

Lake Forest Park Climate Element

ENGAGEMENT STRATEGY

DECEMBER 2024



The City of Lake Forest Park Climate Element is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov.

Table of Contents

Overview.....	1
Background	1
Goals and Objectives	1
Metrics for Success.....	2
Engagement Project Roles and Responsibilities	2
Engagement Phases and Timeline	4
Key Audiences	6
Community Groups.....	6
Engagement Approaches Overview	8
Community Survey.....	8
Climate Focused Open House.....	8
Group Interviews.....	8
Public Comment.....	8
Climate Policy Advisory Team (CPAT)	9
City Council and Planning Commission.....	9
Key Messages	11
Appendix A. Lake Forest Park Community Profile	12
Demographics	12
Social Vulnerability in Lake Forest Park	13
Appendix B. Climate Policy Advisory Team Opperating Principles	20

Overview

Background

The City of Lake Forest Park is in the process of updating its Comprehensive Plan in alignment with Washington [House Bill 1181](#), signed into law in 2023. This legislation requires cities and counties across Washington to incorporate climate change resilience into their principal planning documents—their comprehensive plans. In response, Lake Forest Park is developing a new “Climate Element,” which will serve as a key component of the updated Comprehensive Plan and guide the City’s efforts toward long-term sustainability and climate adaptation. Washington State Department of Commerce (Commerce) has created guidance for Climate Elements and the two required sub-elements: 1) Resilience sub-element and 2) Greenhouse Gas (GHG) Emissions Reduction sub-element.

The Climate Element requires a mandatory Resilience sub-element for all fully planned counties and cities under the Growth Management Act (GMA). This sub-element must include at least one goal and supporting policy for each climate-exacerbated hazard relevant to the area. Additionally, it should prioritize actions that benefit overburdened communities, which face disproportionate environmental impacts (e.g., air and water pollution) and are most vulnerable to climate-related hazards (e.g., extreme heat). The GHG Emission Reduction sub-element is mandatory in 11 counties, including King County, and their cities with populations over 6,000. It should be designed to achieve net-zero emissions by 2050. At a minimum, mitigation measures must include goals and supportive policies across the following sectors: Transportation, Buildings & Energy, and Zoning & Development.

An essential part of the Climate Element development is planning partner and community engagement. This Engagement Strategy provides a strategic framework for the City of Lake Forest Park and the team hired to support the development of the Climate Element – Cascadia Consulting Group, SCJ Alliance, and Fehr & Peers (henceforth known as the consultant team) – to engage communities and key project partners for development of the Climate Element.

Engagement is a fluid process that requires adaptive strategies to make sure the consulting team are reaching communities and gathering meaningful input. This plan outlines the guiding objectives, audiences, and strategies for how the consulting team plans to approach engaging Lake Forest Park community members to meaningfully participate in the planning process.

Goals and Objectives

This Engagement Strategy and engagement activities conducted throughout the process intend to meet the following objectives:

- Raise awareness of the Climate Element to help reduce Lake Forest Park’s contribution to climate change while building resilience to its impacts, fostering a healthier, more

equitable future for everyone in the community. Provide the opportunity for all who live and work in Lake Forest Park to participate in the planning process.

- Ensure community participation—especially from overburdened communities, vulnerable populations, and historically underserved populations—by providing accessible, authentic, and transparent options to participate. See appendix A for a more detailed description of these communities in Lake Forest Park.
- Ask for input from the public to prioritize the development of goals and policies pertaining to climate resilience and GHG emission reduction that reflect the values and vision of the Lake Forest Park community.
- Synchronize Climate Element engagement activities with engagement for the broader Comprehensive Plan update, middle housing project, and Climate Action Plan to ensure alignment, improve efficiency, and avoid participant burnout.

Metrics for Success

Each approach as part of this engagement process will be summarized in a final Engagement Summary at the end of the project and will inform the development of the Climate Element goals and policies throughout the process. In this final summary, the consulting team will capture key themes and insights from open-ended feedback and in-depth discussions, in addition to a summary of key quantitative engagement metrics tracked during the engagement process including:

- The total number and demographics of individuals engaged (gathered via optional survey after each engagement that includes anonymous demographic questions):
 - Total number of responses by activity
 - Workshop attendees
 - Survey responses
 - Interview participants
 - Comments on draft plan
- The total number of project website visits

Engagement Project Roles and Responsibilities

The following table outlines the project team's roles and responsibilities.

Roles	Name	Responsibilities
Consulting PM and Engagement Co-lead	Alexandra Doty, Cascadia Consulting Group	<ul style="list-style-type: none">• Provide guidance, feedback and approval on engagement strategy, materials, and reporting.• Draft agendas, facilitate and lead CPAT meetings in coordination with City staff and CPAT Chair and Vice Chair.

Consulting Engagement Co-lead	Sarah Farbstein, Cascadia Consulting Group	<ul style="list-style-type: none"> • Create materials and collateral related to engagement. • Provide logistical support for all engagement activities. • Track and manage engagement timelines and reporting out efforts.
Consulting Engagement Support	Carson Brock, Cascadia Consulting Group	<ul style="list-style-type: none"> • Support all engagement activities, material creation, and reporting.
Consulting Engagement Advisors	Kirsten Peterson, SCJ Alliance Gretchen Muller, Cascadia Consulting Group Marissa Milam, Fehr & Peers	<ul style="list-style-type: none"> • Provide continuity and advising on engagement approaches. • Ensure alignment between the other City engagement efforts previously conducted for the middle housing project and Comprehensive Plan update.
City Lead	Mark Hofman	<ul style="list-style-type: none"> • Inform development of messages and materials. • Reviews draft deliverables. • Participate in check-in meetings. • Liaise with City staff and committees. • Assist in marketing and facilitating public/stakeholder engagement.
City Communications Lead	Jessica Halterman	<ul style="list-style-type: none"> • Provide technical guidance and support as pertains to communications. • Publish the webpage for Climate Element.
Climate Policy Advisory Team (CPAT) Members and Alternates	See list of CPAT members in Appendix B	<ul style="list-style-type: none"> • CPAT Chair and Vice Chair will support CPAT agenda development and facilitation. • Review and provide feedback on information gathered through engagement processes, to ensure the Climate Element considers feedback from affected communities, stakeholders, partner agencies, and City staff. • Steward the process and build broad community support to enable the City to successfully adopt the Climate Element with the Comprehensive Plan. • See additional CPAT roles in Appendix B.

