



**Wednesday, January 3, 2024**  
**6:30 PM**

**HOW TO ATTEND**

- **In-person:** Council Chambers, Lakewood City Hall, 6000 Main St SW.
- **Virtually:** Online or by phone. Online: <https://us06web.zoom.us/j/83938455756>. Phone: (253) 215- 8782 and enter participant ID: **839 3845 5756**
- **Livestream:** YouTube.com/CityofLakewoodWA

*Persons requesting special accommodations or language interpreters should call 253-983-7767, as soon as possible in advance of the meeting so that an attempt to provide special accommodations can be made.*

**PUBLIC COMMENT**

Public comments or testimony on public hearings is accepted by mail, email, or by in-person or virtual attendance. Mail comments to Karen Devereaux, Planning Commission Clerk, 6000 Main Street SW Lakewood, WA 98499 or email [kdevereaux@cityoflakewood.us](mailto:kdevereaux@cityoflakewood.us). Comments received by noon the day of the meeting will be provided to the commission electronically.

**IN-PERSON/VIRTUAL COMMENTS**

Those attending in person will be called on by the Chair. Those attending via Zoom should use the “raise hand” function to indicate they wish to speak. Once the Chair calls your name, you will be unmuted. First state your name and city of residence. Each person has 3 minutes. Attendees are allowed to speak during public comment or public hearings only.

**WELCOME/CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MEETING MINUTES:** December 6, 2023

**AGENDA UPDATES**

**PUBLIC COMMENT**

**PUBLIC HEARING**

- None

**UNFINISHED BUSINESS**

- None

**NEW BUSINESS**

- Election of 2024 Chair and Vice Chair
- Recognition of Newly Appointed Planning Commissioners
  - Mark Herr
  - Phillip Lindholm
  - Ellen Talbo
  - Sharon Kay Wallace
- Review of 2024 Planning Commission Work Plan

**NEXT STEPS**

- Reports from City Council Liaison, City Staff, Commission Members

**Attachments**

- Staff Report: Process to Elect Planning Commission Chair and Vice Chair
- 2024 Planning Commission Work Plan



**Lakewood Planning Commission  
December 6, 2023  
Meeting Minutes**

**MEETING PLACE/DATE**

Lakewood City Hall (6000 Main St SW, Lakewood, WA) / December 6, 2023.

**WELCOME/CALL TO ORDER**

Mr. Don Daniels, Chair called the hybrid ZOOM meeting to order at 6:30 p.m.

**ROLL CALL**

**Planning Commission Members Present:** Don Daniels, Chair; Ryan Pearson, Vice-Chair; Paul Wagemann, Robert Estrada, and Linn Larsen

**Planning Commission Members Excused:** Brian Parsons and Philip Combs

**Staff:** Tiffany Speir, Long Range & Strategic Planning Manager; and Karen Devereaux, Administrative Assistant

**Youth Council Liaison:** None in attendance

**Council Liaison:** Councilmember Paul Bocchi (not present)

**APPROVAL OF MINUTES**

**The minutes of the meeting held on November 15, 2023 were approved by voice vote 4-0 as written. M/S/C Pearson/Estrada. (Linn Larsen arrived just after the vote was taken.)**

**AGENDA UPDATES** None.

**PUBLIC COMMENT**

No public in attendance at meeting and online participants did not raise hands to give public comment.

**UNFINISHED BUSINESS** None.

**NEW BUSINESS**

*Review of Initial Draft 2024 Housing Element*

Ms. Tiffany Speir described the draft 2024 Housing Element, noting it includes nine (9) goals and 61 policies. These goals and policies would be realized over time through the City's implementation strategies, including: infrastructure improvements; future subarea and residential area planning; design and development regulations; the

process of development review; and other methods.

The Housing Element was based on an assessment of Lakewood’s current demographics and existing housing stock. It would also be consistent with the WA Growth Management Act (GMA), Puget Sound Regional Council (PSRC) regional planning policies (MPPs) and Regional Growth Strategy included within Vision 2050, the Pierce County Countywide Planning Policies (CPPs), and other elements of the City’s Comprehensive Plan.

Recognition of Planning Commissioners with Expiring Terms

Ms. Tiffany Speir thanked commissioners Don Daniels, Ryan Pearson, Paul Wagemann, and Brian Parsons for their service to the city and her appreciation for all the projects they have completed over the past 5 years. Commissioners received certificates or recognition from Mayor Whalen.

