



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	April 11, 2024
Originating Department	Community Development Department
Contact Person	Mark Hofman, AICP, Community Development Director
Title	Resolution 24-1950/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

Legislative History

- First Presentation April 11, 2024, Regular City Council Meeting
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Attachments:

1. Resolution 24-1950
 2. 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.
 3. Exhibit B Expanded Scope of Work, Periodic Update of the Comprehensive Plan – Middle Housing.
 4. City of Lake Forest Park Professional Services Agreement for consultant services with SCJ Alliance for the 2024 periodic update of the Comprehensive Plan, dated September 18, 2023.
 5. Growth Management Services Middle Housing Grant 24-63336-123 dated March 6, 2023.
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Executive Summary

The city has been awarded, and has accepted, a reimbursement basis grant (Attachment 5) by the Washington State Department of Commerce in an amount not to exceed \$50,000 to assist with the Middle Housing planning policies and development regulations work needed to comply with the housing planning requirements of 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.

This Middle Housing planning policy and development regulations work are 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.

The assistance funds provided by the Middle Housing Grant complement the city’s limited funds available for this effort in the Community Development Department professional services budget. 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 (Attachment 2) will provide staff with the additional consulting services needed to complete the required planning work.

Background

For the Middle Housing planning policies and development regulations update, several required deliverables were identified that fit within the timeline of the grant. The First Amendment’s Exhibit B Expanded Scope of Work for Middle Housing planning work (Attachment 3) includes a new Phase with the following tasks:

- Develop Public Engagement Plan, Materials, Outreach, and Summary Report;
- Analyze HB 1110 75%/25% Alternative Density Requirements;
- Develop HB 1110 and 1337 Off-Street Parking Development Regulations for Middle Housing;
- Analyze Middle Housing Typologies and Development Feasibility;
- Draft Middle Housing Comprehensive Plan Policies;
- Middle Housing Development Regulation Amendments;

To complete the required additional planning work, 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 that new 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.

Fiscal & Policy Implications

The First Amendment’s Exhibit B Expanded Scope of Work will be completed on a time and materials basis, not to exceed \$50,000. The planning work for Middle Housing is separate and distinct from the periodic update scope of work under way. The First Amendment assists the city to meet the deadlines of the GMA legislation for middle housing.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> • Authorize the Mayor to sign the First Amendment – Middle Housing. 	<p>The consultant will perform the Middle Housing Expanded Scope of Work, supported by the \$50,000 grant.</p>

- Do not authorize the First Amendment – Middle Housing.

The full work burden of the Middle Housing Expanded Scope of Work will be performed by existing city staff.

Staff Recommendation

Following a review of the attached documents, staff recommends that the Council pass Resolution 24-1950, 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.