Engagement Phases and Timeline

The consulting team identified the key engagement approaches that will be used throughout the project timeline, identified in Figure 1. As a high-level summary, engagement will occur in three phases as outlined below. The consulting team identified objectives of engagement across each engagement phase. Additional details on the engagement approaches noted here are provided in the [Engagement Approaches Overview](#).

- **Phase 1: Project launch and context setting** will occur between October and December 2024 and will include the development of communication materials, and a webpage hosted on the City's website. The objectives of Phase 1 are to build awareness of the Climate Element project and legislative requirements, build key partner relationships, and to understand the current community context. During Phase 1, the consulting team hopes to identify opportunities to build on the engagement approaches used through the Comprehensive Plan update and middle housing project, as well as from the Climate Action Committee during the development of the Lake Forest Park Climate Action Plan.
- **Phase 2: Identify climate priorities** will occur between January and March 2025 and will include the community wide survey and groups interviews, in addition to continued engagement via the webpage and City meetings. The objectives of Phase 2 are to identify the community's values, climate priorities, and vision. During Phase 2, the consulting team will use this input to prioritize potential strategies.
- **Phase 3: Refine Climate Element** will occur between April and June 2025 and will include the public open house and public comment period, in addition to continued engagement via the webpage and City meetings. The objectives of Phase 3 are to solicit feedback on the draft Climate Element and gather input for implementation.

Lake Forest Park Climate Element

Engagement Phases and Timeline

Figure 1. Project and Engagement Timeline



Key Audiences

The table below presents key audience groups to engage during the Climate Element development and approaches for engaging those groups. See [Appendix A](#) for a full community profile on Lake Forest Park including key demographics and maps.

Audience Group	Segments	Engagement Approach		
		Phase 1	Phase 2	Phase 3
General Public	All those who live in Lake Forest Park	Webpage launch (Q4 2024)	Community-wide survey (Q1 2025)	Public Open House (Q2 2025) Online comment platform (Q2 2025)
Overburdened, vulnerable, and historically underserved communities	Youth, seniors, frontline communities, key community groups		Group interviews (Q1 2025)	Public Open House (Q2 2025) Online comment platform (Q2 2025)
External Partners	Community groups, utilities, transit agencies, businesses, neighboring jurisdictions		Group interviews (Q1 2025)	Online comment platform (Q3 2025)
Internal Planning Partners	City staff, City Council, Planning Commission, Climate Action Committee (CAC), Climate Policy Advisory Team (CPAT)	City meetings	City meetings	City meetings

Community Groups

The consulting team will engage various community groups throughout the project. To align engagement efforts with engagement that has previously occurred in Lake Forest Park, the consulting team notes here the list of key community groups identified from the Climate Action Plan engagement and by the CPAT:

- As part of the Climate Action Plan (CAP), Lake Forest Park Climate Action Committee (CAC) developed and implemented an engagement plan. Through the CAP engagement, the public identified a number of groups who are working to address climate change, and these groups may be key partners or audiences during the Climate Element engagement.
 - LFP Stewardship Foundation
 - StreamKeepers
 - [And others as identified in Appendix 4 of the CAP](#), in response to the question “Where are you volunteering in groups whose goal is to address climate change?”
- The CPAT additionally identified the following key community groups to engage:
 - Rotary Club of Lake Forest Park and/or Environmental Rotary of Puget Sound
 - Third Place Commons
 - Front and Centered
 - King County Housing Authority
 - Parent Teacher Associations (PTAs) or the Interact Club to reach young people

The consulting team will work in coordination with the CPAT and City staff to identify additional key community groups to engage throughout the process, especially groups who serve overburdened, vulnerable, and historically underserved communities.

Engagement Approaches Overview

Community Survey

To effectively connect with key audiences and stakeholders on climate-related topics impacting the local community, the consulting team will develop a targeted survey. This survey will address critical topics that inform the Climate Element. City staff, CPAT members, and the consulting team will collaborate to distribute the survey to key demographic groups and audiences, as noted in the [key audiences table](#). Once the survey is completed, the consulting team will analyze the collected data to ensure meaningful insights guide the development of the Climate Element. The consulting team anticipates that the community survey will be developed and launched in late winter or early spring 2025.

Climate Focused Open House

One open house will be held to engage key audiences and partners on the Climate Element. The open house will provide an opportunity for participants to share feedback, voice concerns, and identify priorities that will shape the final Climate Element. The consulting team will organize and plan the in-person open house logistics. City staff and CPAT members will promote the meeting to encourage broad community participation, while the consulting team will facilitate the discussion and compile the input to inform the development of the Climate Element. The consulting team anticipates that the open house will be in spring or early summer of 2025.

Group Interviews

As part of the planning process, five 1-hour stakeholder group interviews will be conducted, either in person or online. These sessions will provide an opportunity to engage with specific community groups in more targeted discussions, allowing for deeper exploration of key topics related to various aspects of the Climate Element. The group interviews will be designed to ensure representation from diverse perspectives. Each session will focus on themes such as climate resilience, emissions reduction, environmental justice, and sustainable development. Input gathered from these discussions will help shape actionable strategies and policies within the Climate Element. The consulting team anticipates that the group interviews will occur in the late winter to spring of 2025.

Public Comment

The City will hold a public comment period for feedback on the draft Climate Element. The consultant team can support the public comment process through an online platform such as Konveio or Consider.it if the City prefers to have external support for the public comment process. Alternatively, the City may utilize a dedicated email address to collect comments during meetings. The City may also use modules on their website to collect feedback. The public comment period will remain open for at least 4 weeks and be promoted through the City's communication channels.

The consulting team anticipates that the public comment period will occur in the spring of 2025 prior to submitting the full draft of the Climate Element to Planning Commission and Commerce by June 30, 2025.

Communication Tools The City will leverage various tools to engage the community and raise awareness about the climate element, including promotional materials, a project webpage email lists, and social media. The consulting team anticipates launching the project webpage in winter 2024/25 and conducting ongoing engagement via the webpage, email lists, and social media throughout the process. Materials will be translated into Spanish on a product-by-product basis, in coordination with City staff.

