

IMPLEMENTATION ELEMENT

Introduction	1
Goals, Objectives & Policies	2
Plan Amendments	5
Plan/Zone Consistency	6
Urban Growth Policies	7
Annexation Policies	8
Implementation Program	9

INTRODUCTION

While implementation is not one of the mandatory comprehensive plan elements under the Growth Management Act, implementation is an essential part of the planning process. It makes no sense to make plans with no thought given to making those plans become reality. Implementation is the follow-through and the completion of the process. This implementation element will help describe how planning proposals will be carried out and provide the means to do so.

The essence of city planning is the making of land space allocation decisions concerning various human activities and land uses. While the space allocation decision-making process is regulated by governmental action, the actual development actions and uses are predominantly within the private sector. So, implementation of the Comprehensive Plan is achieved in large measure by the private sector under governmental guidance.

The public sector is also a significant user of land space and provider of essential public services. The decisions on public land space use and public service delivery have a significant impact on private development decisions. So, assuring consistency of public investments in essential public services and public land uses with the Comprehensive Plan is essential to effective Plan implementation.

While there are many factors involved in implementing a Comprehensive Plan, there are two basic tools available to government – regulation and public investment. Through a variety of legal instruments, government regulates the development and use of private property. And, through various public investments (streets, water system, sewer system, storm drainage, parks, public buildings, etc.) government influences and makes possible private development opportunity.

The Implementation Element deals with the foregoing two basic tools of implementation and subparts thereof. In the following pages, the Implementation Element is described. First, the goals and objectives of implementation are presented. Then certain aspects of the implementation program are described in some detail.

This Implementation Element summarizes many activities, some currently in place and others new, that will work in a coordinated and integrated process to achieve implementation of the Comprehensive Plan.

GOALS, OBJECTIVES & POLICIES

GOAL:

A coordinated action program that integrates a full range of activities and results in achievement of the Vision, Goals, Subgoals, and Objectives of the Comprehensive Plan.

Subgoal I-1: Development Regulation

Assure that the system of development regulations integrates a full range of methods in an understandable and user-friendly way and is consistent with the Comprehensive Plan.

Objectives:

- I-1.4: (Ongoing)** The Community Development and Public Works Departments, with assistance from legal counsel, will assure that all development regulations of the City are in compliance with environmental regulations.
- I-1.6: (Ongoing)** Achieve and maintain a process for review and action on development applications that is shorter than the average for all central Puget Sound cities.

Subgoal I-2: Development Assistance

Assure that a program of assistance is provided to the general public and the development community that provides effective guidance from the concept stage of development through the decision and implementation stage.

Objectives:

- I-2.1:** Continue the economic development program and enhance its function to include the provision of information and assistance needed to attract and retain local businesses and employment.
- I-2.2:** Continue to improve the effectiveness of pre-application development assistance.
- Policy I-2.2.1** Continue to improve the City's Development Assistance team, composed of staff from various City departments.
- Policy I-2.2.2** Prepare a series of brief and easy to read development guides that summarize the important parts of the development regulations and the steps through the development review process.
- Policy I-2.2.3** Provide development assistance 24 hours a day and 7 days a week (24/7) by making all plans, ordinances, zoning maps, guides, and applications available on the City's internet website.
- Policy I-2.2.4** Provide computer terminals at key service counters for use by the public in accessing City information.

Subgoal I-3: Urban Redevelopment

Assure that the City takes full advantage of all redevelopment techniques available under current state law and work to expand the list of techniques.

Objectives:

- I-3.2:** Work cooperatively with the Public Facilities District to assist in the review of proposals and alternatives, project selection, and design for future redevelopment projects within the District's jurisdiction.
- I-3.4:** Continue to assess all legal mechanisms available to encourage redevelopment and determine what more the City could be doing.
- I-3.5:** Propose an enhanced program of redevelopment assistance for inclusion in the Economic Development Element of the Comprehensive Plan.