Ms. Speir shared the Council decision to appoint four new commissioners who will begin serving on Wednesday, January 3, 2024 for a 5-year term. The new commissioners would be Mark Herr, Philip Lindholm, Ellen Talbo, and Sharon Kay Wallace.

**REPORTS**

**Council Liaison Comments** None.

**City Staff Comments**

Ms. Speir reviewed the upcoming meeting schedule with the Planning Commission:

- January 3: Election of 2024 Commission Chair and Vice Chair; Review of 2024 Work Plan
- January 17: Overview of 2024 Comprehensive Plan Periodic Review
- February 7: Discussion of initial draft 2024 Transportation Element and Related Development Regulations, including Street Design and Parking

**Commission Members Comments**

The commissioners shared well wishes with the exiting members and Mr. Don Daniels, Chair thanked everyone for their efforts during their terms.

**NEXT MEETING** The December 20th meeting was cancelled. The Planning Commission would reconvene on January 3, 2024.

**ADJOURNMENT** Meeting adjourned at 7:10 p.m.

---

\_\_\_\_\_, Chair 01/03/2024      Karen Devereaux, Clerk      01/03/2024



**TO:** Lakewood Planning Commission

**FROM:** Tiffany Speir, Long Range & Strategic Planning Manager

**DATE:** January 3, 2023

**SUBJECT:** Election of Chair and Vice-Chair

---

## **I. Background**

The Planning Commission Bylaws, Section 1, states that the Chair and Vice-Chair shall be elected each year for a one-year term at the first regular meeting of each calendar year.

## **II. Process for Making Nominations**

1. The presiding officer opens the floor for nominations.
2. A Commissioner makes a nomination for a specific office.
3. Nominations do not require a second (and it is not out of order for members to second a nomination to signal their endorsement).
4. A Commissioner can nominate himself/herself.
5. A Commissioner should not offer more than one nomination until all other Commissioners have had the opportunity to make nominations.
6. The presiding officer can continue presiding, even if he/she is one of the nominees for the office.
7. A Commissioner can decline the nomination during the nomination process.
8. After each nomination, the presiding officer repeats the name of the nominee to the Commission and public.
9. Nominations are taken for successive offices in the order they are listed in the bylaws (Chair and Vice-Chair).
10. Motions to close nominations are unnecessary because the nomination process simply continues until no one wishes to make further nominations.



City of  
Lakewood

**CITY OF LAKEWOOD PLANNING COMMISSION  
2024 ANNUAL WORK PLAN AND MEETING SCHEDULE**  
Per [LMC Chapter 2.68](#)

**Members (2024 Chair and Vice Chair TBD):**

Phillip Combs  
Robert Estrada  
Mark Herr  
Linn Larsen

Philip Lindholm  
Ellen Talbo  
Sharon Kay Wallace

**City Council Liaison (2024 TBD):**

---

**City Staff Support:**

Tiffany Speir, Long Range & Strategic Planning Manager  
Dave Bugher, Assistant City Manager for Development Services through 2/29/24  
Karen Devereaux, Administrative Assistant

**Meeting Schedule:**

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

**2024 Planning Commission Work Plan:**

Work Plan Topics	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
Election of 2024 Chair and Vice-Chair	X			
Review of 2024 Planning Commission Work Plan	X			
Review of City Council Updates Goals	X	X		
Review of 2024 Annual Housing Action Plan & 5 Year Consolidated Housing Plan	X	X		
Shoreline Restoration Activities and Plan Review	X	X		
2024 Periodic Review of: Comprehensive Plan Maps and Text, Development Regulations, Short Term Rental Regulations, Subarea Plans, Parking and Transportation Impacts, and Critical Areas Ordinance.	X	X		
2024-2029 6 Year Transportation Improvement Program (TIP)		X		
Urban Forestry Program Implementation Plan Review			X	X→
MultiFamily Tax Exemption (MFTE) Residential Target Area Updates			X	X
Annual Climate Change & Resiliency Report			X	X→
Review and development of recommendations on the applications for 2025 Comprehensive Plan docket			X	
Review and development of recommendations on annual development regulation amendment package (e.g., technical edits to LMC Titles 18A – 18C, etc.)				X

**Role of the Planning Commission:**

Per the [Lakewood City Code Chapter 2.90](#), 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.