10. CALL TO ORDER – The special meeting of the City of Lynnwood Transportation Benefit District (TBD) Board, held in the Council Chambers of Lynnwood City Hall, was called to order by Board President Simmonds at 6:00 p.m. on March 25, 2013.

20. ROLL CALL
   Board President Loren Simmonds
   Board Member Kerri Lonergan-Dreke
   Board Member Mark Smith
   Board Member Van AuBuchon
   Board Member Sid Roberts
   Board Member Benjamin Goodwin
   Board Member M. Christopher Boyer

   OTHERS ATTENDING
   Public Works Director Bill Franz
   Deputy PW Director Elekes
   Project Manager David Mach
   Council Assistant Beth Morris

30. APPROVAL OF MINUTES – Regular Meeting October 8, 2012

   Motion made by Board Member Lonergan-Dreke, seconded by Board Member Smith, to approve the minutes of the Regular Meeting of October 8, 2012 as presented. Motion passed unanimously.

40. ELECTION OF BOARD OFFICERS

   Motion made by Board Member Smith, seconded by Board Member Boyer, to nominate Loren Simmonds for President. Motion passed unanimously.

   Motion made by Board Member Smith, seconded by Board Member Boyer, to nominate Sid Roberts for Vice President. Motion passed unanimously.

50. PRESENTATION AND DISCUSSION: TRANSPORTATION PLANNING, FUNDING, AND COMMUNITY EDUCATION/OUTREACH

   Director Franz gave a presentation on transportation planning, funding, community education, and outreach. He discussed the role of the Growth Management Act and PSRC's Vision 2040 in planning for growth. In an effort to protect single-family areas and maintain the 50/50 ratio of multifamily to single-family, some new key areas of growth were identified in Lynnwood including the City Center and SR 99. Zoning and land use ordinances allow for that type of development to occur in those areas. The acceptable Level of Service (LOS) for transportation is determined by the City. He stated that the analysis of what needs to be done in Lynnwood depends very heavily on the LOS standard.

   Board Member Lonergan-Dreke asked for an explanation of cycle lengths for the signal cycle wait. Director Franz noted that there is some variability in the cycle length, but he
doesn't think it is very dramatic. In general they try to keep the cycle in the 80-90 second range no matter how much traffic there is. He indicated he would verify this with the traffic engineer.

Director Franz explained that if you choose a higher LOS standard, it will cost more than the City can afford and he is not sure they would even like the results. On the other hand, if you don't want to spend as much money on capacity projects you can choose a much lower LOS. This is more affordable, but then you'd have bad traffic and unhappy users. As an example, Deputy Public Works Director Elekes noted that the original City Center Plan envisioned improving the LOS level to D. Consequently, that dictated additional roads in the City Center at an approximate cost of $70-80 million. As a result of that, staff elected to come back to Council and recommend changing the LOS back down to a range of affordability. Director Franz reviewed the PM peak hour as the time that is analyzed for traffic impacts. This is basically the highest hour between 4 and 6 p.m. Deputy Director Elekes pointed out that this does not include the holiday season. Director Franz concurred and noted that if they were to design for the heaviest holiday days, it would not be affordable, and they would end up with a lot of lanes that aren't used most other times of the year.

Director Franz explained that the analysis shows the portions of the system that don't meet the LOS standards. Out of that list comes the 20-year list of capacity projects in order to make the city's transportation system meet the LOS standards over time. This accounts for the first 19 projects on the 20-year list (in TBD Board packets, page 50-6) totaling $166,864,616 over twenty years.

Board Member AuBuchon referred to a project on Larch Way at I-5 which he had not seen before. Director Franz explained that would be further out than 20 years, but it would be a crossing of I-5 at 40th and would come into the bottom side of the City Center area. Since the growth isn't in that area yet, the project was pushed further out. Deputy Director Elekes explained that the City Center has a growth target of 9.1 million square feet, but the long-range plan is as much as 15 million square feet. If and when the City decides to take the cap from 9.1 to something higher it would trigger the need for that particular arterial. Board Member AuBuchon spoke in support of this project since it could help improve traffic congestion due to I-5. Bridging that area would ultimately allow the City to get more commerce in and out of areas such as City Center and Alderwood Mall and would make these areas more desirable for the intended development we are looking for. He recommended moving it into the current 20-year list.

