



LAKEWOOD CITY COUNCIL STUDY SESSION AGENDA

Monday, January 9, 2023

7:00 P.M.

City of Lakewood

Council Chambers

6000 Main Street SW

Lakewood, WA 98499

Residents can virtually attend City Council meetings by watching them live on the city's YouTube channel:

<https://www.youtube.com/user/cityoflakewoodwa>

Those who do not have access to YouTube can call in to listen by telephone via Zoom: Dial +1(253) 215-8782 and enter meeting ID: 868 7263 2373

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CALL TO ORDER

ITEMS FOR DISCUSSION:

- (3) 1. Review of 2023 citizens' advisory board, committee and commission work plans. – (Work Plan)
- (19) 2. Review of City Council liaisons to citizens' advisory board, committee and commissions. – (Memorandum)
- (25) 3. Introduction to 2024 Lakewood Comprehensive Plan and Development Regulations Periodic Review Process. – (Memorandum)

ITEMS TENTATIVELY SCHEDULED FOR THE JANUARY 17, 2023 REGULAR CITY COUNCIL MEETING:

- 1. Presentation of the 2023 Larry Saunders Service Award. – *Lakewood Community Foundation Fund*
- 2. Recognizing the Clover Park School District Daffodil Princesses.
- 3. Proclamation declaring January as Human Trafficking Awareness and Prevention Month.
- 4. Police Commissioning and Commendation Ceremony. – *Chief Mike Zaro, Lakewood Police Department*

Persons requesting special accommodations or language interpreters should contact the City Clerk, 253-983-7705, as soon as possible in advance of the Council meeting so that an attempt to provide the special accommodations can be made.

5. Approving the 2023 citizens' advisory boards, committees and commission Work Plans. – (Motion – Consent Agenda)
6. Approving local matching funding, in the amount of \$77,670, for the Office of Defense Community Cooperation grant for the South Sound Military and Communities Partnership. – (Motion – Consent Agenda)
7. Appointing a Councilmember to serve on the Pierce Transit Board of Commissioners through December 31, 2025. – (Motion – Consent Agenda)
8. Establishing the Work Plan and Public Participation Program for the 2024 Comprehensive Plan Periodic Review, Development Regulations, and Critical Areas Ordinance. – (Resolution – Regular Agenda)
9. Review applications for Lakewood City Council Position 6. – (Reports by the City Manager)

REPORTS BY THE CITY MANAGER

CITY COUNCIL COMMENTS

ADJOURNMENT

Persons requesting special accommodations or language interpreters should contact the City Clerk, 253-983-7705, as soon as possible in advance of the Council meeting so that an attempt to provide the special accommodations can be made.

ARTS COMMISSION

2023 ANNUAL WORK PLAN AND MEETING SCHEDULE

Members:

Chair: Emily Feleen	Lani Neil
Vice-Chair: Earl Borgert	Paige Hansen
Adriana Serrienne	Sylvi Johnson
Darryl Owens	Phillip Raschke
Darwin Peters II	Lua Pritchard
Susan Warner	Robbin Sutton

Council Liaison:

Councilmember Patti Belle

City Staff Support:

Sally Martinez	Nicolette York
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Meeting Schedule:

First Monday of the month, 5:00 – 6:15pm

Note: For 2023 the Arts Commission will have two committees:

1. Public Art: Includes, Colonial Plaza Art, Utility Box wraps, Murals, Special Events, Rotating art
2. Performing Arts: Includes Film Competition, Colonial Plaza events, Summer Concert Series

1.	Saturday Street Festivals at Motor Ave Plaza
2.	Fiesta de la Familia
3.	One time special event at Motor Ave Plaza for public art unveiling
4.	Film Competition (TBD based on contractual support)
5.	Summer Concerts
6.	Recruitment and Retention
7.	Rotating Artists at City Hall, every two months
8.	1 Mural Installation
9.	10 Signal box wrap installations
10.	Implement one sculpture for rotating art per Public Art Plan
11.	Arts Commission Retreat
12.	Ongoing Education
13.	Christmas Parade of Lights
14.	Joint Commission Meeting
15.	Assessing future public location for displaying the Lancer Shield and library log slab.

Date	Topic(s)
January	Officer Elections, Committee Formation, committee reports, Work Plan, Public Art, Rotating Art, Colonial Plaza event planning, summer concert planning
February	Committee reports, Public Art, Colonial Plaza event planning. Ongoing education.
March	Committee reports, Public Art, Rotating Art, Colonial Plaza event planning, special events,
April	Committee reports, Public Art, Colonial Plaza event planning, ongoing education
May	Committee reports, Public Art, Rotating Art, Colonial Plaza event planning.
June	Committee reports, Public Art, Colonial Plaza event planning, retreat planning
July	Committee reports, Public Art, Rotating Art, Colonial Plaza event planning
August	Committee reports, Public Art Colonial Plaza, Lodging Tax Grant for Concert Series, Colonial Plaza events, Public Art, Colonial Plaza event planning, special events, retreat planning
September	Committee reports, Public Art, Rotating Art, event planning, Joint Commission meeting talking points, Film Competition Planning for 2024.

October	Committee reports, Public Art, special event planning, Joint Commission Meeting
November	Committee reports, work program development, Prep for Elections, Rotating Art, Special events
December	Committee reports, Election prep, work program development, special event planning

2023 Special Events:

Date	Event
January 9-14	MLK Event
Spring (TBD)	Colonial Plaza Public Art Unveiling
May-September	Saturday Streets Festivals at Colonial Plaza
June-August	Summer Nights at the Pavilion Outdoor Concert Series
September 9	Fiesta de la Familia
September	Arts Commission Retreat
December	Christmas Parade of Lights/Judging of Floats

AMERICAN LAKE – LAKE MANAGEMENT DISTRICT NO. 1

ADVISORY COMMITTEE

2023 ANNUAL WORK PLAN, BUDGET, AND MEETING SCHEDULE

Members:

Chair: Kate Read
 Vice-Chair: Peter Marsh
 Richard Martinez
 George Reed-Harmon(Camp Murray)
 Mary Dodsworth (City of Lakewood)
 Todd Zuchowski(JBLM) non-voting member

City Staff Support:

Paul Bucich, Public Works Engineering Director
 Weston Ott, Engineering Services Manager

Meeting Schedule 2023:

February, May, August, and November

2023 Work Plan & Budget:

1.	Aquatic vegetation surveys	\$2,500
2.	Invasive aquatic vegetation control/treatment	\$15,000
3.	Annual report, treatment permit, meetings	\$2,000
4.	Public education & outreach efforts	\$1,000
5.	Supplies, equipment, annual meeting	\$500
6.	City administrative costs	\$2,000
	Total Estimated Costs	\$23,000

Date	Topic(s)
Jan. 9	2023 work plan, budget, and schedule reviewed by City Council – chair and staff
Feb.	Elect Advisory Committee Chair and Vice-Chair for 2023/2024 – Review Budget
March	Prepare member outreach postcard or newsletter – committee and staff
May	Distribute member outreach postcard or newsletter – staff
May	Conduct beginning of season aquatic vegetation survey – contractor
June-Aug	Conduct invasive aquatic vegetation control activities or herbicide treatment – contractor
Aug	Update to board on treatment activities
October	Conduct end of season aquatic vegetation survey – contractor
November	Review control/treatment report – committee
November	Develop 2024 work plan, budget, and schedule based on 2023 activities, LMD needs, and available budget – committee

Special Events:

Date	Event
September	Attend annual meeting of American Lake Improvement Board if invited.

