

## **RESOLUTION NO. 24-1950**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF LAKE FOREST PARK AND SCJ ALLIANCE FOR THE 2024 PERIODIC UPDATE OF THE COMPREHENSIVE PLAN – MIDDLE HOUSING**

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**WHEREAS**, under the Growth Management Act (GMA), the City of Lake Forest Park is required to perform a periodic update of its comprehensive plan by the end of 2024; and

**WHEREAS**, separate but related to the effort for the periodic update of the Comprehensive Plan, the City of Lake Forest Park is required to comply with the additional Middle Housing planning requirements of Washington State legislation passed in 2023 (HB 1110). The legislation adds requirements for additional analysis, policy development, development regulations, and implementation actions related to middle housing in the city; and

**WHEREAS**, to assist with the Middle Housing planning policies and development regulations work needed to comply with GMA legislation, the State Legislature has provided essential funding available to local jurisdictions to help offset the burden and cost of compliance; and

**WHEREAS**, the Department of Commerce has awarded, and the City has accepted, a reimbursement basis grant of \$50,000 to assist with Middle Housing policies and development regulations as required by GMA legislation; and

**WHEREAS**, the required Middle Housing planning policy and development regulations work is distinct and separate from the ongoing periodic update of the Comprehensive Plan, due by December 2024. Under GMA legislation, Lake Forest Park is required to complete the Middle Housing policy and development regulations planning work by the end of June 2025, or become subject to a Model Middle Housing Ordinance recently developed by the Washington State Department of Commerce; and

**WHEREAS**, the First Amendment to the Professional Services Agreement between the City of Lake Forest Park and SCJ Alliance for the 2024 periodic update of the Comprehensive Plan – Middle Housing will provide staff with the additional consulting services needed to complete the required planning work in accordance with mandated deadlines; and

**WHEREAS**, the First Amendment's Exhibit B Expanded Scope of Work for Middle Housing planning work will supplement and expand on the Exhibit A Scope of Work in the existing Professional Services Agreement with SCJ Alliance and amend the completion date for the added work to June 30, 2025. Additionally, it will increase the compensation for consulting services by \$50,000 to perform the middle housing planning work. The Exhibit A Scope of Work and all other provisions of the existing Professional Services Agreement remain unchanged.

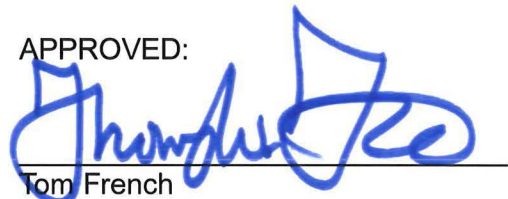
**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Lake Forest Park, as follows:

Section 1 AGREEMENT. Authorizes the Mayor to sign the First Amendment to the Professional Services Agreement between the City of Lake Forest Park and SCJ Alliance for the 2024 periodic update of the Comprehensive Plan – Middle Housing, included herein as Attachment 1, including Exhibit B Expanded Scope of Work for middle housing planning work.

Section 2. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**PASSED BY A MAJORITY VOTE** of the members of the Lake Forest Park City Council this 11<sup>th</sup> day of April, 2024.

APPROVED:

  
Tom French  
Mayor

ATTEST/AUTHENTICATED:



Matt McLean  
City Clerk

FILED WITH THE CITY CLERK: April 5, 2024  
PASSED BY THE CITY COUNCIL: April 11, 2024  
RESOLUTION NO.: 24-1950

EXHIBIT A to Resolution 24-1950

**First Amendment to the Professional Services Agreement  
between the City of Lake Forest Park and SCJ Alliance for the  
2024 periodic update of the Comprehensive Plan – Middle Housing**

THIS First Amendment to the Professional Services Agreement entered into between the City of Lake Forest Park and SCJ Alliance, dated September 18, 2023 (hereafter the "Agreement"), is made in consideration of the mutual benefits, terms, and conditions hereinafter specified and pursuant to Section 16 of the Agreement.

1. Section 1 of the Agreement is hereby amended as follows:

**Employment of Consultant.**

Exhibit A Scope of Work of the Agreement has commenced and this First Amendment shall add Exhibit B Scope of Work, Middle Housing, attached herein, and amend the completion date from December 31, 2024 to no later than June 30, 2025, unless the completion date is further extended in writing by the parties.

2. Section 2 of the Agreement is hereby amended as follows:

**Compensation.**

The amendment in Section 1 of this First Amendment, shall result in a \$50,000 addition to the original Agreement amount (\$219,902.00). Section 2 of the Agreement is hereby amended to include an additional \$50,000 in compensation to perform the Exhibit B Scope of Work. The Exhibit A Scope of Work in the Agreement shall remain unchanged by this First Amendment. Consultant shall invoice the City monthly on the basis of the portion of the Work completed each month by the Consultant and sub-consultants.

