner and renter households by race and ethnicity, 2019



Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9)