

Attachment A: Planned Growth Committee 2023 Scope of Work

Note – This scope of work was shared as a draft at the October 5, 2022 Mayor’s Meeting and discussed at the November 4, 2022 Mayor’s Meeting. It was also included in an email correspondence on November 7, 2022 to the wider PGC distribution list.

Introduction: In 2025, all Lewis County jurisdictions are mandated to update their comprehensive plans. On July 1, 2023 funding becomes available through Department of Commerce (Commerce) to help fund the periodic updates. In addition, by the end of 2022, Washington Office of Financial Management (OFM) will provide the county with an updated 20-year population and housing forecast and the county is required to coordinate with the cities to allocate population and housing to each jurisdiction. The Planned Growth Committee (PGC) is an opportunity to coordinate between the jurisdictions on population and housing allocations, Commerce grant applications, scoping periodic update and community engagement.

Planning Growth Committee: Lewis County, Community Development staff leads the PGC and every city has one representative that serves as a voting member on the PGC. The PGC’s charge is to provide advice to the Lewis County Board of County Commissioners (BOCC) relating to the distribution of future population growth, designation of UGAs and amendments to the Countywide Planning Policies (CWPP) pursuant to Chapter 36.70A RCW. (See attached Lewis County Planned Growth Committee Bylaws, adopted May 2022.)

Typically the PGC meets 1-3 times per year on the first and third Wednesday in May and the first Wednesday in June. However, additional meetings may be held. Given the scope of work, 2023 PGC meetings will be held monthly to help facilitate allocating population and housing – a first step and key component of the periodic update.

2023 Goals: Coordination between Lewis County and city jurisdictions, as well as unincorporated urban growth areas, (Centralia, Chehalis, Morton, Mossyrock, Napavine, Onalaska, Pe Ell, Toledo, Vader and Winlock) to allocate population and housing forecasts and collaborate on the 2025 periodic update of comprehensive plans.

2023 Agenda: PGC meets monthly with one additional meeting in May if needed to take a final vote on UGA boundary changes. Meetings occur on the **third Wednesday of each month, 1:00 pm to 3:00 pm**, with an extra meeting on the first Wednesday of May. Meetings are held at the Lewis County Historic Courthouse (351 NW North Street, Chehalis) in the hearings room and on Zoom.

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| January 18 | Department of Commerce presentation to introduce periodic review and grant application; and a presentation on legislative changes since 2017 to GMA that will need to be addressed during periodic update. Discussion between county and cities about how to coordinate. (Note – Each jurisdiction must apply individually for their periodic update grant.) |
| February 15 | Discussion of OFM population forecast, housing forecast and process to allocate populations and housing to each city. |

March 15	Department of Commerce presentation about applying for the Department of Commerce periodic review grant, scoping the periodic update and hiring consulting services. Preliminary population/housing allocations and discussion between jurisdictions.
April 19	Final population/housing allocations and vote to recommend to BOCC. Cross-jurisdictional sharing of grant application information. Review of any proposed 2023 amendments to city UGAs.*
May 3	<i>(Optional) Final review of any 2023 amendments to UGAs*.</i>
May 17	Cross-jurisdictional sharing of periodic update grant applications, scopes of work, etc. Vote on any 2023 amendments to UGAs*.
June 21	Cross-jurisdictional sharing of periodic update grant applications, scopes of work, etc. Lewis County Senior Long Range Planner presentation on public engagement for the periodic review and county resources available to cities.
July 19	Lewis County Housing and Infrastructure Specialist presentation on affordable housing, missing middle and county resources available to cities. Lewis County Public Health and Social Services Director presentation on homelessness and step-up housing.
August 16	Discussion of next steps and coordination throughout the periodic update process (periodic updates are due to Commerce on July 1, 2025).
September	TBD
October	TBD
November	TBD
December	TBD

**While it is possible to amend city UGA boundaries, it might be beneficial to wait for the new population and housing forecasts to be adopted. These new forecasts may support UGA boundary changes. In addition, each city should consider holding all UGA boundary changes to be considered comprehensively as part of the periodic update.*