COMMUNITY SERVICES ADVISORY BOARD

2023 WORK PLAN

Members:

Chair: Edith Owen-Wallace
 Vice-Chair: Kyle Franklin
 Michael Lacadie
 Laurie Maus
 Denise Nicole Franklin

City Council Liaison:

Councilmember: TBD

Youth Council Liaisons:

Angel Ramirez
 Selena Corona Hernandez
 Jhoselyn Valenzuela Mendez
 Anthony Naranjo

City Staff Support:

Shannon Bennett, Human Services Coordinator
 Jeff Gumm, CDBG/HOME Program Manager
 Martha Larkin, CDBG/HOME Program Coordinator

Meeting Schedule:

Third Wednesday of the Month, 5:30pm, American Lake Conference Room

Work Plan:

1.	2022 human services contract performance
2.	Approve 2022 CAPER
4.	Public hearing on community development, housing and services needs
5.	FY 2023 CDBG/HOME funding strategies

Date	Topic(s)
1/18	<ul style="list-style-type: none"> Elect Chair and Vice-chair Review 2022 contract performance Hold Public hearing on community development, housing and service needs
2/15	<ul style="list-style-type: none"> CDBG – Review draft Consolidated Plan and 2023 Action Plan
4/20	<ul style="list-style-type: none"> Joint session with Planning Commission regarding housing strategies
5/18	<ul style="list-style-type: none"> Review draft application materials and rating criteria
6/15	<ul style="list-style-type: none"> Finalize human services funding application and rating criteria
7/6	<ul style="list-style-type: none"> Conduct a virtual workshop for human services applications
9/7	<ul style="list-style-type: none"> Review submitted human services applications and ratings
9/21	<ul style="list-style-type: none"> CDBG – review and approve CAPER and CDBG/HOME policies and strategies
10/12	<ul style="list-style-type: none"> CDBG – adopt FY 2024 policies and funding strategies Conduct human services funding deliberations
10/24	<ul style="list-style-type: none"> MONDAY – Joint session with City Council Present 2024 human services funding recommendations
11/16	<ul style="list-style-type: none"> Review feedback from City Council regarding human services funding recommendations
12/21	<ul style="list-style-type: none"> Review 2024 annual work plan



**CITY OF LAKEWOOD
LANDMARKS AND HERITAGE ADVISORY BOARD (LHAB)
2022 SIGNIFICANT ACCOMPLISHMENTS and 2023 WORK PLAN**

Members

Glen Spieth
Joan Cooley
Beth Campbell
Christina Manetti
Mark Hayes

Council Liaison

2022: Paul Bocchi

Staff Support

Jessica Olson, Development Services Manager
Josh Kubitza, Associate Planner
Karen Devereaux, Administrative Assistant

Meeting Schedule

Fourth Thursday of every month at 6:00 PM in City Hall, American Lake Room

Background

The mission of the City of Lakewood Landmarks and Heritage Advisory Board is to preserve, protect and promote the unique heritage and historic resources of the City of Lakewood. The Landmarks and Heritage Advisory Board advises the City Council, the City Manager and City staff in connection with protection and preservation of historical landmarks in Lakewood and establishing procedures for designation and preservation of landmarks.

2022 Accomplishments

- Completed preliminary draft edits to the Lakewood Touring Map.
- Recruited new member to LHAB.

2023 Work Plan

Ongoing Projects

The Landmarks and Heritage Advisory Board has provided no specific timelines for the completion of the following work plan items since this Board is often dependent on the follow-through of other public agencies or private property owners.

- Look for opportunities to expand the historic streets recognition program.
- Continue to work with Clover Park School District to incorporate local Lakewood History into the Curriculum.
- Research grant opportunities to fund additional historic markers throughout the City of Lakewood.
- Update the Lakewood Touring map to include historic streets identified through the recognition program.
- Work with Pretty Gritty Tours to develop a walking tour program for the City of Lakewood.
- Explore the use of the Community Landmark designation for the Colonial Center; Western State Hospital; Rhodesleigh House; Villa Carman (Madera); the Flett House;

Little Church on the Prairie; Thornewood Castle; Mueller-Harkins Hangar; Tacoma Country and Golf Club; the "H" barn at Fort Steilacoom Park; Bowlero Lanes, Denny's, House of Donuts, the Alan Liddle House and Lake Steilacoom Dam.

- Work on recruitment of new members to serve on the LHAB.
- Actively engage with the City of Lakewood Youth Council.
- Create short, "History of Lakewood" videos to post online to engage with youth and online viewers. Consider a partnership with Clover Park School District to create the videos or offer them as a resource for students to learn more about local history or other nonprofits that have interest in documenting Lakewood history.
- Update "Lakewood History and Historic Preservation" website to include Heritage Tree designation information and FAQ's.
- Work with Lakewood Gardens on the expansion/modifications to existing structures.
- In consultation with the communications director, develop relevant historic videos to place on the City's website.

Role of the LHAB:

The role of the LHAB is to assist the City Council in the following areas:

- Designate, preserve, protect, enhance, and perpetuate those sites, buildings, districts, structures and objects which reflect significant elements of the City's, county's, state's and nation's cultural, aesthetic, social, economic, political, architectural, ethnic, archaeological, engineering, historic and other heritage;
- Foster civic pride in the beauty and accomplishments of the past;
- Stabilize and improve the economic values and vitality of landmarks;
- Protect and enhance the City's tourist industry by promoting heritage-related tourism;
- Promote the continued use, exhibition and interpretation of significant sites, districts, buildings, structures, objects, artifacts, materials and records for the education, inspiration and welfare of the people of Lakewood;
- Promote and continue incentives for ownership and utilization of landmarks;
- Assist, encourage and provide incentives to public and private owners for preservation, restoration, rehabilitation and use of landmark buildings, sites, districts, structures and objects;
- Assist, encourage, and provide technical assistance to public agencies, public and private museums, archives and historic preservation associations and other organizations involved in the preservation, exhibition, protection and interpretation of Lakewood's heritage;
- Work cooperatively to identify, evaluate and protect historic resources in furtherance of the purposes of this chapter.
- New assignment, designate City Heritage Trees.

Lakewood's Promise Advisory Board

2023 ANNUAL WORK PLAN AND MEETING SCHEDULE

Members:

Ellie Wilson, Community Member
 Dr. Joyce Loveday, Clover Park Tech
 Julie White, Pierce College
 Kyle Manglona, Community Member
 Mary Dodsworth, City of Lakewood
 Ron Banner, Clover Park School District
 Wanda Elder, Community Member
 Kerri Pedrik, CIS
 Megan Dempsey, Chi Franciscan

Youth Council:

Hank Jones
 Alli Laska
 Cynthia Lemus Rodriguez
 Fatima Hernandez

City Council Liaison:

Councilmember: Mary Moss

City Staff Support:

Shannon Bennett, Human Services Coordinator

Meeting Schedule:

First Thursday of the month, 7:30 am, American Lake Conference Room

2023 Work Plan:

1.	Name ad-hoc committee to plan annual initiative
2.	Develop Communication Plan for LP initiatives and student successes
3.	Coordination with Youth Council on Summit

Date	Topic(s)
1/5	Regular Meeting <ul style="list-style-type: none"> Election of 2020 officers and Review 2023 draft work program Youth Summit Planning
2/3	Regular Meeting <ul style="list-style-type: none"> Youth Summit planning continues
3/3	Regular Meeting <ul style="list-style-type: none"> Youth Summit planning continues
4/6	Regular Meeting <ul style="list-style-type: none"> Youth Summit Planning continues
5/4	Regular Meeting <ul style="list-style-type: none"> Youth Summit planning continues
6/2	Regular Meeting <ul style="list-style-type: none"> Debrief on Youth Summit
9/7	Regular Meeting <ul style="list-style-type: none"> Update on Promise summer activities and other community initiatives
10/5	Regular Meeting <ul style="list-style-type: none"> Prepare for Joint meeting with City Council
TBD	<ul style="list-style-type: none"> Joint meeting with City Council
11/2	<ul style="list-style-type: none"> Review feedback from the City Council Review the 2023 work plan and identify strategic goals for 2024
12/7	<ul style="list-style-type: none"> Review 2023-2024 human services funding allocations; look for opportunities for alignment and collaboration for the 2024 Lakewood's Promise work plan

**Lodging Tax Advisory Committee (LTAC)
2023 Annual Work Plan and Meeting Schedule**

Members:

Mayor Jason Whalen, Chair

Represent Businesses Authorized to Collect

Jarnail Singh, Comfort Inn & Suites (Term Expires 12/31/2025)

DJ Wilkins, Best Western Lakewood (Term Expires 12/31/2025)

Represent Businesses Authorized to Receive

Linda K. Smith, Lakewood Chamber of Commerce (Term Expires 11/1/2023)

Chelene Potvin-Bird, Travel Tacoma + Pierce County, WA (Term Expires 11/1/2023)

City Council Liaison: Not Applicable

City Staff:

Tho Kraus, Deputy City Manager

Dana Kapla, Assistant Finance Director

Meeting Schedule:

July - Joint Lodging Tax Advisory Committee Meeting.