- **Promotional Materials:** The consultant team will develop promotional materials for the community survey, open house, and public comment period, such as flyers, factsheets, and template emails. The consultant team will create a postcard that will be mailed to Lake Forest Park households early in the process to promote the survey, raise awareness about the Climate Element, and gather emails for the listserv.
- **Project Webpage:** The consultant team will draft the project webpage, with City staff reviewing it prior to publication. The webpage will feature an overview of the project, key updates, upcoming engagement opportunities, and contact information for the project team. It will also serve as a central hub for project materials, host surveys, and facilitate the online public comment period on the draft climate element. The City will manage the webpage's publication and updates.
- **Email lists:** A project listserv will share status updates and promote upcoming engagement opportunities to emails collected throughout engagement. The City will send out updates to the email listserv and in City e-newsletters to share opportunities for feedback.
- **Social Media:** The City will use social media platforms to raise awareness and encourage public involvement with the Climate Element. The project team will notify the CPAT of social media posts so that members can amplify outreach efforts.

Climate Policy Advisory Team (CPAT)

The Climate Policy Advisory Team (CPAT) will serve as an advisory group to guide the City of Lake Forest Park throughout the Climate Element development process. The CPAT will help assess climate impacts, provide feedback on draft goals, and shape policies for the Climate Element. More information about the CPAT purpose, members, and roles can be found in [Appendix B](#).

City Council and Planning Commission

The City of Lake Forest Park's Planning Commission will lead review of the Climate Element and make a formal recommendation to the City Council. The Planning Commission will receive several key updates on the Climate Element project from early to mid-2025. There will be an opportunity for public comments at Planning Commission meetings and several formal public hearings before

the Commission makes a recommendation to City Council. The Commission will receive summary reports of public comments at key points in the process.

Public comments are taken at every City Council meeting, and one or more formal public hearings will be held before the council makes its decision. The Council will receive a summary report of public comments at key points in the process. In RCW 36.70A.035(2) the GMA limits the City Council with regards to changing a proposal after the Planning Commission makes a formal recommendation.

If the Council chooses to consider a change to an amendment after the Planning Commission has concluded their public hearing and formulated a recommendation, the Council must provide an opportunity for public review and comment on the proposed change. This public review must occur at a duly advertised and a public hearing must be held by the City Council before voting on the proposed change.

City staff will lead engagement with the Planning Commission and City Council, the consultant team will join up to four (4) meetings.

Key Messages

WHAT IS A CLIMATE ELEMENT AND WHY ARE THEY IMPORTANT?

- In 2023, Washington State signed into law House Bill 1181, which requires Washington's cities and counties to use their principal planning document — the comprehensive plan — to build climate resilience and reduce greenhouse gas emissions that contribute to global climate change.
- Lake Forest Park is already experiencing the impacts of climate change, including prolonged heat waves, extreme precipitation, and impaired air quality from wildfire smoke. These changes are affecting the health, safety, and sustainability of the Lake Forest Park community. In response to new legislation and the urgent need to prepare for climate change, the City of Lake Forest Park is developing a Climate Element.
- The Lake Forest Park Climate Element will focus on building resilience to climate impacts while reducing greenhouse gas emissions within the Lake Forest Park community.

HOW IS THIS DIFFERENT THAN THE CLIMATE ACTION PLAN?

- As part of the City's Comprehensive Plan, the Climate Element will build on the recently adopted Climate Action Plan and serve as a guiding framework, integrating with various sectors across the city to address climate-related challenges. As part of the development of the Climate Element, the City of Lake Forest Park will undertake additional research and analysis to conduct a vulnerability assessment to identify assets and communities most at risk due to climate impacts and conduct a GHG emissions analysis.
- Both the Climate Element and the Climate Action Plan outline specific goals and policies to address climate change.
- Additional information about the Climate Element and the Climate Action Plan can be found on the City of Lake Forest Park's website.

HOW WILL MY FEEDBACK BE USED?

- Community engagement is crucial to the success of this Climate Element project. Your input can help shape equitable climate policies that benefit everyone, especially those most affected by climate impacts like extreme heat, wildfire smoke, and flooding.
- All feedback from community members will be heard and carefully considered alongside input from City staff, the consulting team, and other partners throughout the planning process.

WHY SHOULD I PARTICIPATE IN THIS PROCESS?

- The City of Lake Forest Park has been committed to sustainable living and environmental protection since its inception. By participating, you can directly influence strategies and actions to address climate change, promoting, enhancing, and preserving the City's long-term environmental quality and green character. Climate change impacts will affect everyone in Lake Forest Park. Engaging in this process allows you to stay informed on the City's climate efforts and learn how you can support meaningful climate action in Lake Forest Park.

Appendix A. Lake Forest Park Community Profile

The following sections outline a brief community snapshot of the City of Lake Forest Park to inform community engagement and the social vulnerability analysis that will contribute to the climate vulnerability assessment.

Demographics

According to the [2022 American Community Survey](#), the total population of Lake Forest Park is 13,462 people. The tables below provide demographic information, including age, gender, race, language, education, and income levels for residents of Lake Forest Park from the [US Census](#).

Age	%
Under 5 years	4.1%
5 to 9 years	6.0%
10 to 14 years	5.4%
15 to 19 years	5.4%
20 to 24 years	4.0%
25 to 29 years	6.2%
30 to 34 years	7.6%
35 to 39 years	6.7%
40 to 44 years	6.7%
45 to 49 years	8.4%
50 to 54 years	7.2%
55 to 59 years	6.4%
60 to 64 years	7.7%
65 to 69 years	6.2%
70 to 74 years	5.0%
75 to 79 years	3.1%
80 to 84 years	1.7%
85 years and over	2.1%

Race	%
White alone	74.5
Hispanic or Latino	5.3
Black or African American alone	2.2
American Indian and Alaska Native alone	0.4
Asian alone	11.4
Native Hawaiian and Other Pacific Islander alone	0.2
Some Other Race alone	1.8

Language Spoken at home	%
Speak only English	85.7
Speak a language other than English	14.3
Spanish	2.1
Asian and Pacific Island	7.5
Indo-European	1.9
Other	2.8

Sex	%
Total population	13,462
Male	50.4
Female	49.6

Housing tenure	%
Owner-occupied housing units	79.7
Renter-occupied housing units	20.3

