



**Lakewood Planning Commission  
December 4, 2024 Meeting Minutes**

**WELCOME/CALL TO ORDER**

Robert Estrada, Chair, called the meeting to order at 6:30 p.m.

**ROLL CALL**

**Planning Commission Members Present** Robert Estrada, Chair; Phillip Combs, Vice Chair, Mark Herr, Sharon Wallace, Philip Lindholm, and Ellen Talbo

**Planning Commission Members Absent** Linn Larsen

**Staff** Tiffany Speir, Planning Division Manager, PPW Department; Jeff Gumm, Housing Division Program Manager, PPW; and Karen Devereaux, Administrative Assistant, PPW

**Council Liaison** Councilmember Paul Bocchi

**APPROVAL OF MINUTES**

**MOTION:** Approval of November 6, 2024, meeting minutes as written.

**SECONDED. PASSED 6-0.**

**AGENDA UPDATES** None

**PUBLIC COMMENT** None

**PUBLIC HEARINGS** None

**UNFINISHED BUSINESS** None

**NEW BUSINESS**

**2025 – 2029 CDBG/HOME Consolidated Plan Discussion**

Mr. Jeff Gumm explained that the City of Lakewood is seeking public input as to how the community would like to see the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds received on an annual basis through the U.S. Department of Housing and Urban Development.

It was explained the city typically receives approximately \$550,000 in CDBG funding and \$300,000 in HOME funding per year. Funding can be used for a wide array of activities under CDBG but can only be used for housing-related activities under HOME.

The process begins with public input used to develop the 5-year Consolidated Plan and determine long-term goals and objectives. The Annual Plan developed for each year inside the overarching 5-Year Consolidated Plan that allocates funds on an annual basis to meet 5-year goals and objectives. CAPER reports annually on goals and objectives attained, funds expended, and clients served.

The following is a list of eligible activities to use CDBG funds:

### **Affordable Housing**

Homeowner rehabilitation  
Down payment assistance  
Rental rehabilitation  
Acquisition and demolition

Lead paint activities  
New construction, if carried out by  
CBDO

### **Public Services**

Employment and education services  
Childcare  
Health care and substance abuse  
services

Services for seniors  
Fair housing counseling  
Services for homeless

### **Public Facilities/ Infrastructure**

Acquisition, construction, rehab, or installation of public or community facilities  
Infrastructure installation or improvements (e.g., roads, sidewalks, sewers, street  
lighting, etc.)

### **Economic Development**

Microenterprise assistance  
Commercial rehabilitation  
Job training and technical assistance  
Special economic development- acquisition, construction, rehab, installation of  
property or equipment

The following is a list of eligible activities to use HOME funds:

### **Must support affordable housing activities**

Homeowner rehabilitation  
Down payment assistance  
Construction, acquisition, or  
rehabilitation of affordable housing  
(rental/homeownership)  
Tenant-based rental assistance  
(monthly rental assistance or  
security/utility deposit assistance  
program)  
Conversion of an existing structure  
from another use to affordable  
housing  
Acquisition of property or vacant land

On-site improvements  
Demolition  
Relocation costs  
Refinancing  
Capitalization of project reserves  
(opening deficit reserve for initial rent-  
up period)  
Project-related soft costs  
(architectural, engineering,  
environmental review,  
tenant/homebuyer counseling,  
affirmative marketing, and fair  
housing services, etc.)

The following list is a **5 Year 2025-2029 Consolidated Plan Timeline:**

**October – December 2024** City holds public outreach meetings

**January 6, 2025** Presentation before City Council

**March 24, 2025** Presentation of draft Plan before City Council

**April 1 – April 30, 2025** 30-day public comment period on draft Consolidated Plan

**April 21, 2025** Public hearing on draft Plan

**May 5, 2025** Council adoption of Plan

**May 15, 2025** Submittal of Plan to HUD

Mr. Gumm closed the presentation stating the city will develop a model Ordinance with staff feedback by the end of December 2024 and continue to work through the draft ordinance development to present to the Planning Commission and City Council.

#### Updating Development Regulations for Middle Housing

Ms. Casey Bradfield and Ms. Michelle Ellsworth of BERK Consulting presented their recommendations to the commission regarding the HB 1110 requiring Lakewood to allow multiple dwelling units per lot through identified middle housing typologies. Lakewood is considered a Tier 2 city with a population between 25,000 and 75,000 and must allow a minimum of 6 of the 9 typologies.

Missing Middle Housing is a range of house-scale buildings with multiple units – compatible in scale and form with detached single-family homes – located in a walkable neighborhood. The nine typology types are: Duplex, Triplex, Fourplex, Fiveplex, Sixplex, Courtyard Apartments, Cottage Housing, Townhouse, and Stacked Flats.

The following is a list of benefits around allowing middle housing:

- Address historic and racial exclusion.
- Provide housing that is relatively more attainable than single family housing.
- Address climate change impacts through increasing residential densities around social, economic, and multi-modal opportunities.
- Utilize residential land to efficiently meet housing needs; provide more housing choice and diversity.
- Meet Growth Management Act and legislative requirements.

Recommended changes were presented regarding topics of density, dimensional standards, design standards, parking regulations and standards, and infrastructure standards.

The City would have a draft ordinance with staff feedback by the end of December 2024 and continue to work through the draft ordinance development to present to the Planning Commission and City Council as part of the 2025 Comprehensive Plan amendment cycle.

## **REPORTS**

### **Council Liaison Comments**

Councilmember Paul Bocchi updated commissioners on the following topics:

12/5/2024 Fallen Officer Food Drive at Lakewood Police Station

12/7/2024 Holiday Parade of Lights and Tree Lighting at Lakewood City Hall

Noting that increased costs have tightened a little and the revenues have flattened, however, the City Council has a balanced budget for next year. Councilmember Bocchi also thanked Commissioners for their hard work on complex projects they completed this last year.

### **City Staff Comments**

Ms. Tiffany Speir reminded the Commissioners of the vote for Chair and Vice Chair scheduled during the first meeting of 2025.

**NEXT MEETING** January 15, 2025. (No meeting on January 1, 2025; vote for '25 Chair and Vice Chair on 1/15/2025)

**ADJOURNMENT** Meeting adjourned at 8:05 p.m.

Phillip Combs  
\_\_\_\_\_  
Phillip Combs, Chair

Karen Devereaux  
\_\_\_\_\_  
Karen Devereaux, Clerk

**Signature:** Phillip Combs  
Phillip Combs (Feb 18, 2025 15:42 PST)  
**Email:** phillip.p.combs@gmail.com

**Signature:** Karen Devereaux  
**Email:** kdevereaux@cityoflakewood.us