September - Listen to presentations, rate and make funding recommendations.

November - Present recommendations to the City Council.

2023 Work Plan (tentative dates provided):

- Attend the Joint Lodging Tax Advisory Committee meeting to discuss the LTAC in general, review guidelines, past grants awarded, and potential funding available for 2024 grant awards.
(July 11, 2023)
- Review lodging tax grant applications in advance of day-long presentations. The LTAC shall receive the applications at least 45-days before final action on or passage of proposals by the City Council.
(September 8, 2023)
- Listen to presentations from potential lodging tax grant recipients. Review, rate, and make funding recommendations that are forwarded to the Lakewood City Council for their deliberations.
(September 15, 2023)
- Meet on an as needed basis to review lodging tax grant applications for the next year and provide funding recommendations to the Lakewood City Council for their consideration and deliberations.
- Present recommendations to the Lakewood City Council.
(November 13, 2023)
- Follow up with further review and recommendations as requested by the Lakewood City Council.
- City Council makes decision on LTAC recommendations.
(November 27, 2023)

**CITY OF LAKEWOOD
PLANNING COMMISSION
2023 ANNUAL WORK PLAN AND MEETING SCHEDULE**

Members (2023 Chair and Vice Chair TBD):

Phillip Combs
Don Daniels
Robert Estrada
Linn Larsen

Brian Parsons
Ryan Pearson
Paul Wagemann

City Council Liaison (2023 TBD):

2022: Paul Bocchi

City Staff Support:

Dave Bugher, Assistant City Manager for Development Services
Tiffany Speir, Long Range & Strategic Planning Manager
Karen Devereaux, Administrative Assistant

Meeting Schedule:

First and third Wednesdays, 6: 30 PM; occasional special meetings

2023 Planning Commission Work Plan:

Work Plan Topics	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
Election of 2023 Chair and Vice-Chair	X			
Review of 2023 Planning Commission Work Plan	X			
Review of City Council 2021-2024 Goals	X			
Review of 2023 Annual Housing Action Plan	X			
Multi Family Tax Exemption (MFTE) code update	X	X		
Shoreline Restoration Activities and Plan Review	X	X		
2023 Comprehensive Plan Amendment Docket, including: <ul style="list-style-type: none"> - four private rezone applications; - City rezone request to expand Ward's Park; - allow permanent supportive housing (PSH) and transitional housing (TH) within the Commercial 1, 2, and 3 zones; - edit Comprehensive language related to funding to use for residential relocations; - update Comprehensive Plan to reflect adoption of Western State Hospital Master Plan 	X	X	X	
2024 Periodic Review of Comprehensive Plan Maps and Text, Development Regulations, and Critical Areas Ordinance. <ul style="list-style-type: none"> ▪ <i>This is a major initiative for the City and will be discussed at every Planning Commission meeting in 2023 and also carry forward into the first half of 2024.</i> ▪ <i>City's annual housing report to be included in the background data as part of the housing element update.</i> 	X	X	X	X→

Work Plan Topics	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
2023-2028 6 Year Transportation Improvement Program (TIP)		X		
Review and development of recommendations on the applications for 2024 Comprehensive Plan docket			X	X
Review and development of recommendations on annual development regulation amendment package (technical edits to LMC Titles 18A – 18C, etc.)			X	X

Role of the Planning Commission:

The role of the Planning Commission is to assist the City Council in the following areas:

General Planning Issues:

- Review and provide recommendation to the City Council on the Draft CDBG 5-Year Consolidated Plan and Annual Action Plan;
- Receipt of Annual Housing Report;
- Assists City personnel in preparing and updating a Comprehensive Plan for the City in accordance with state law to be submitted to the City Council for consideration of adoption;
- Recommends new and amended land use and zoning regulations and other development regulations as deemed necessary and/or appropriate;
- Act as the research and fact finding agency of the City in regard to land uses, housing, capital facilities, utilities, transportation, and in regard to classification of lands as agriculture, forest, mineral lands, critical areas, wetlands and geologically hazardous areas;
- Undertakes surveys, analyses, research and reports as may be generally authorized or requested by the City Council;
- Cooperates with planning agencies of other cities and counties, to include regional planning agencies, in furtherance of such research and planning; and
- Annually provides to the City Council a report on progress made in implementing the goals and requirements of State law and on the status of land use policies and procedures within the city.

Redevelopment:

- Facilitate cooperation and coordination between various business groups and impacted neighborhoods on business issues;
- Facilitate the formation of specific neighborhood commercial business groups to assist in the enhancement of various existing commercial areas, aid in stabilizing and retaining commercial enterprises within these areas to maintain viability as a commercial area, and help in identifying specific needs of businesses within various commercial areas;
- Make recommendations to the City Council and to City staff for programs in which the City could or should participate to enhance commercial development opportunities in the City, which programs may be in cooperation with any appropriate private, public, civic or community agency, group or association of or in the City, county, state or federal government;
- Recommend ways and means of obtaining private, local, county, state or federal funds and other participation for the promotion of business development projects within the City, especially those of an incubator type;

- Work with City of Lakewood staff, City Council, task forces and other City/community based groups, as directed by the City Council, on relevant issues and projects; and
- Assist in data base development for the creation and maintenance of a community profile.

Transportation:

- Facilitate cooperation and coordination with the Public Works Department of the City on street, public works and transportation and infrastructure related projects and plans;
- Identify, evaluate and recommend to the City Council, City Manager and/or City staff policies and projects for the City, annual update of its Six-Year Transportation Plan, and for other transportation and infrastructure planning purpose of the City;
- Recommend ways and means of obtaining private, local county, state or federal funds for promotion of transportation and infrastructure facilities of the City;
- Advise the City Council on acquisition, replacement and maintenance of transportation and infrastructure facilities of the City;
- Advise the City as to the manner that public information on street related projects can best be disseminated, given the nature and/or scope of the projects; and
- Advise the City Council regarding transportation related facilities, needs and programs of the City, as may be referred by the City Council.

PARKS AND RECREATION ADVISORY BOARD

2023 ANNUAL WORK PLAN AND MEETING SCHEDULE

Members:

Jason Gerwen, Chair
 Vito Iacobazzi, Vice-Chair
 Sylvia Allen
 Alan Billingsley

Michael Lacadie
 Anessa McLendon
 Janet Spingath

Council Liaison:

Don Anderson, Councilmember

City Staff Support:

Mary Dodsworth, Director
 Nikki York, Office Assistant

Meeting Schedule:

Fourth Tuesday of Each Month, 5:30 P.M., American Lake Conference Room

2023 Work Plan:

1.	Nisqually Partnership Project Update
2.	Parks Capital Improvement Plan (CIP) Update
3.	Diversity, Equity & Inclusion in Parks and Recreation
4.	Senior Center Update
5.	Special Event Update
6.	Street End Update
7.	Park Sign Project Update
8.	Climate Change initiatives and Tree Preservation Ordinance
9.	Park Code or Site or Facility Naming Process Review (as requested)
10	Future expansion opportunities - Camp Murray Historic Fort Steilacoom

Date	Topic(s)
Jan 24	Elect Chair /Vice-Chair, Review Council approved 2023 Work Plan, Street End Report Update; FSP Entry improvements
Feb 28	Climate Change and City Tree policy updates, Park Signs
Mar 28	Diversity, Equity & Inclusion, Pierce County Specialized Recreation, Prepare for Parks Appreciation Day
Apr 25	Invasive Plant / Noxious Weed presentation, Prepare for Joint City Council and Parks and Recreation Advisory Board Meeting
May 22	Joint City Council and Parks and Recreation Advisory Board Meeting
Jun 27	Parks CIP Update, Camp Murray Boat Launch Update
Jul 25	Nisqually Partnership Project Update – Historic Fort Steilacoom Partnership
Sep 26	Fort Steilacoom Park Boundary Line Adjustment
Oct 24	Special Event Update, H Barn project update
Nov 28	Year End Review, 2024 Budget Update, 2024 Work Plan Review