Education Level	%
High school graduate (includes equivalency)	9.5
Some college, no degree	14.1
Associate's degree	8.9
Bachelor's degree	37.3
Graduate or professional degree	27.9

Household Income	%
Under \$35,000	6.5
\$35,000 to \$74,999	16.2
\$75,000 to \$149,999	26.7
\$150,000 or more	50.7

Median income:	
\$152,010	

Means of Transportation to Work	%
Drove alone	55.2
Carpooled	8.8
Public transportation (excluding taxicab)	8.8
Walked	2.3
Bicycle	0.7
Taxicab, motorcycle, or other means	1.0
Worked from home	23.2

Social Vulnerability in Lake Forest Park

According to Commerce's guidance, the Resilience Sub-element must address overburdened communities in the City of Lake Forest Park. The sub-element will examine the economic, environmental, and social conditions as they intersect with climate resilience, aiming to minimize the potential for worsening environmental health disparities. Additionally, the Greenhouse Gas Sub-element will focus on improving air quality by reducing greenhouse gas emissions, which disproportionately affect vulnerable populations. The maps and analysis below illustrate Lake Forest Park's social vulnerability.

Throughout the Climate Element development process, the consultant team will examine how socioeconomic stressors such as poverty and inadequate housing affect overburdened communities. These factors can exacerbate vulnerability when coupled with climate stressors, deepening societal inequities. By addressing this interplay, the consultant team aims to ensure that climate equity is a central focus of the Resilience Sub-Element. Additional analysis on social vulnerability in Lake Forest Park will be completed through the Climate Vulnerability Assessment, policy audit, and local engagement.

WA HEALTH DISPARITIES DATA

The [Washington Environmental Health Disparities Map](#) is an interactive mapping tool comparing communities across the state for environmental health disparities. The map provides decision makers with key insights into where public investments can be prioritized to best target their jurisdiction's highest environmental health concerns.

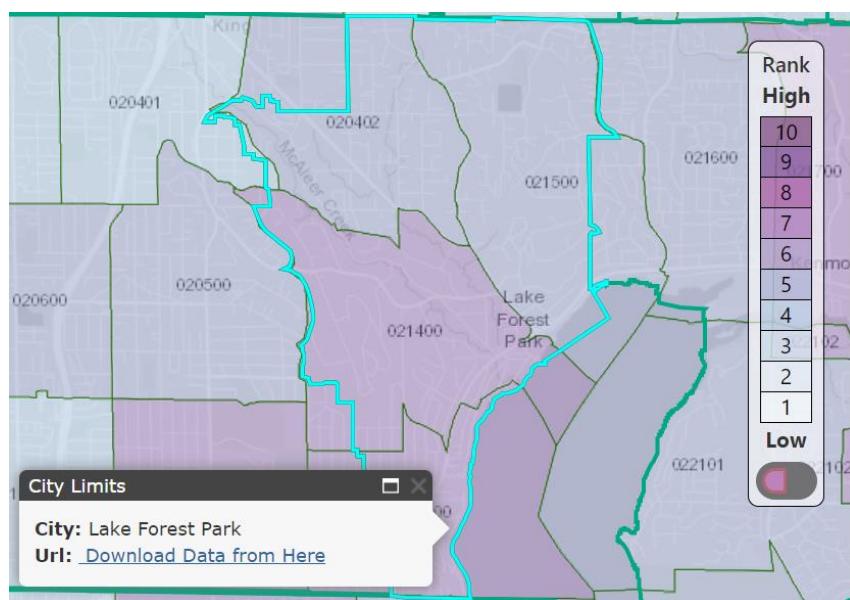
Lake Forest Park Climate Element

Appendix A. Lake Forest Park Community Profile

The tool ranks key data categories from 1-10, with 1 representing the lowest occurrence of environmental health disparities and 10 representing the highest. There are 19 indicators divided into four themes: Environmental Exposures, Environmental Effects, Socioeconomic Factors, and Sensitive Populations. The key findings for environmental health disparities in Lake Forest Park are presented in the maps below.

Lake Forest Park's overall environmental health disparities rank medium, with slightly higher disparities in the southwestern area of the city (Figure 1). Lake Forest Park's environmental exposures are high (Figure 2). However, the impact of environmental effects is varied across the city, and the southwestern area faces high environmental effects (Figure 3). Lake Forest Park's socioeconomic factors are low (Figure 4), and sensitive populations are medium high in the north area of the city and low in southwestern areas of the city (Figure 5).

*Figure 1. Environmental Health Disparities V 2.0. Provides an overview of environmental health concerns in the selected area. The City of Lake Forest Park's score is **medium low**.*



Lake Forest Park Climate Element

Appendix A. Lake Forest Park Community Profile

Figure 2. Environmental Exposures. Demonstrates exposure to various pollutants, such as PM2.5. The City of Lake Forest Park's score is **medium high**.

