

1 City of Lake Forest Park – Climate Policy Advisory Team  
2 Regular Meeting Minutes: November 19, 2024; 7:00-9:00pm  
3 Hybrid Meeting Held in the Forest Room at City Hall and Virtually via Zoom  
4

5 **CPAT members present:** Chair David Kleweno, Vice Chair Anne Udaloy, Miriam Bertram, Sarah  
6 Phillips, Victoria Kutasz, Stacey Spain  
7

8 **Staff and others present:** Mark Hofman, Community Development Director; Alexandra Doty,  
9 Cascadia; Maddie Seibert, Cascadia  
10

11 **Members of the Public present:** none  
12

13 **CPAT members absent:** Janne Kaje, Jessica Côté (alternate)  
14

15 **Call to order:** Mr. Hofman called the meeting to order at 7:00 PM  
16

17 **Welcome and Introductions:**

18 **Discussion question: have you had any reflections since our first CPAT meeting in October?**

19 The CPAT members discussed reflections on the national effects that the recent election may have  
20 on climate issues as well as on the local level.  
21

22 **Approval of Agenda:** CPAT member Kutasz motioned for the agenda to be approved, CPAT  
23 member Phillips seconded. The agenda was approved unanimously.  
24

25 **Approval of Meeting Minutes:** CPAT member Phillips made a motion to approve October 29,  
26 2024, Meeting Minutes with the suggested edits. Vice Chair Udaloy seconded and the motion to  
27 approve the minutes was carried unanimously  
28

29 **Public Comment:** No public comments.  
30

31 **New Business:**

32 **Overview of the policy audit**

33 Ms. Seibert discussed the goals and objectives of the policy audit process. Ms. Seibert mentioned that  
34 Cascadia is looking to build on the current documents the City is working on including the  
35 Comprehensive Plan and previous documents as well. Cascadia is also looking at data from  
36 surrounding cities. CPAT member Phillips requested the information from the power point slide for  
37 all CPAT members.  
38

39 **Overview and discussion on the engagement plan**

40 Ms. Doty provided an overview of the engagement plan. Goals and objectives include, raising  
41 awareness and participation of the Climate element, asking for public feedback and input, and  
42 synchronizing with the engagement activities of the Comprehensive Plan update.  
43

44 Ms. Doty also provided a timeline of phases for engagement. Phase 1 includes launching  
45 promotional materials, project webpage, and social media materials. Phase 2 includes a community  
46 survey and group interviews. Phase 3 includes obtaining feedback via an open house and public  
47 comment. CPAT member Bertram suggested adding mail materials as a form of engagement to

1 reach those that do not have an online presence. CPAT members also discussed possible community  
2 groups to reach out to and focus on for interviews and engagement.

3  
4 **Preliminary discussion on climate impacts**

5 Ms. Doty provided context on the Climate Vulnerability Assessment (CVA) including what it is and  
6 how the outcome of the CVA can inform the Climate Element on holistic and overlapping impacts  
7 of climate changes. The purpose of the climate impacts summary is to identify historical and  
8 projected climate impacts in order to support the climate gaps and opportunities assessment of the  
9 Comprehensive Plan and inform the CVA.

10  
11 **Process review for tracking action items**

12 Tabled for next meeting.

13  
14 **Old Business:**

15 **Review action items from the October meeting**

16 Ms. Doty presented a list of action items from the previous meeting. Vice Chair Udaloy mentioned  
17 that key partners and outreach groups should be kept separate when discussing CPAT issues.

18  
19 **Next Meeting:** Wednesday, December 18, 2024

20  
21 **Adjournment:**

22 CPAT member Phillips made a motion to adjourn the meeting, CPAT member Kutasz seconded,  
23 and the motion was carried unanimously. The meeting adjourned at 9:00 PM.

24  
25 APPROVED:

26  
27 \_\_\_\_\_  
28 David Kleweno, Chair of Climate Policy Advisory Team