Special Events:

Date	Event
Jan 14	MLK Celebration
Apr 22	Parks Appreciation Day
May 13	Fishing Event
May 20	Street Festival
Jun-Sep	Farmers Market Tuesdays at Fort Steilacoom Park
Jun-Aug	Summer Nights at the Pavilion Tuesdays at Fort Steilacoom Park
Jul 15	SummerFEST
Aug 12	Street Festival
Sep 9	Street Festival
Oct 14	Truck & Tractor Day
Dec 9	Parade of Lights

Public Safety Advisory Committee (PSAC)

2023 ANNUAL WORK PLAN AND MEETING SCHEDULE

Members:

Chair Martin Pullman
James Hairston
Mark Peila
Ken Witkoe
Alan Hart

Vice Chair Karen Ferreira
Ray Dotson
Tod Wolf
Kamarie Wilson
Teresa Imholt-King

Council Liaison:

Councilmember Mike Brandstetter

City Staff Support:

Police Chief Michael Zaro
Administrative Assistant Joanna LaVergne

Meeting Schedule:

1st Wednesday of every other month, 5:15 p.m., Lakewood Police Station or Virtual

2023 Work Plan:

1.	Adult/Group Family Homes/Western State Plans
2.	Business Public Safety Survey
3.	Municipal Courts Role in Public Safety
4.	Neighborhood Association Revitalization Road Map
5.	
6.	
7.	
8.	

Date	Topic(s)
2/1	Adult/Group Family Homes/Western State Plans – Speaker and Neighborhood Association Revitalization Road Map
4/5	Neighborhood Association Revitalization Road Map and Business Public Safety Survey
6/7	Business Public Safety Survey and SummerFest
8/2	Municipal Courts- Someone from Courts
10/5	PSAC Elections And 2024 Work Plan
12/7	Finalize 2024 Work Plan

Special Events:

Date	Event
August 14, 2023	City Council/PSAC Joint Meeting
July 15, 2023	SummerFest
November 29 th ?	Fallen Officer Food and Blood Drive

Lakewood Youth Council

2022-2023 ANNUAL WORK PLAN AND MEETING SCHEDULE

Members:

Adrianna Bahn	Chase Washington	Kera Buckmaster
Alli Laska	Cynthia Lemus Rodriguez	Kimberly Estrada
Anaya Davis	Dangelo A. Rodriguez	Kloe Salazar
Angel Calderon Ramirez – Comm. Mgr.	Fatima Hernandez	Leslie Valenzuela Mendoza
Anthony Naranjo	Hank Jones: Co-Chair	Lexus Drebaum
Ariana Melo	Jhoselyn Valenzuela Mendoza	Mayumi Remedios
Brandon Elliot: Co-Chair	Kaitlyn Miller	Miguel Gasper Dominguez
Chai Hill	Keilani Fernandez	Lexus Drebaum
		Violet Johnson

Council Liaison:

Councilmember Mike Brandstetter

City Staff Support:

Shannon Bennett, Human Services Coordinator
Cameron Fairfield, Recreation Services Coordinator

Meeting Schedule:

First Monday of Each Month at 5:00pm / Present to Council at 7:00pm
2nd meeting of the month as needed

Overview: The role of the Youth Council is to convey to the Lakewood City Council issues having city-wide impact to youth. Members are responsible for a monthly report to City Council and may participate on a variety of city committees, study groups and task forces.

2022/2023 Work Plan:

2022	
Date	Topic(s)
8/26/22	Youth Council Kick-Off Event
9/12/22	Regular Meeting First Meeting / Introductions / Purpose of the Council / Meeting Expectations
10/3/22	Regular Meeting <ul style="list-style-type: none"> Named Advisory Board and Commission Youth Council Representatives
10/08/2022	Volunteered at Truck & Tractor Day
10/21/22	Planning Meeting <ul style="list-style-type: none"> Determined details for first YC hosted roundtable discussion Determined 2023 Youth Summit will be held on May 27th
11/07/2022	Regular Meeting <ul style="list-style-type: none"> Sustainable Solutions discussion with Pierce County Equity and Engagement reps. Discussion with Communications Manager about YC role w/ City social media
11/28/2022	Joint Meeting with Council
12/05/2022	Regular Meeting <ul style="list-style-type: none"> Confirmed details of December 9th roundtable discussion Confirmed details of YC participation in 2022 Christmas Parade
12/09/22	Hosted Roundtable Discussion about Homelessness / Youth Homelessness
12/10/22	Volunteered at Christmas Parade
12/21/22	Planning Meeting <ul style="list-style-type: none"> Youth Summit Discussion Determine date and topic for February roundtable discussion

2023	
Date	Topic(s)
1/09/23 (2 nd Monday)	Regular Meeting
1/23/23	Planning Meeting <ul style="list-style-type: none"> • Begin Planning Youth Summit • Discussion about marketing methods for February roundtable discussion
2/6/23	Regular Meeting
2/20/23	Planning Meeting <ul style="list-style-type: none"> • Continue Youth Summit Planning • Determine date and topic for April roundtable discussion
Date TBD	Host second roundtable discussion
3/6/23	Regular Meeting
3/21/23	Planning Meeting <ul style="list-style-type: none"> • Youth Summit Discussion • Discussion about marketing methods for April roundtable discussion
4/3/23	Regular Meeting
4/17/23	Planning Meeting <ul style="list-style-type: none"> • Continue Youth Summit Planning
Date TBD	Host third roundtable discussion
5/1/23	Regular Meeting
5/15/23	Planning Meeting: <ul style="list-style-type: none"> • Confirm details and prepare for Youth Summit
5/27/23 Saturday	Date for the 2023 Youth Summit <ul style="list-style-type: none"> • Youth Leadership • Career/College resources • Other services and resources that youth need
6/5/23	Regular Meeting <ul style="list-style-type: none"> • Recap the year.

Additional Topics of Interest
<ul style="list-style-type: none"> - Mental Health/Suicide Prevention - Youth Leadership - Black Lives Matter/Social Injustices - Environmentalism - Relationships with Police - Youth Summit (annual conference) - Homelessness / Youth Homelessness

Potential Partnerships and Presentations (2023)
<ul style="list-style-type: none"> - Lakewood's CHOICE - Joshua Chambers, Youth Wellness Specialist: Clover Park School District - Grant Twyman, Equity, Diversity, Inclusion Specialist: Clover Park School District - Brynn Grimley, Communications Manager, City of Lakewood - Leaders of Change - Lakewood's Promise Advisory Board - Communities in Schools - Nisqually Tribe



To: Mayor and City Councilmembers

From: Briana Schumacher, City Clerk

Through: John J. Caulfield, City Manager *John J. Caulfield*

Date: January 9, 2023

Subject: 2023 City Council Liaisons to Citizens' Advisory Boards, Committees and Commissions and representation to external Committees and Boards

Annually, the City Council has reviewed its Council liaison assignments to its citizens' advisory boards, committees and commissions. Attached is a list of Council liaison assignments should the City Council wish to make any adjustments for 2023. Also included is a list of external committees and boards that Councilmembers are currently serving and a tentative schedule for rotating Councilmember attendance at School Board and Neighborhood Association meetings.