All other terms and conditions remain as provided in the original Agreement.

DATED this 11<sup>th</sup> day of April, 2024.

CITY OF LAKE FOREST PARK

SCJ ALLIANCE

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: Tom French

Printed Name: \_\_\_\_\_

Title: Mayor

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Matt McLean, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Kim Adams Pratt, City Attorney





Exhibit B  
Expanded Scope of Work  
Periodic Update of the Comprehensive Plan—Middle Housing  
Lake Forest Park, WA

**Prepared For:** Mark Hofman, AICP, Community Development Director, City of Lake Forest Park

**Prepared By:** Cristina Haworth, AICP, Project Manager

**Date Prepared:** March 29, 2024

## Introduction:

Lake Forest Park received a Department of Commerce grant to fund additional analysis, new policies, development regulations, and other implementation actions related to middle housing. This scope of work supports contract amendment no. 1 for the Lake Forest Park Periodic Update of the Comprehensive Plan. These services will supplement and expand on the scope of work in the existing Professional Services Agreement.

## Phase 1 Middle Housing Grant

### *Task 1 Develop Public Engagement Plan, Materials, Outreach, and Summary Report*

Complete Action 1 steps described in the Department of Commerce Middle Housing Grant Contract, anticipated to include:

- Develop Middle Housing public engagement plan, including identifying groups/entities to be engaged (such as renters, vulnerable communities, and all geographic areas of the city) and preferred methods for engagement.
- Prepare informational materials for the public related to middle housing.
- Hold public meetings and outreach events.
- Draft public outreach summary report.

### *Task 2 Analyze HB 1110 75%/25% Alternative Density Requirements*

Complete Action 2 steps described in the Department of Commerce Middle Housing Grant Contract, anticipated to include:

- GIS analysis to identify parcels with environmental constraints.
- GIS and quantitative analysis to identify parcels with elevated risk of displacement using demographic and real-estate indicators.

*Task 3 Develop HB 1110 and 1337 Off-Street Parking Development Regulations for Middle Housing*

Complete Action 3 steps described in the Department of Commerce Middle Housing Grant contract, anticipated to include:

- Consistent with Commerce guidance, analysis of potential safety impacts to drivers, cyclists, and pedestrians of removing off-street parking requirements within ½ mile of transit stops.
- Draft parking regulation amendment recommendations for Middle Housing and ADUs.

*Task 4 Analyze Middle Housing Typologies and Development Feasibility*

Complete Action 4 steps described in the Department of Commerce Middle Housing Grant contract, anticipated to include:

- Neighborhood/parcel specific analysis to identify middle housing types and strategies for integration into future development regulation amendments (see Action 6).
- Meetings with Planning Commission on recommended middle housing types and strategies for integration into future development regulation amendments (see: Action 6).

*Task 5 Draft Middle Housing Comprehensive Plan Policies*

Complete Action 5 steps described in the Department of Commerce Middle Housing Grant contract, anticipated to include:

- Meetings with Planning Commission on drafting of Comprehensive Plan policies.
- Draft Middle Housing Development Policies for incorporation into the Comprehensive Plan.
- Finalize Middle Housing Development Policies for adoption in the Comprehensive Plan.

*Task 6 Middle Housing Development Regulation Amendments*

Complete the Audit Plans & Policies tasks described in the Department of Commerce Climate Planning Grant contract, anticipated to include:

- Review and evaluate existing development regulations for needed middle housing related amendments.
- Review Commerce Middle Housing Model Ordinance(s) and other resources.
- Draft Middle Housing development regulation amendments.
- Transmit draft Middle Housing ordinance to the Department of Commerce for State agency review (RCW 36.70A.106).
- Planning Commission Public Hearing on Middle Housing.



- City Council adoption of Middle Housing development regulation amendment ordinances.

## Phase 6 Conditions and Assumptions

1. The final scope of work will follow the Department of Commerce's Middle Housing Grant contract with the City of Lake Forest Park. Significant changes to the scope or deliverables initiated by Department of Commerce may require adjustments to the schedule and/or budget.
2. SCJ Alliance is flexible in completing this scope of work. Minor changes and adjustments can be made upon request received in writing. Changes may require an adjustment to the schedule and/or budget allocations.

## Phase 1 Deliverables

- Middle Housing Public Engagement Plan, Materials, Outreach, and Summary Report
- Report with Maps, Tables, and Methodology Describing Results of Alternative Compliance Analysis and Potential Lots to be Excluded from HB 1110 Requirements
- Recommendations report describing potential safety impacts of reduced parking within ½ mile of transit and recommended parking standards
- Recommendations report describing potential middle housing types for further integration into development regulation amendments.
- Adopted Middle Housing Comprehensive Plan policies
- Adopted Middle Housing Development Regulation Amendment Ordinances

## Budget

This Amendment No. 1 scope of work will be completed on a time and materials basis, not to exceed **\$50,000**.