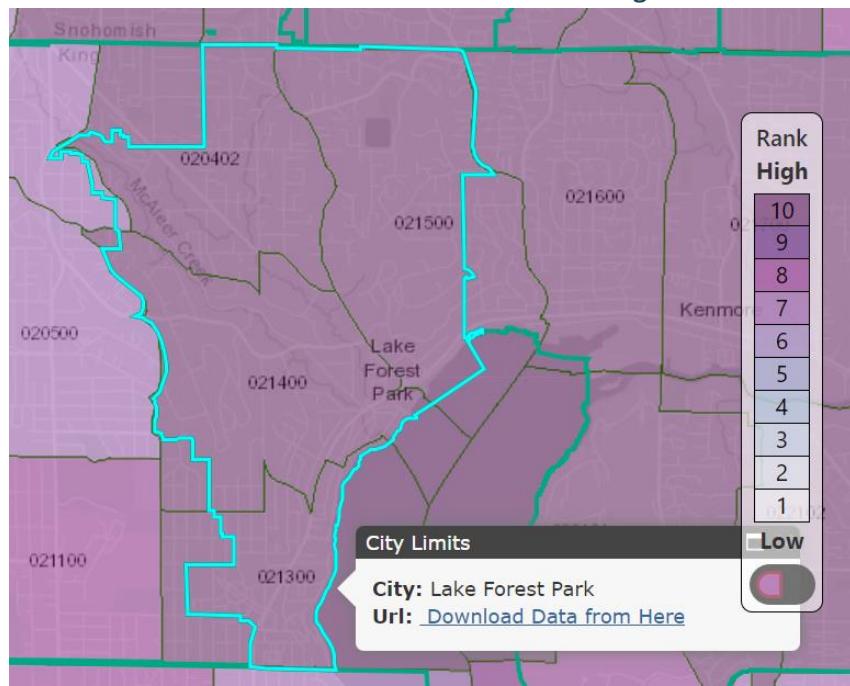
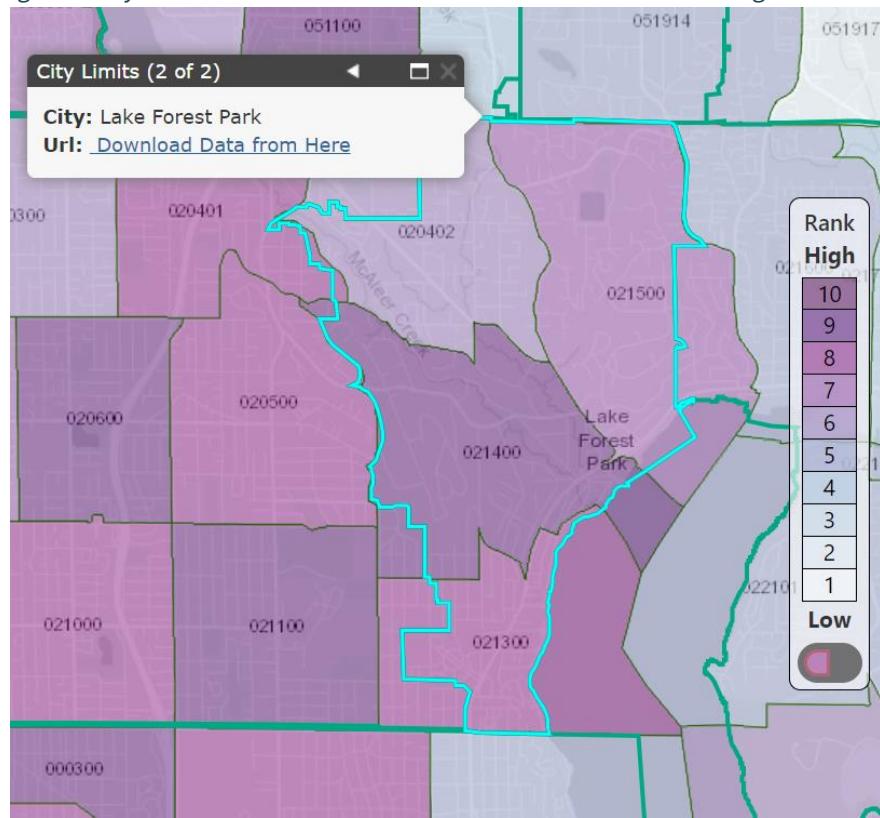
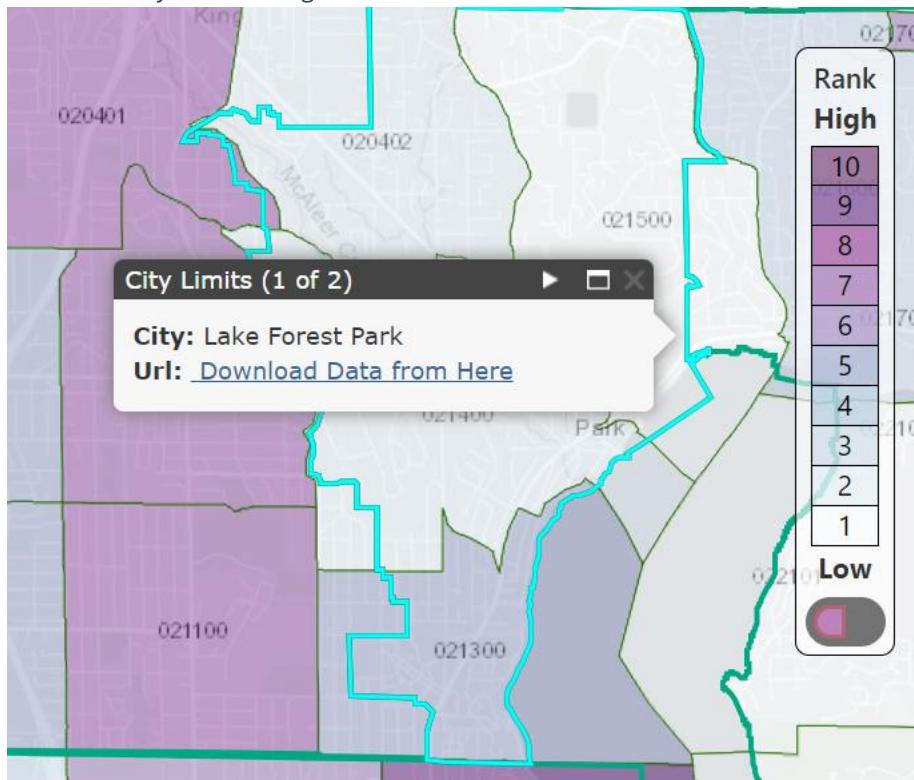