Committee/Board	Council Liaison	Legislation	Meeting Time	Meeting Location
American Lake – Lake Management District No. 1	N/A	Resolution No. 2019-15	As needed	City Hall
Civil Service Commission	N/A	Appointed by the City Manager	1 st Thursday, 9:30 a.m.	City Hall
Community Services Advisory Board		Ordinance No. 594	3 rd Wednesday, 5:30 p.m.	City Hall
Lakewood Arts Commission	Patti Belle	Ordinance No. 421	1 st Monday, 5:00 p.m.	City Hall
Lakewood’s Promise Advisory Board	Mary Moss	Ordinance No. 619	2 nd Thursday, 7:30 a.m.	City Hall
Landmarks Heritage & Advisory Board	Paul Bocchi	Ordinance No. 578	4 th Thursday, 6:00 p.m.	City Hall
Lodging Tax Advisory Committee	Jason Whalen	Ordinance No. 133	As needed	City Hall
Parks & Recreation Advisory Board	Don Anderson	Ordinance No. 240	4 th Tuesday, 5:30 p.m.	City Hall
Planning Commission	Paul Bocchi	Ordinance No. 594	1 st & 3 rd Wednesday, 6:30 p.m.	City Hall
Public Safety Advisory Committee	Mike Brandstetter	Ordinance No. 413	1 st Wednesday, every other month 5:15 p.m.	Police Station
Youth Council	Mike Brandstetter	Resolution No. 2002-16	1 st & 3 rd Monday, 4:00 p.m.	City Hall

Committee/Board	Council Member	Appointed by	Term of Office	Term Expires	Meeting time	Meeting location
Greater Tacoma Convention Center Public Facilities Board	Citizen appointment Linda Smith, Paul Bocchi (Alternate)	City Council	1/1/2020 (Appointed 2/7/2022)	12/31/2023	3 rd Thursday, Quarterly	Tacoma Regional Convention Center
Pierce County Regional Council	Jason Whalen, Paul Bocchi (Alternate)	City Council	Ongoing	Ongoing	3 rd Thursday, 6:00 p.m.	Pierce County Annex
Pierce Transit Board	Jason Whalen	City Council	1/1/2020	12/31/2022	2 nd Monday, 4:00 p.m.	Pierce Transit Training Center
Pierce Transit (Public Transportation Benefit Area)		City Council	3/16/2020 (last review)	Review once every four years	As needed	Pierce Transit Training Center
Puget Sound Regional Council General Assembly	Mayor and City Council	Board elected by General Assembly constituents	Ongoing	Ongoing	Varies	
Puget Sound Regional Council Executive Committee	Don Anderson		Ongoing	Ongoing	4 th Thursday, 10:00 a.m.	
Sex Offender Policy Board		Association of Washington Cites	Ongoing	Ongoing	Varies	
South Sound Housing Affordability Partners (SSHA ³ P)	(Member) and Jason Whalen (Alternate)	City Council	Ongoing	Ongoing	Monthly	
South Sound Military Community Partnership Elected Officials Council (EOC)	Mayor, Co-Chair and City Council	Pursuant to SSMCP MOA	Ongoing	Ongoing	Twice annually, typically May and November	
South Sound 911 Policy Board	Mike Brandstetter	City Council	Ongoing	Ongoing	4 th Wednesday, 9:00 a.m.	
Tacoma Tidelands Subarea Plan Advisory Group	Mike Brandstetter and Tiffany Speir	N/A	N/A	N/A	Varies	Varies

OTHER AFFILIATED COMMITTEES AND BOARDS

Committee/Board	Council Representative	Meeting Time	Meeting Location
Lakewood Multicultural Coalition	Councilmember Moss and Councilmember Brandstetter	2 nd Thursday, 9:00 a.m.	City Hall
Lakewood Sister Cities Association	Councilmember Brandstetter	2 nd Thursday, 6:00 p.m.	City Hall

Clover Park School District

[School Board Meetings](#)

6:00 p.m.

Meeting Date:	Councilmember Attending:
January 9, 2023	Bocchi
February 13, 2023	Brandstetter
March 13, 2023	Moss
April 10, 2023	Whalen
May 8, 2023	TBD
June 12, 2023	Anderson
July 10, 2023	Belle
August 14, 2023	Bocchi
September 11, 2023	Brandstetter
October 2, 2023	Moss
November 6, 2023	Whalen
December 4, 2023	TBD

Lakewood Community Collaboration
9:00 a.m.

Meeting Date:	Councilmember Attending:
January 11, 2023	Anderson
February 8, 2023	Belle
March 8, 2023	Bocchi
April 12, 2023	Brandstetter
May 10, 2023	Moss
June 14, 2023	Whalen
September 13, 2023	TBD
October 11, 2023	Anderson
November 8, 2023	Belle
December 13, 2023	Bocchi

Lake City Neighborhood
7:00 p.m.

Meeting Date:	Councilmember Attending:
January 12, 2023	Brandstetter
February 9, 2023	Moss
March 9, 2023	Whalen
April 13, 2023	TBD
May 11, 2023	Anderson
June 8, 2023	Belle
July 13, 2023	Bocchi
August 10, 2023	Brandstetter
September 14, 2023	Moss
October 12, 2023	Whalen
November 9, 2023	TBD

North Lakewood Neighborhood
7:00 p.m.

Meeting Date:	Councilmember Attending:
January 24, 2023	Anderson
March 28, 2023	Belle
May 23, 2023	Bocchi
July 25, 2023	Brandstetter
September 26, 2023	TBD
November 28, 2023	Moss

Northeast Neighborhood

Meeting: No meetings until further notice.

Pacific Neighborhood

Meeting: No meetings until further notice.

Tillicum/Woodbrook Neighborhood

Meeting: No meetings until further notice.



TO: City Council

FROM: Tiffany Speir, Long Range & Strategic Planning Manager

THROUGH: Dave Bugher, Assistant City Manager for Development Services and
John Caulfield, City Manager *John P. Caulfield*

DATE: January 9, 2023

SUBJECT: Introduction to 2024 Lakewood Comprehensive Plan and
Development Regulations Periodic Review (24CPPR) Process

ATTACHMENT: Draft Resolution approving a 24CPPR Work Plan (**Attachment A**)

BACKGROUND

Lakewood is required to conduct a “periodic review” and potential update of its Comprehensive Plan and development regulations under the Growth Management Act (GMA) (RCW 36.70A.130 (1)). This is a more robust process than the annual amendment cycles, which are limited to proposed amendments submitted by private parties or the City and approved by the City Council.


Lakewood’s periodic review must be completed by December 21, 2024; future periodic reviews will be conducted every 10 years (i.e., 2034, 2044, etc.) In addition, Lakewood will be required to complete submit an “implementation progress report” on key outcomes five years after the review and revision of the Comprehensive Plan (i.e., 2029, 2039, etc.)

The 2024 Lakewood Comprehensive Plan and Development Regulations Periodic Review (24CPPR) is based in WA State and regional land use law and policy, as portrayed below:



Counties and cities must be up-to-date with the requirements of the GMA, including the periodic update requirements, to be eligible for grants and loans from certain state infrastructure programs, including the Puget Sound Regional Council (PSRC.)

The PSRC is the regional transportation planning organization (RTPO) and metropolitan planning organization (MPO) for the central Puget Sound region (Snohomish, King, Pierce and Kitsap Counties.) PSRC will review the City's Comprehensive Plan to certify that it is consistent with the GMA's transportation planning requirements, regional transportation planning, and VISION 2050. This process is in order for Lakewood to be eligible for the federal transportation funding that is funneled through PSRC.

Certification Focus Areas (Comp Plans) 		
GMA transportation-related requirements	Consistency with Regional Transportation Plans	Consistency with VISION 2050 MPPs
<ul style="list-style-type: none"> • Consistent land use assumptions and travel demand forecasts • Service and facility needs • Plan for transportation financing and projects • Demand management • Pedestrian and bicycle planning 	<ul style="list-style-type: none"> • Transportation project lists and financing • Transportation modeling based on shared regional growth assumptions 	<ul style="list-style-type: none"> • Regional Growth Strategy • Climate change, air quality and VMT provisions • Equitable transit-oriented development (TOD) • Housing supply and choices near transit and job centers

Any GMA-based challenges to the 2024 Comprehensive Plan or development regulations brought by individual or organizations would be heard by the Growth Management Hearings Board (GMHB) and appealed to Superior Court.