Subgoal I-4: Capital Investments

Assure that all capital investments made by the City are consistent with the Comprehensive Plan's Goals, Objectives, and Policies.

Objectives:

- I-4.1:** Continue the preparation of annual Capital Facilities Plan updates and assure consistency with the Comprehensive Plan.
- I-4.2:** Continue to develop the process of performance budgeting and assure that the City's annual budget is consistent with, and helps implement, the Comprehensive Plan.

Subgoal I-5: Service Programs

Assure that all City service programs are in compliance with and consistent with the Comprehensive Plan's Goals, Objectives, and Policies.

Objectives:

- I-5.1:** Review City service programs for Plan consistency through the annual budgeting process and at the time of periodic program review and modification.

Subgoal I-6: Coordination

Assure that implementing actions and programs are well coordinated internally (intracity) and externally (interjurisdictional) and are in compliance with and consistent with the Comprehensive Plan.

Objectives:

- I-6.1:** The Community Development Department will continuously monitor the key plans and programs of the State, Snohomish County, and

surrounding jurisdictions and continue to coordinate implementation actions and programs in ways that will assure Plan compliance with minimal conflict.

Subgoal I-7: Annexation and Growth Management

Assure that annexation and growth management are consistent with the Comprehensive Plan.

Objectives:

- I-7.1:** Continue to participate in the Municipal Urban Growth Areas (MUGA) study process and work toward agreement with surrounding cities and Snohomish County on urban growth and annexation areas for Lynnwood.
- I-7.2:** Based on the MUGA study, and subsequent more detailed study of costs and benefits to the City of Lynnwood, revise the City's priority areas for annexation.
- I-7.3:** Adopt specific annexation review criteria to more easily determine the likelihood of the City's approval of an annexation request and which will expedite the annexation process.
- I-7.4:** Affected City departments will continue to comment on development proposals within the unincorporated Lynnwood MUGA and encourage their compliance with City standards and guidelines.

Subgoal I-8: Plan Monitoring and Amendment

Assure effective Plan implementation through continuous monitoring of the progress and performance in achieving the measurable objectives of the Plan, and through adjustments thereto, as may be necessary, through the annual Plan amendment process.

Objectives:

- I-8.1:** Establish an interdepartmental staff team that will evaluate the progress of Plan implementation, during the annual Plan Amendment process, and report the results to the Planning Commission, Mayor and City Council.
- I-8.4:** Assure that the Comprehensive Plan is updated and kept in conformance with the requirements of the Growth Management Act.
- I-8.5:** Assure that all requested amendments to the Comprehensive Plan and Zoning Map are consistent with each other and with applicable State and local requirements.
- I-8.6:** Establish a Quality of Life Index for the monitoring of key benchmarks that can be used to measure the improvement and/or deterioration of Lynnwood as a place to live, and which will include the health of our natural environment.

PLAN AMENDMENTS

Timing of Amendments:

The Comprehensive Plan may be amended no more frequently than once per calendar year, in accordance with the City's established process. Since some Plan amendments may have financial implications, the City's Plan amendment process should be scheduled and completed early enough to allow the inclusion of financial adjustments in the City's annual budget process.

The following guidelines will assist the City in processing Plan Amendments:

1. State law requires that all Plan amendment proposals be considered and acted upon concurrently (in a package) so that their cumulative effects can be ascertained.
2. The Comprehensive Plan is intended to be a 20-year Plan. There should be no need for extensive amendments each year.
3. Annual amendments should consist of relatively minor site specific land use adjustments, text/policy revisions, etc.
4. Major changes to visions, goals, land use designations, or other aspects that might have citywide impacts usually require more extensive study and public input and, therefore, should be placed on a docket for the next five-year update.
5. Plan Amendments should be processed early enough to allow City Council approval of the revised Capital Facilities Plan Element prior to consideration of the annual update of the Capital Facilities Plan (6-year program), which is directly related to the Plan element.
6. Plan Amendments should be processed expeditiously and completed early enough to allow any related financial implications to be considered in the annual budget process. The following schedule should be generally followed:

December: Public notification that the City is accepting applications and suggestions for Comprehensive Plan Amendments and that the deadline for submittals is March 1.