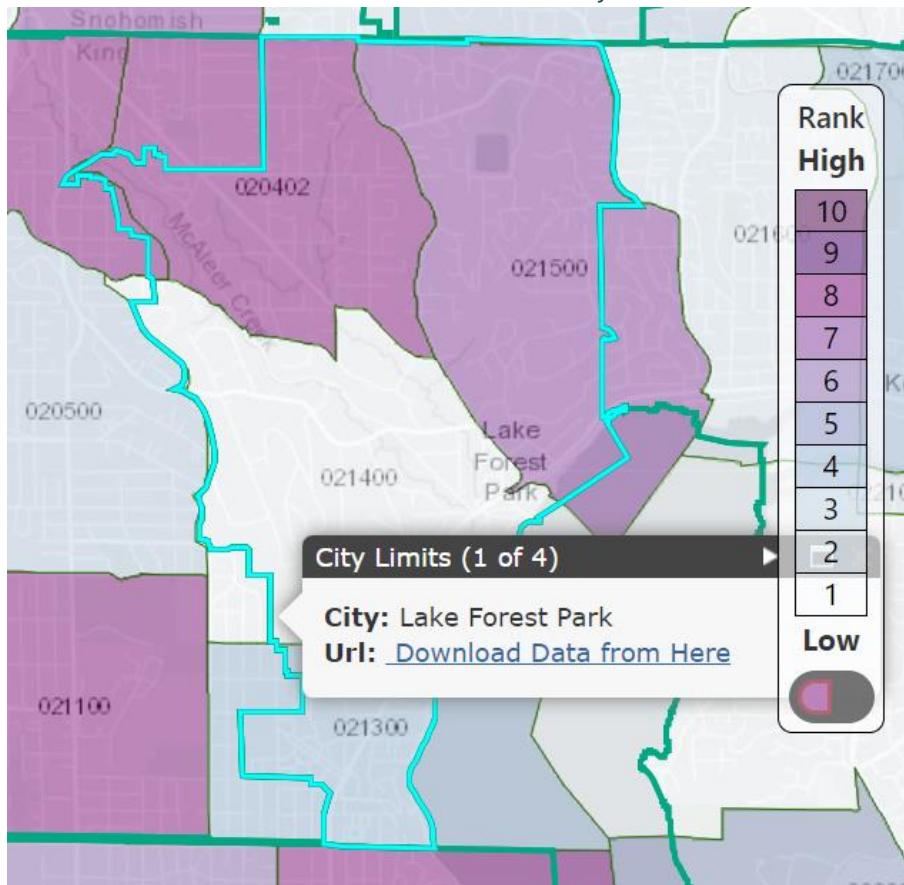
Figure 3. Environmental Effects. This section addresses the impact of various pollutants, including lead risk in housing. The City of Lake Forest Park's score is medium and medium high in some areas.



*Figure 4. Socioeconomic Factors. Demonstrates the concentration of vulnerable populations in the area, such as those living below the poverty line, those without high school diplomas, and historically disadvantaged communities. Lake Forest Park's score is **low**.*



*Figure 5. Sensitive Populations. Demonstrates populations at risk to cardiovascular disease and populations with low birthrates. The City of Lake Forest Park's score is **medium high** in the north area of the city and **low** in southern areas of the city.*



CDC SOCIAL VULNERABILITY INDEX

Identification and integration of social vulnerability into the climate element and vulnerability assessment process includes identifying characteristics that can make individuals more vulnerable to climate hazards. Social vulnerability is defined by the Center for Disease Control and Prevention (CDC) as characteristics of a person or group that affect their capacity to anticipate, cope with, resist, and recover from the impact of a discrete and identifiable disaster in nature or society. Per the CDC, several socioeconomic factors and additional characteristics influence social vulnerability such as socioeconomic status and income, minority status and language, age, and health status.

In the City of Lake Forest Park, census tracts in the northwest exhibit medium-low levels of social vulnerability, while the southern areas of the city are reported to have medium-high levels of social vulnerability (Figure 6). The southern region tends to show higher percentages of socioeconomic determinants of vulnerability, including socioeconomic status (Figure 7), household characteristics (Figure 8), racial and ethnic minority status (Figure 9), as well as housing type and transportation (Figure 10).

Lake Forest Park Climate Element

Appendix A. Lake Forest Park Community Profile

Figure 6. CDC Social Vulnerability Index Overall Vulnerability

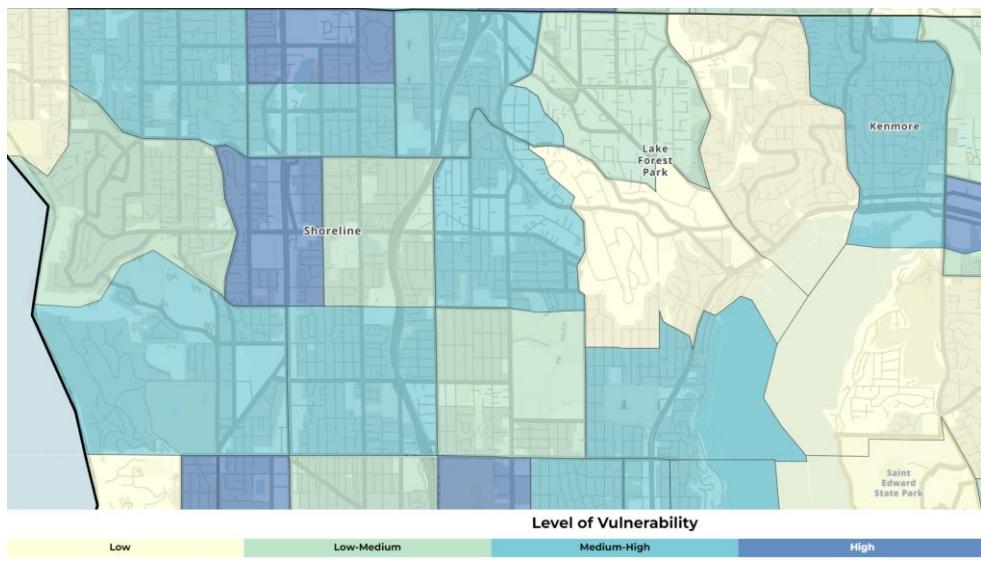
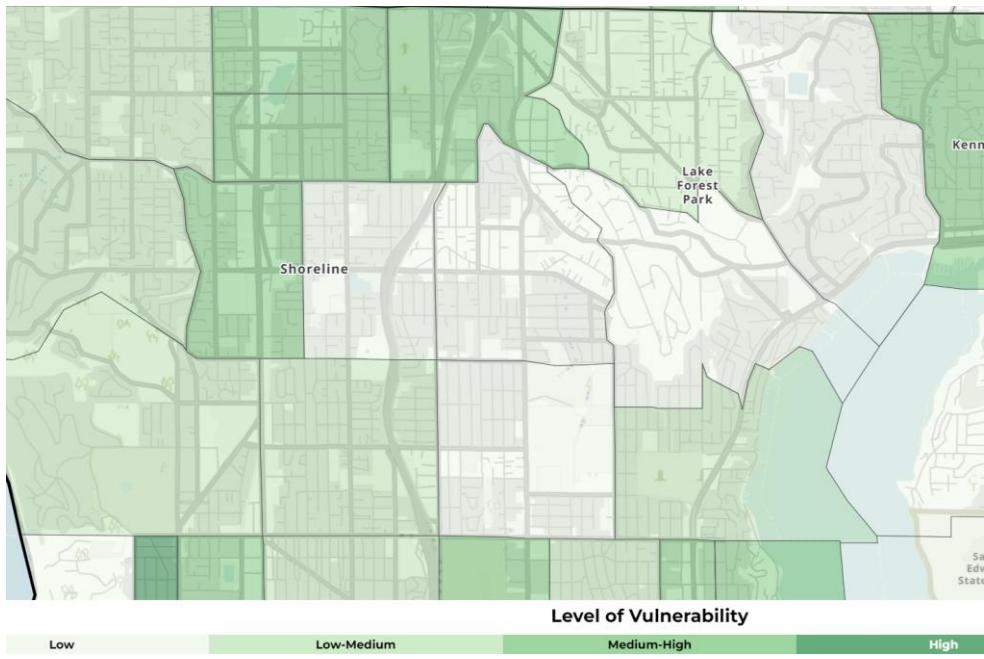