DISCUSSION

The 2024 Comprehensive Plan Periodic Review (24CPPR) process will be conducted by City staff and supported by BERK Consulting. Lakewood has received three grants from the WA State Department of Commerce to 1) conduct the 24CPPR, 2) establish new “middle housing” zoning, policies and supportive regulation, and 3) to implement the 2021 Comprehensive Plan Energy & Climate Change Element.

The biggest focus areas in the 24CPPR are public participation, housing, and equity.

Public Participation

RCW 36.70A.035 requires that Lakewood establish a public participation program and procedures for amendments, updates, and revisions of Comprehensive Plans and development regulations. This includes establishing procedures for notifying affected and interested individuals and creating a plan for public review and comment. Lakewood's public participation program is included as part of the Work Plan attached hereto in **Attachment A**.

Housing and Equity

There have been a number of changes made and new requirements added to the periodic review of housing-related planning and regulation over the past few years by the State legislature, including but not limited to:

- HB 1220 amended the Growth Management Act (GMA) to instruct local governments to “plan and accommodate” for housing affordable to all income levels. This significantly strengthens the previous goal. New housing goal and updated requirements for Comprehensive Plan Housing Elements in RCW 36.70A.070 (2) include:
 - Projected **housing needs for all economic segments of the population** (moderate, low, very low and extremely low income). Projections will be provided at the county level and must be incorporated into local planning efforts. This includes projected need for emergency housing, emergency shelters and permanent supportive housing;
 - Guidance on provisions for **moderate density housing options** within an Urban Growth Area (UGA), including but not limited to duplexes, triplexes and townhomes;
 - Guidance on reviewing for adequate housing for existing and projected needs for all economic segments of the community, including **sufficient land capacity for all projected housing**. This includes guidance on how to assess zoning and regulations to allow, encourage and incentivize housing to meet the projected housing needs in each income band; and
 - Guidance on **examining racially disparate impacts, displacement and exclusion in housing policies and regulations**, and recommended policies to address them.
- SB 5818 promoted housing construction in cities by making amendments to, and limiting appeals under, the State Environmental Policy Act (SEPA) and the GMA.

The City must review for and identify any local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including:

- Zoning that may have a discriminatory effect;
- Disinvestment; and
- Infrastructure availability

The City then must establish policies and regulations to address and begin to undo racially disparate impacts, displacement, and exclusion in housing caused by local policies, plans, and actions.

The City will be planning to meet housing and employment growth targets as adopted by the Pierce County Council in 2022:

2044 Population Target	2020-2044 Net Pop. Increase	2044 Housing Units Target	2020-2044 Net Hsg. Unit Increase	2044 Employment Target	2020-2044 Net Job Increase
86,792	23,180	36,713	9,714	39,735	9,863

There are additional housing goals and policies from the regional multicounty planning policies (MPPs) contained in VISION 2050 and the Countywide Planning Policies (CPPs) that Lakewood will be referencing and complying with when updating the Comprehensive Plan and development regulations. PSRC and the Department of Commerce have provided guidance to meet the statutory and policy requirements in this periodic review.

Review of Relevant Plans and Development Regulations

The Department of Commerce provides expanded checklists for Comprehensive Plan review. Commerce and the PSRC are also developing guides for local governments conducting their 24CPPR. Lakewood will be using these checklists and guides to review the current elements of the Comprehensive Plan and the City's development regulations to determine what revisions and updates are needed.

Section I: Comprehensive Plan

LAND USE

HOUSING

CAPITAL FACILITIES

UTILITIES

TRANSPORTATION

SHORELINE

ESSENTIAL PUBLIC FACILITIES

TRIBAL PLANNING

ECONOMIC DEVELOPMENT

PARKS & RECREATION

OPTIONAL ELEMENTS

CONSISTENCY

PUBLIC PARTICIPATION

Section II: Development Regulations

CRITICAL AREAS

ZONING CODE

SHORELINE MASTER PROGRAM

RESOURCE LANDS

ESSENTIAL PUBLIC FACILITIES

SUBDIVISION CODE

STORMWATER

IMPACT FEES

CONCURRENCY & TDM

TRIBAL PARTICIPATION

OPTIONAL REGULATIONS

PROJECT REVIEW PROCEDURES

PLAN & REGULATION
AMENDMENTS

Optional Comprehensive Plan Elements and Development Regulations

Lakewood has adopted three GMA-optional subarea plans and their associated development regulations (Tillicum, Downtown and Lakewood Station District.) The City will be updating the Tillicum Neighborhood Plan and conducting the 2024 biennial review of the Downtown Subarea Plan as part of the 2024 Comprehensive Plan Periodic Review (the first biennial review of the Lakewood Station District Subarea Plan will be conducted in 2023.)

24CPPR Work Plan

The Department of Commerce has recommended that cities adopt a 24CPPR Work Plan by ordinance or resolution to help preclude legal challenges about whether the jurisdiction should have reviewed a particular Comprehensive Plan element or development regulation.

Included as **Attachment A** is a draft Resolution with a Work Plan and Public Participation Program included in Exhibit A.

As part of the 2024 Periodic Review, in addition to the required work, the City will also be reorganizing the Comprehensive Plan to be more readable and easily updated in the future.

The City began providing introductions to the various topics to be addressed in the 24CPPR process at the Planning Commission on September 21, 2022. The materials and recordings of these discussions are available at <https://cityoflakewood.us/24periodicreview/>

During 2023 and 2024, CED will provide the City Council with regular status updates on the 2024 Comprehensive Plan Periodic Review. The Planning Commission will provide a recommendation on the updates to the Comprehensive Plan and development regulations in mid-2024, allowing the Council time to fully review the updates prior to taking action.

**ATTACHMENT A
RESOLUTION NO. 2023-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD,
WA, ESTABLISHING THE WORK PLAN AND PUBLIC ENGAGEMENT
PROGRAM FOR THE 2024 PERIODIC REVIEW OF THE COMPREHENSIVE
PLAN, DEVELOPMENT REGULATIONS, AND CRITICAL AREAS
ORDINANCE**

WHEREAS, the City of Lakewood, a code city under RCW authorization, adopted a 20-Year Comprehensive Growth Management Plan through Ordinance 772 on August 1, 2022 to meet the goals and requirements of Chapter 36.70A RCW, the Growth Management Act (GMA); and

WHEREAS, RCW 36.70A.130 requires the City of Lakewood to conduct a periodic update of its Comprehensive Plan and development regulations to be completed no later than December 31, 2024 per (RCW 36.70A.130(1)); and

WHEREAS, the City of Lakewood must be up-to-date with the requirements of the GMA, including the 2024 periodic update requirements, to be eligible for grants and loans from certain state infrastructure programs; and

WHEREAS, the GMA calls for “early and continuous public participation in the development and amendment of comprehensive land use plans and development regulations implementing such plans” (RCW 36.70A.140); and

WHEREAS, Chapter 36.70A.140 RCW requires the City of Lakewood to “establish and broadly disseminate a public participation program identifying procedures providing for early and continuous public participation in the development and amendment of comprehensive land use plans and development regulations implementing such plans; and

WHEREAS, the 24CPPR review will include but not be limited to the following: necessary updates to the City of Lakewood Comprehensive Plan goals, policies, and

objectives to comply with the GMA, Vision 2050, and the Countywide Planning Policies, and the most recent population allocated to Lakewood from the most recent ten-year population forecast by the office of financial management; a consolidated capital facilities plan for investing in transportation systems, utilities, public facilities, and services to serve the 20-year growth in Lakewood; updated regulations for critical areas based on an assessment of best available science; updated development regulations consistent with the updated Comprehensive Plan; and an updated Tillicum Neighborhood Plan; and

WHEREAS, the Washington State Environmental Policy Act ("SEPA") in Chapter 43.21C RCW requires identification and evaluation of probable significant adverse environmental impacts, alternatives, and mitigation measures during decision-making by local agencies, and

WHEREAS, the SEPA review for the 2024 update will include the development and issuance of either a SEPA Determination of Significance (DS) and an environmental impact statement ("EIS") or a Determination of Non-Significance (DNS);

NOW, THEREFORE BE IT RESOLVED by the Lakewood City Council:

The 24CPPR Work Plan, including the Public Participation Plan, as included in EXHIBIT A is hereby approved for its stated purpose.