March: Planning Commission reviews all applications and suggestions for Plan Amendments, conducts a public hearing, and recommends a Proposed Amendments List (PAL) of "suggested" amendments for the City Council's consideration. [All "formal applications" will be processed]

April: City Council reviews the Commission's recommendations, adjusts and approves the PAL, and directs staff to process the approved list.

May/June: Processing of applications, SEPA review, and 60-day review by state agencies and surrounding jurisdictions.

July: Planning Commission conducts public hearing(s) on all proposed amendments and forwards recommendations to City Council.

-
- August:** City Council conducts work sessions and public hearing(s) leading to the adoption of amendments by ordinance.
- December:** City Council adopts budget which incorporates any financial adjustments resulting from the approved Plan amendments, and the annual revisions to the Capital Facilities Plan, consistent with the Comprehensive Plan amendments that were adopted earlier.
- January:** Public notification of the approved changes and announcement of the next year's Plan Amendment process.

The City should ensure that provisions for the joint City/County consideration of Plan amendments of mutual concern within the Urban Growth Area are included in the Urban Growth Management Agreement (UGMA), or other appropriate agreement.

Off-schedule Plan Amendments:

The Comprehensive Plan may be amended outside of this schedule under certain circumstances, as provided in the Growth Management Act. All other amendments must be processed through this schedule.

Criteria for Approval of Plan Amendment Requests:

Each component of a Comprehensive Plan Amendment package shall be reviewed and approved only if it meets all of the following criteria:

- The proposal is consistent with the provisions of the Growth Management Act and will not result in Plan or regulation conflicts; and
- The proposal will change the development or use potential of a site or area without creating significant adverse impacts on existing sensitive land uses, businesses, or residents; and
- The proposed amendment can be accommodated by all applicable public services and facilities, including transportation; and
- The proposal will help implement the goals and policies of the Lynnwood Comprehensive Plan; and
- If the proposal could have significant impacts beyond the Lynnwood City Limits, it has been sent to the appropriate Snohomish County officials for review and comment.

2010-2011 PLAN UPDATE

The Growth Management Act requires cities in the central Puget Sound region to: "... review and, if needed, revise their comprehensive plans and development regulations to ensure the plan and regulations comply with the requirements of ..." the Act no later than December 1, 2011 (RCW 36.70A.130). The City is programming a substantial effort – involving staff, elected and appointed officials and the community – to complete this review by late 2011. Major components of this effort will include (but not be limited to):

- Extending the time horizon of this Plan beyond 2020;
- Incorporating the annexation area into all Elements of the Plan (if the annexation is approved);
- Redirecting goals, objectives, policies and actions in all Elements in order to promote the goals, objectives and policies of the Energy & Sustainability Element;
- Incorporate the Visioning Statement into all Elements of the Plan; and,
- Revise all Elements to be consistent with and not in conflict with VISION 2040 and the updated Countywide Planning Policies (being drafted by Snohomish County Tomorrow).

PLAN/ZONE CONSISTENCY

The Comprehensive Plan is the City's plan for the next twenty years. To work properly, other development regulations must be consistent with the Plan, as required by the Growth Management Act. Zoning adjustments are usually necessary following adoption of a new Plan to ensure that changes in the Plan will be implemented through zoning.

The following table is intended to provide assistance in achieving and maintaining Plan/Zone Consistency. It can be used as a guide when applying zoning to implement the Comprehensive Plan and when reviewing a rezone request for Plan consistency.