Figure 7. Socioeconomic Status includes indicators such as residents living below 150% poverty rate, unemployment, housing cost burden, education, and lack of health insurance.



Lake Forest Park Climate Element

Appendix A. Lake Forest Park Community Profile

Figure 8. Household Characteristics includes indicators such as elderly, children, residents with a disability, single-parent households, and English language proficiency.

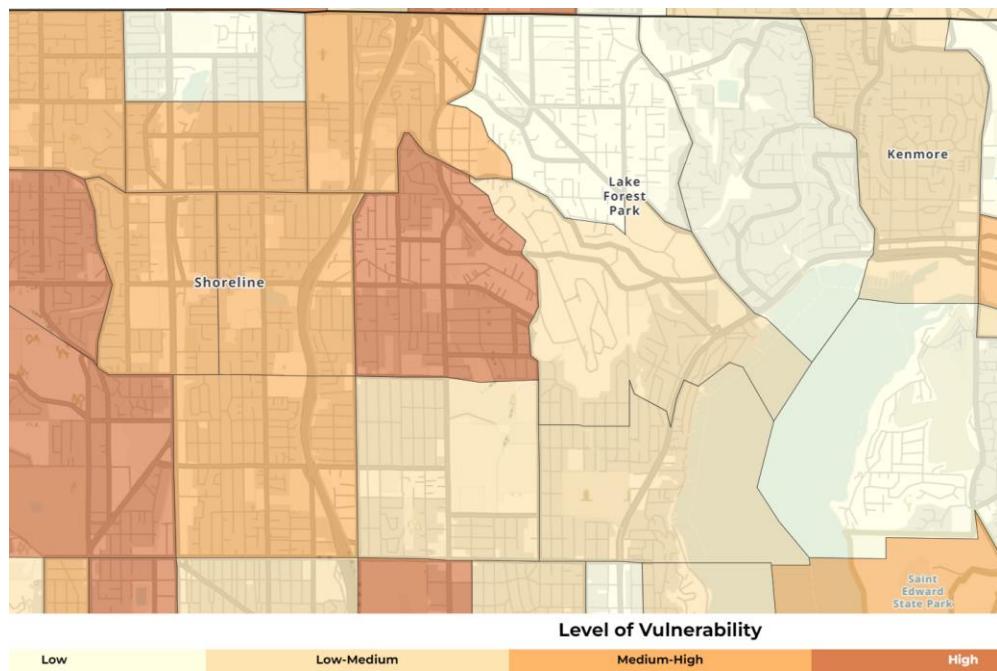
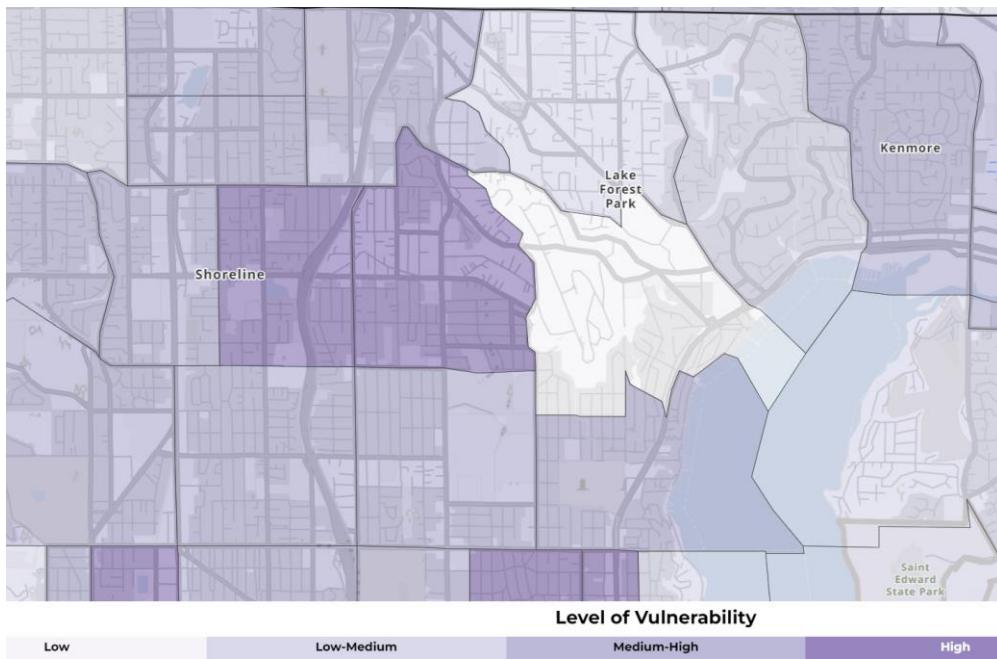