PASSED by the City Council this 5th day of December, 2022.

CITY OF LAKEWOOD

Jason Whalen, Mayor

Attest:

Approved as to Form:

Briana Schumacher, City Clerk

Heidi Ann Wachter, City Attorney

EXHIBIT A

City of Lakewood 2024 Comprehensive Plan Periodic Review Work Plan

To conduct the 24CPPR, the City received a Department of Commerce Periodic update grant and applied successfully for a Commerce Middle Housing grant and Climate Change Implementation grant. Lakewood engaged BERK Consulting to assist the City.

Overall Comprehensive Plan Periodic Review

Under direction from City staff, BERK will:

- Review of the current plan in reference to the Washington Department of Commerce Checklist and VISION 2050 checklist and prepare recommended areas of focus to guide the periodic update.
- A reader-friendly Word template for the Comprehensive Plan Elements to help share and streamline the plan.

Based on recent updates to VISION 2050 and Pierce County Countywide Planning Policies, allocated growth targets, and results of other prior tasks, BERK will prepare updated elements including inventory text and develop preliminary draft policy amendments:

- Plan Foundation: Vision & Framework, Consistency, Public Participation
- Land Use, Essential Public Facilities
- Economic Development
- Tribal Coordination
- Implementation

The City will prepare maps for the Land Use Element as well as targeted maps for other elements not otherwise created by BERK.

The Transportation Element and Appendix will be audited by The Transpo Group as a subconsultant to BERK. Depending on the findings, The Transpo Group could be engaged to develop an evaluation with the model last updated for the Downtown Plan and Station Area Plan, considering Land Use Element adjustments.

Other elements are anticipated to be prepared by City staff or other consultants and peer reviewed by BERK, including:

- Capital Facilities (BERK peer review)
- Utilities (BERK peer review)
- Element Coordination: Parks, Shorelines (City integrate other recent plans into template with BERK review)

Housing Element

BERK will also coordinate with City staff to produce an updated Housing Element that will be grounded in the statutory and policy requirements for the 2024 Periodic Review. BERK will review the housing goals, objectives, and policies in the current Housing Element to answer the following questions:

- Are there portions of the Comprehensive Plan inconsistent with GMA, Pierce County Countywide Planning Policies, or other applicable state, regional, or local laws?
- What additional topics need to be addressed to comply with HB 1220 changes to the GMA?
- Which portions of the Housing Element need to be updated to reflect current conditions?
- Are any goals and policies too general, too specific, unclear, or inconsistent with current needs?
- Are there any updates that would make the Housing Element more effective or implementable?

BERK will summarize audit results in a report that identifies recommended revisions, consultant and staff responsibilities, and a timeline for completion.

BERK will collect and analyze data to prepare an updated housing needs assessment consistent with the updated requirements for RCW 36.70A.070 (2). This will include the following topics:

Topic	Source
Population projection	Pierce County Countywide Planning Policies
Projected housing needs by income level	Countywide projections and guidance for disaggregation will be available from WA Dept of Commerce (Commerce), expected January 2023. BERK would provide support to Lakewood as needed during any city-county process to disaggregate projected needs by city.
Existing and projected housing needs for emergency housing, shelters, and permanent supportive housing	Commerce will release data for counties by January 2023. BERK would provide support to Lakewood as needed during any city-county process to disaggregate projected needs by city.
Land capacity	BERK analysis of Pierce County Buildable Lands Report (2021) to address new requirement to determine capacity for projected needs by income level as well as emergency and permanent supportive housing and moderate density housing. Relevant guidance from Commerce forthcoming (Jan 2023).

BERK will prepare a **Racial Equity Report** by conducting the following activities:

- Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including: zoning that may have a discriminatory effect; disinvestment; and infrastructure availability.
- Identify areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations.

- Evaluate displacement risk of very low, low, and moderate income households.
- Evaluate displacement risk of individuals from racial, ethnic, and religious communities which have been subject to discriminatory housing policies in the past.
- Evaluate displacement risk of locally owned businesses.
- Develop policies and regulations to address and begin to undo the impacts of local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing.
- Develop anti-displacement strategies, including strategies to minimize displacement of low-income residents resulting from redevelopment.
- Develop anti-displacement policy documents that include a schedule and timeline of programs and actions to implement the anti-displacement strategies.

BERK will prepare a **Missing Middle Housing Report** on changes needed to support middle housing, including recommended changes to policies, regulations, fee structures, incentives, and permitting procedures for consideration with periodic update by conducting the following activities:

- Review and evaluate the current Housing Element and other policies to support middle housing.
- Review buildable lands report and current residential land uses for potential to allow middle housing, or where station areas or higher intensity uses might be defined, or where commercial areas might be converted or residential or mixed-use development.
- Review current programs, development regulations, impact fees, system development charges, and permitting processes as to how they might encourage or discourage the development of multiunit housing.
- Consider bonus densities and incentives for affordable housing to accompany any changes in zoning that increase density.
- Gather data, analyze and review to understand the realistic potential of the various changes. Conduct financial feasibility analysis of developing new various housing typologies in various zones.

Based on the findings from the audit and needs assessment and guidance from City staff, BERK will prepare an **updated Housing Element**. BERK will also prepare a draft **zoning code text** to authorize middle housing types on at least 30% of lots currently zoned as single family or low density residential. The draft will be shared with stakeholders per the Public Participation Plan.

Tillicum Neighborhood Plan

Under City staff direction, BERK will conduct the following activities to create an updated Tillicum Neighborhood Plan:

- Review & Audit Subarea Plan

- Summarize Subarea Trends and Conditions: Develop descriptions, graphs, and maps that address key topics, anticipated to include:
 - Housing, Equity & Displacement Evaluation
 - Environment, Shorelines
 - Land Use/Community Design
 - Services (parks/youth recreation or activities, schools, safety)
 - Circulation (bike/pedestrian connections between residential areas, Union Avenue SW, and Harry Todd Park; transit stop needs with Pierce Transit)
 - Subarea Vision & Plan Revisions: Based on engagement results and findings of the trends and conditions, develop a subarea plan vision and policies that update the current subarea plan.
 - Preliminary & Draft: Prepare a preliminary draft and public review draft subarea plan. As part of the Comprehensive Plan Update, develop a final plan.

Development Regulation Review

BERK will work under the direction of City staff to develop a development regulation audit based on the 2024 Comprehensive Plan proposed updates. This may be implemented over time or in conjunction with Missing Middle Housing regulatory code amendments.

A subconsultant, The Watershed Company, will be engaged to conduct an abbreviated best available science (BAS) / regulatory audit considering recent Washington State Growth Management Act rule updates (address likely Commerce GMA rule updates regarding Ecology guidance on critical aquifer recharge areas, State guidance on Fish and Wildlife Habitat Conservation Areas, and adaptive management and monitoring). Further work on policies and code would be determined based on results and City needs.

SEPA Review

It is anticipated that existing SEPA documents largely address City growth patterns through 2044, including the Downtown Subarea Planned Action EIS and Station District Subarea Planned Action expanded checklist, as well as the Puget Sound Regional Council's VISION 2050 EIS. BERK will also confirm that the citywide growth estimates in the modeling for the two subarea SEPA planned actions are similar to the expected growth targets.

Based on the prior environmental review and status of the City's transportation model, the following documents are anticipated:

- Expanded SEPA Checklist: Evaluate Housing Element, Subarea Plans, remainder of Comprehensive Plan
- Draft Determination (Determination of Significance (DS)/Notice of Adoption or Determination of Non-Significance (DNS), depending on the nature of the final proposal)

Schedule

Preliminary schedules (subject to change) for the 24CPPR work are included below. City staff work on the periodic review of the Elements and content of the Comprehensive Plan elements will occur concurrently with BERK's work in 2023 and 2024.