PLAN/ZONE CONSISTENCY

Comprehensive Plan	Consistent Zoning
SF-1 – Low-density Single-family	RS-8 – Low-density Single-family
SF-2 – Medium-density Single-family	RS-7 – Medium-density Single-family
SF-3 – High-density Single-family	RS-4 – High-density Single-family
MF-1 – Low-density Multi-family	RML – Low-density Multi-family
MF-2 – Medium-density Multi-family	RMM – Medium-density Multi-family
MF-3 – High-density Multi-family	RMH – High-density Multi-family
MU – Mixed Use	MU – Mixed Use CDM – College District Mixed Use CR – Commercial-Residential PCD – Planned Commercial Development
LC – Local Commercial	B-4 – Restricted Business B-3 – Neighborhood Business
CC – Community Commercial	B-2 – Limited Business
RC – Regional Commercial	B-1 – Community Business CG – General Commercial PCD – Planned Commercial Development PRC – Planned Regional Center

Comprehensive Plan	Consistent Zoning
City Center	CC-W – City Center West CC-C – City Center Core CC-N – City Center North
BT – Business/Technical Park	BTP – Business/Technical Park
I – Industrial	LI – Light Industrial
PF – Public Facilities	P-1 – Public Use
PRO – Parks, Recreation, and Open Space	P-1 – Public Use

The Plan designations provide general long-range guidance for land use and development. Zones are tools for specific area implementation. In some cases, such as a mixed use Planned Unit Development, different zones may be used in combination within a single Plan designation, such as "Mixed Use" in this example. Some zones may be consistent with more than one Plan designation, depending on their applications.

URBAN GROWTH POLICIES

In the mid-1990s, Lynnwood amended its Land Use Element to include a map depicting a two-tier urban growth strategy:

- **Priority #1 Planning & Annexation Area:**
 This includes an area extending northward to 148th Street, eastward across I-5 and I-405 to Larch Way and Martha Lake, and southeast to Larch Way. This is the area within which the City anticipated most annexation activity within the first ten years of the initial planning period.
- **Priority #2 Planning & Annexation Area:**
 A much larger area, and possibly the City's ultimate UGA, was represented by the second phase. It extended to Mill Creek on the east and Everett and Mukilteo on the north and included approximately 17 square miles of area, about 2.5 times the size of Lynnwood today. A 1992 population estimate for this UGA was 43,225. That estimate included the unincorporated areas but not the City of Lynnwood.

Snohomish County has the responsibility of establishing Urban Growth Areas, with input from the cities. However, the process of assigning specific areas in the Southwest Urban Growth Area to each city in the UGA was not completed. The result was that several cities were occupying the same UGA. This resulted in confusion in planning for growth and the provision of utilities and services.

Lynnwood's growth plans overlapped those of Mill Creek, Everett, Mukilteo, Edmonds and Brier. Bothell also had an interest in a portion of the disputed territory. In an effort to end the confusion, the City of Lynnwood joined other cities of Southwest Snohomish County in a "Municipal Urban Growth Area" (MUGA) study to determine the most appropriate urban growth area for each city, based on a number of criteria.

Following a two-year study of municipal urban growth areas (MUGA), the Lynnwood City Council decided to adopt its Priority #1 Planning and Annexation Area as the City's MUGA boundary. [2002 amendment] In 2007, the City Council revised the MUGA boundary; see Land Use Element for current MUGA map.

ANNEXATION POLICIES

On December 23, 1996, the Lynnwood City Council passed Resolution No. 96-21, adopting guidelines for evaluating proposed annexations, as directed by 1995 Comprehensive Plan Policy 17.2.

The "Annexation Evaluation Guidelines" include specific criteria within the following major categories:

- General
- Community Identity and Support
- City Services
- Costs and Revenues
- Economic Development
- Housing
- Parks, Recreation and Open Space
- Community Development and Land Use
- Public Safety
- Streets and Transportation
- Capital Facilities and Utilities