Director Franz continued to review the Traffic Impact Analysis. He noted that the analysis is all built upon the previously-determined LOS standard, the land use zoning, and other city plans. He cautioned that any changes to the LOS would necessitate starting the analysis process over along with all the associated costs and at least an extra year of work.

Board Member Smith asked when the last time the levels of service were analyzed citywide. Deputy Director Elekes thought it was done around 2006-2007 at the time the Transportation Business Plan was put together. All that information was also analyzed when the Traffic Impact Fee System was developed a few years. David Mach pointed out that before there were levels of service C, D, and E, there was a level of service F.
everywhere. When a better model was developed, the options and standards were further explored. Board Member Smith thought it would be prudent to revisit and update the LOS at some point in the future. Deputy Director Elekes concurred. He stated that when staff did the first Transportation Business Plan, the plan was to come back every five or six years. However, with the prioritization of limited resources, that got put on hold for a bit. If land use is changed with the major Comprehensive Plan update coming up, the entire infrastructure must be analyzed to make sure it can be supported, and this would include transportation. Board Member AuBuchon supported Board Member Smith's proposal that this be closely looked at more frequently. From his experience, transportation is a major issue with the citizens.

Director Franz reviewed the status of key transportation projects. He explained that many of the capacity projects that will help alleviate growth, such as from Lynnwood Place, are not only planned, but are underway. He explained that after the projects and programs are determined, the funding mechanisms are addressed. This includes things such as impact fees, mitigations, LIDs, and TBDs.

Board Member Roberts commented that once Lynnwood's traffic impact fees are fully phased in, we will have the third highest traffic impact fees in the state. He asked for some justification of the huge jump from zero to this amount. David Mach explained that when they started to look at how to finance all the infrastructure of the City Center, staff realized they were lacking traffic impact fees. What drives the rates is the state suggesting that the City take a certain amount of growth. This converts to a certain type of land use coupled with desired levels of service which begets a required level of investment. Deputy Director Elekes added that the list of projects is expensive in order to accomplish that. Board Member Roberts expressed concern that the overall cost to do business in Lynnwood may get too high. Deputy Director Elekes commented that when the Traffic Impact Fee Analysis was done staff compared Lynnwood with other cities they were competing against for growth. Rates were structured around cities that were developing in the same way such as Bellevue, Federal Way, and Everett.

Director Franz noted that the TBD has already adopted the $20 fees. They can go up to $100 with a vote of the public or they can institute up to 0.20% of sales tax with a vote of the public. Staff has talked with the Board in the past about how to approach the public and when to perhaps gear up for some kind of voting measure if that is appropriate after talking to the public. He stated the need to be very strategic in the timing of their outreach in order to maximize their efforts. Director Franz discussed the need for the Board to determine a schedule so staff can begin the process of community education and outreach. He informed the Board that they should begin the process about a year ahead of time before heading out to a public vote. Director Elekes reviewed a draft proposed schedule of activities leading up to this point.

Board Member Lonergan-Dreke stated she believes it is important not to rush or move forward on a possible ballot measure until they have heard from the citizens as to what they want and what they are willing to spend. She acknowledged that the City has a lot of transportation needs that need to be funded, but she emphasized the need to represent and really listen to people. She feels that staff is possibly putting the cart before the horse.
Deputy Director Elekes concurred and stated that the emphasis of the program is the process of hearing what the people want and checking back in with the Board to then set the strategy of how to go forward. He said staff was trying to convey that whatever the outcome is, it’s a long process that will take a lot of staff time and resources. He welcomed further discussion of this at another meeting.

*Motion made by Board Member Smith, seconded by Board Member Goodwin, to schedule a Special Meeting on April 29 to resume this discussion. Motion passed unanimously.*

60. ADJOURNMENT

Board President Simmonds stated that the next meeting would be a Special Meeting held on April 29 at 6 p.m. in the Council Chambers.

The meeting was adjourned at 6:57 p.m.

\[Signature\]
Loren Simmonds, TBD Board President

\[Signature\]
Lorenzo Hines, Jr.
Finance Director, acting as Board Treasurer