



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

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## 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**.