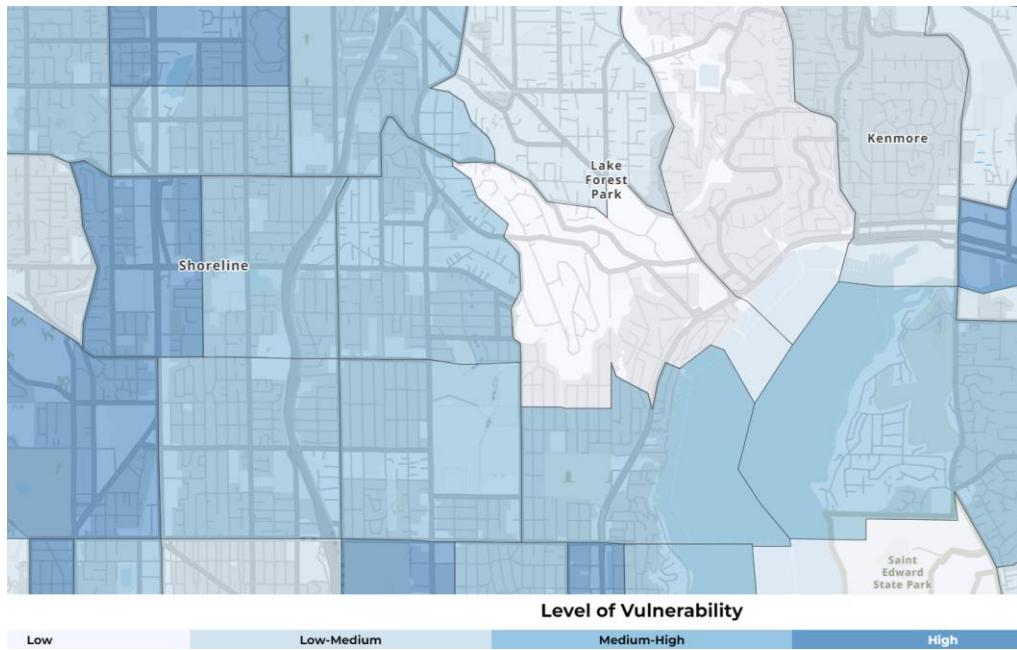
Figure 9. Racial & Ethnic Minority Status includes residents who identify as Hispanic or Latino (of any race); Black and African American, American Indian and Alaska Native, Asian, Native Hawaiian and Other Pacific Islander, Two or More Races, Other Races



Lake Forest Park Climate Element

Appendix A. Lake Forest Park Community Profile

Figure 10. Housing Type & Transportation includes indicators such as multi-unit structures, mobile homes, no vehicle, or crowding.



Appendix B. Climate Policy Advisory Team Opperating Principles

OPERATING PRINCIPLES

Purpose

The Climate Policy Advisory Team is temporarily established to advise the city on policy and regulations resulting in the addition of a climate element to the Comprehensive Plan (Resolution No 24-1948, Section 2) by undertaking the following tasks:

1. Analyze climate information to provide recommendations to City staff and the consultant team on key focus areas for goals and policies.
2. Provide recommendations to the consultant team and staff to confirm the direction of materials presented, and to review and recommend Climate Element goals and policies.
3. Participate in meeting discussions to help hone direction of Climate Element that considers measures to reduce greenhouse gas emissions, local climate impacts, community vulnerabilities, and advance environmental justice goals.
4. Review and provide feedback on information gathered through engagement processes, to ensure the Climate Element considers feedback from affected communities, stakeholders, partner agencies, and City staff.
5. Steward the process and build broad community support to enable the City to successfully adopt the Climate Element with the Comprehensive Plan.

Membership and Roles

City Council has confirmed the nine volunteer Climate Policy Advisory Team members and alternates:

1. **Climate Policy Advisory Team Members:**
 - a. Janne Kaje (Planning Commission)
 - b. David Kleweno (Planning Commission) – CPAT Chair
 - c. Mimi (Miriam) Bertram (Climate Action Committee)
 - d. Sarah Phillips (Climate Action Committee)
 - e. Anne Udaloy (Climate Action Committee) – CPAT Vice chair
 - f. Victoria Kutasz (Tree Board)
 - g. Stacey Spain (Tree Board)
 - h. Note: The two positions identified in Resolution No. 24-1948 for qualified interested residents will go unfilled at this time so work can begin to meet a June 2025 grant deadline.
2. **Climate Policy Advisory Team Alternates:**
 - a. Jessica Côté as an alternate (Climate Action Committee)
 3. Each member and alternate has been appointed to a term consistent with the primary purpose and duration of the Climate Policy Advisory Team, likely through Summer or Fall, 2025 (Resolution No 24-1948, Section 1).
 4. The Climate Policy Advisory Team will internally select a Chair and Vice chair, will meet at least monthly, and all public meetings will be held in accord with the Open Public Meetings Act, Chapter 42.30 RCW (Resolution No 24-1948, Section 1).

5. The Climate Policy Advisory Team shall be disbanded when their primary purpose of advising on the creation of a climate element to the Comprehensive Plan is completed, likely in Fall 2025.
6. The Climate Policy Advisory Team will be administered by the Community Development Director, who will have the support of the Community Development and Public Works Departments, as well as a consultant team (Cascadia Consulting Group) performing the scope of work for the Climate Planning Grant (Resolution No 24-1948, Section 1).

Working Agreements

The following working agreements will serve as guideposts for Climate Policy Advisory Team members and alternate participation in meetings.

1. Be present
 - a. Attend all meetings, be on time, and participate in our group discussions.
 - b. Communicate your capacity – let us know if you’re unable to attend so we can plan accordingly or confirm alternate member attendance.
2. Be prepared
 - a. Members and alternates will strive to come prepared to meetings, review agendas and materials ahead of each meeting. Meeting agendas and materials will be distributed in a timely fashion.
3. Be respectful
 - a. Engage in discussion intentionally and thoughtfully. Assume everyone is coming in with good intent. Understand your own positionality and privilege – both within the CPAT and your own community.
 - b. Be cognizant of how much you are talking, and don’t talk over others. Challenge yourself to speak up if you have something important to say. Invite others to speak if appropriate.
 - c. If you disagree, challenge the idea, not the person. If you say something that has a harmful impact, apologize for the statement’s impact.
4. Be precise
 - a. Ask specific questions to gain clarity on topics or issues.
 - b. Avoid generalizations that can reinforce inaccurate or harmful stereotypes.
5. Consider equity and environmental justice
 - a. Prioritize and benefit overburdened communities that will suffer disproportionately from environmental impacts and climate-exacerbated natural hazards.

Procedures

1. The Climate Policy Advisory Team will advise and provide recommendations to City staff, City Council and Planning Commission.
2. Climate Policy Advisory Team members will share their input and opinions during meetings. Minority opinions, along with the reason for the dissent, will be noted in any advice or recommendations. The Chair will be responsible for gauging the degree of input and additional discussion needed.