2023 & 2024 Comprehensive Plan Update Processes

PROJECT NAMES + TASK TITLES	START DATE	END DATE
Completed Housing Need Assessment	09/01/22	06/30/23
Updated Draft Housing Element	01/01/23	06/30/23
Updated Draft Housing Development Regulations	01/01/23	06/30/23
Updated Draft Critical Areas Ordinance	11/15/22	06/30/23
2024 Comprehensive Plan Periodic Review Part 2 ('23-'24)	07/01/23	12/31/24
Updated Draft Energy & Climate Change Element	05/01/23	12/31/23
Updated Draft Transportation Element	05/01/23	03/31/24
Updated Draft Tillicum Neighborhood Plan	02/01/23	06/30/24
Updated Draft Development Regulations (Other than Housing)	04/01/23	06/30/24
Recommendations to Planning Commission on 2024 Periodic Review amendments to Comprehensive Plan and Development	02/01/24	06/30/24
Delivery of draft 2024 Periodic Review Plan and Regulation updates to Commerce and PSRC for Certification Feedback	07/01/24	07/31/24
City Council adoption of 2024 Periodic Review Plan and Regulation Updates	07/01/24	09/30/24
Delivery of adopted 2024 Periodic Review Plan and Regulation updates to PSRC for Certification	07/01/24	12/01/24

BERK Consulting Preliminary Schedule

Task	Deliverable	Date
New Scope	Housing, Climate, and Comprehensive Plan	
1-5	Housing Element Engagement Plan	October-November 2022
	CBO subcontracts	November-December 2022
	Materials	January 2023
1-6	Draft housing element audit	October-November 2022
1-7	Projected housing needs assessment	Draft January 2023, Final June 2023
1-8	Draft housing element update	Draft in April 2023, Final in June 2023
2	Climate Grant Public Engagement Schedule	October 2022 (draft) November 2022 (refined)
2	Climate Grant Public Events	February 2023
2	Climate Grant Engagement Results	March 2023
3	Subarea Plan (Tillicum)	Initiate Fall 2022, Complete Fall 2024, schedule to be developed with engagement plan
3	Comprehensive Plan	Complete Critical Areas Ordinance update June 2023; Audit Fall 2022, Initiate Winter 2023, Complete Fall 2024, schedule to be developed with engagement plan

Below is a list of local plans and reports, including relevant documents from City of Lakewood that will provide input into the 24CPPR (or be incorporated by reference):

- City of Lakewood Comprehensive Plan, 2022
- Lakewood Tillicum Neighborhood Plan, 2011
- Lakewood Downtown Subarea Plan, 2018
- Lakewood Station District Subarea Plan, 2021
- Lakewood Parks, Recreation & Open Space Plan (Legacy Plan), 2020
- Lakewood Shoreline Master Program, 2019
- Lakewood 2022-2028 Capital Facilities Plan, 2022
- Lakewood City Council Vision, 2021
- Lakewood City Council 2021-2024 Goals, 2021
- Pierce County Buildable Lands Report, 2021
- Pierce County Unified Sewer Plan, 2010, and Capital Facility Plans
- Lakewood Water District Mission and Capital Facility Plans
- Puget Sound Energy Clean Energy Implementation Plan, 2022
- Tacoma Power Integrated Resource Plan, 2022 and Clean Energy Implementation Plan, 2022
- Lakewood Light & Power Capital Facility Plans
- US Census, 2020 and American Community Survey, 2021
- Other City planning documents

24CPPR Public Participation Program

The City of Lakewood is undertaking the 2024 Periodic Review of the Lakewood Comprehensive Plan (24CPPR) as required by the Washington Growth Management Act (GMA). The GMA requires communities to develop a Public Participation Program that provides information on how the public can contribute to plan alternatives.

This public participation program describes how the City and BERK will engage the public in the Comprehensive Plan update. This program may be refined over time.

In keeping with the recommendation provided in the 2022 Evans School of Public Policy & Governance’s “A Study on Climate Change Perceptions in Lakewood, WA”, namely, to

[m]inimize consultation fatigue by assessing recent and current engagement activities[; treat public outreach as a limited resource and honor the time and energy needed to participate[.]

the 24CPPR public engagement efforts on various topics conducted by City staff and BERK Consulting will be coordinated and streamlined to reduce the risk of public burnout and increase participation.

Lakewood is utilizing People Speak for the 24CPPR, a public participation software that will encourage more public engagement and comment on proposals than is currently done through the City’s formal Planning Commission and City Council processes. The People Speak link is at www.lakewoodwaspeaks.org.

At a minimum, public engagement will also include utilizing the following:

- Lakewood's website;
- Coordination with Community Based Organizations (CBOs);
- Lakewood 311 distribution list, website, social media, and magazine;
- Direct mail;
- In-person neighborhood meetings;
- Online sessions;
- Outreach to Lakewood groups/associations;
- Periodic Planning Commission and City Council study sessions and public hearings in 2023 and 2024; and
- City Boards & Commissions presentations & requests for input

The Community & Economic Development Department (CED) will also be convening a **"24CPPR task force"** comprised of internal and external subject matter experts to assist the department in drafting the amendments to the Comprehensive Plan and development regulations at key points during the process. In addition, the CED will meet with, and present to, many of the City's Boards and Commissions to solicit feedback from a broad range of perspectives, experience and expertise. Interest groups identified so far include:

- Community Services Advisory Board
- Lakewood Arts Commission
- Lakewood's Promise Advisory Board
- Landmarks and Heritage Advisory Board
- Parks and Recreation Advisory Board
- Planning Commission
- Public Safety Advisory Board
- Youth Council
- Utilities and public agencies (e.g., sewer, power, water, K-12 and higher education, and health services)
- Community-Based Organizations
- Cultural Organizations
- Environmental Community
- Business and Development Communities

BERK Consulting will conduct public and stakeholder engagement efforts to comply with statutory requirements, but more importantly, to ensure that the 24CPPR process incorporates input from the City's residents, businesses and partners. BERK will develop and implement an overall Comprehensive Plan Update engagement plan to coordinate:

- Foundation/Visioning: BERK would affirm the current Comprehensive Plan Vision and adapt it to reflect more recent community trends and visions drawn from the public engagement. BERK will integrate Missing Middle engagement results and Climate implementation engagement results. The vision will be vetted by the City's relevant Boards & Commissions (e.g., Youth Council and Planning Commission.)
- Draft Plan: With the issuance of the Draft Comprehensive Plan, a combination of online and in person engagement could include a project website, survey, story map, and open house.

- Legislative Workshops & Hearings: In person workshop(s) for the draft Comprehensive Plan and providing materials and virtual support for City staff handling other meetings.
- Tribal Coordination: Interviews and invitation to participate consistent with the tribal-city consultation protocols and per recent Growth Management Act updates.

BERK will complete each listed step below in conjunction with City staff:

- Conduct 6-8 pre-engagement interviews with local community-based organizations (CBOs) to identify engagement capacity, best practices for community outreach, and feedback on housing needs within Lakewood.
- Develop initial community engagement plan based off pre-engagement findings and mitigating identified barriers for participation.
- In partnership with CBOs, refine community engagement plan as needed, prepare informational material for the public, and conduct public outreach efforts.
- Activities may be amended over time as the process progresses.

BERK also conduct public engagement for the City's Missing Middle Housing and Climate Change Implementation Plan following City staff direction:

- Review the Energy & Climate Change Chapter (ECCC) Implementation Plan and prior engagement.
- Establish a schedule for public engagement (e.g., creating and convening advisory committee meetings, developing, and managing a project website, holding open houses and pop-up events, and briefing policymakers, the Youth Commission, and the Planning Commission).
- Conduct public engagement efforts, anticipated to include the following:
 - Facilitating an anticipated three meetings the 24CPPR task force and/or convening a focus group of interested stakeholders.
 - Creating engagement material for a project website and two pop-up events.
 - Attending two briefings of City Boards & Commissions.

The 24CPPR will also include an update of the 2011 Tillicum Neighborhood Plan, one of the City's subarea plans. Stages of Tillicum Plan public engagement are anticipated to include:

- Visioning Engagement (e.g., informal interviews or focus groups with community leaders such as the Tillicum Leadership Team; postcards/survey; pop-ups and workshops for each area.)
- Plan Engagement (a story map or brochure and open house/workshop to share the draft plan is anticipated.)