



COMMUNITY DEVELOPMENT COMMITTEE MEETING

Monday, April 20, 2026, at 6:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMITTEE MEMBERS

Chair: Louis Washington

Councilmembers Jolyon Johnson and Dan Murphy

This meeting will be conducted in person and remotely using Zoom.

Join by Telephone: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **860 6728 7531** and Password **1730040121** if prompted.

Join by Internet: To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#)
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- 3) If prompted for Webinar ID, enter **860 6728 7531**; Enter Password **1730040121**

CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

PUBLIC COMMENTS (online public comments will not be taken).

MINUTES

AGENDA BILLS

1. **AB26-019:** Consultant Contract for Comprehensive Plan

DISCUSSION ITEMS

2. CD Department Staffing
3. Snoqualmie Valley Hospital HUB Update

ITEMS FOR FUTURE DISCUSSION

ADJOURNMENT

AB Number

AB26-019

Agenda Bill Information

Title *

Contract for Zoning and Comprehensive Plan Amendments

Action *

Motion

Council Agenda Section

Committee Report

Council Meeting Date *

05/25/2026

Staff Member

Mona Davis

Department *

Community Development

Committee

Community Development

Committee Date

05/18/2026

Exhibits

Packet Attachments - if any

Drag and drop up to **10** files here to upload or [Choose files](#)

Files (2 uploaded)

- [Professional Service Agreement - BERK April 2026 with dal CLEAN.pdf](#) 223.83KB
- [Snoqualmie Comprehensive Plan proposal CLN 2026 0415.pdf](#) 604.16KB

Click [here](#) to review attachments.

Summary

Introduction *

Brief summary.

This is a professional services agreement with BERK Consulting to assist staff in amending the City's zoning and Comprehensive Plan for an amount not to exceed \$170,488.

Proposed Motion

Motion to approve and authorize the Mayor to sign a contract with BERK Consulting

Background/Overview *

What was done (legislative history, previous actions, ability to hyperlink)

Style **B** *I* U Open Sans 18 **A** [List Icons] [Grid Icon] [Link Icon] [Image Icon]

The Council adopted a Comprehensive Plan periodic update in 2024 and received conditional certification by the Puget Sound Regional Council in September 2025, with a deadline of December 31, 2026 to amend the plan to reflect revised housing growth targets and document capacity for allocated housing needs. Additionally, the zoning map will be revised to reflect the built environment of Snoqualmie Ridge.

Analysis*

Community Development's selected consultant, Berk Consulting, has the ability and many years of local experience developing comprehensive plans for several cities and counties in Washington. The firm's qualifications and scope of work has been outlined in the Comprehensive Plan Amendments proposal to effectively address the required revisions necessary to obtain full certification of the city's Comprehensive Plan.

Budgetary Status*

Funds have already been authorized in this year's budget.

Budget Summary

The 2025-2026 Biennial Budget appropriates \$4.34M for Community Development Department expenditures. By the end of 2026, the Department is forecasted to spend \$4.07M, leaving a net difference of \$270K available for contracts that were not originally contemplated, which is sufficient to cover this contract of \$170k.

Fiscal Impact

Amount of Expenditure

\$ 170,488.00

Amount Budgeted

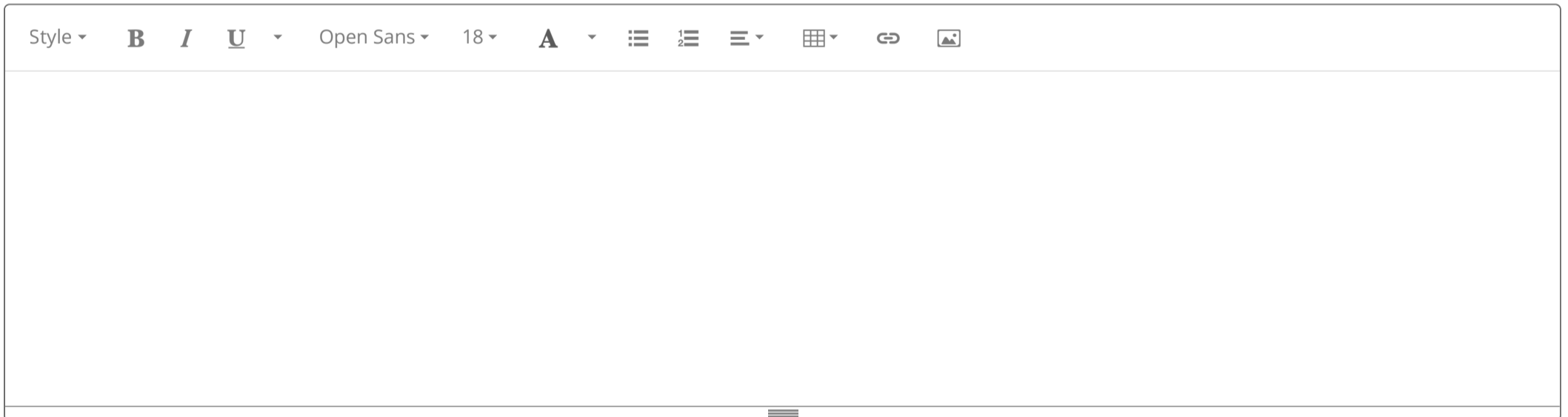
\$ 4,338,780.00

Appropriation Requested

\$

Fiscal Impact

Screenshot below is an image of the budget summary table.



Comments:

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CITY OF SNOQUALMIE
AGREEMENT FOR CONSULTANT SERVICES
Project Name: Comprehensive Plan Amendment 2026
Contract #: _____

THIS AGREEMENT made and entered into by and between the CITY OF SNOQUALMIE, a Washington municipal corporation (the "City"), and BERK., a _____ corporation ("Consultant") is dated this _____ day of _____ 2026.

Consultant Business: BERK Consulting, Inc.
Consultant Address: 2200 Sixth Ave, Suite 1000, Seattle, WA 98121
Consultant Phone: (206) 324-8760
Contact Name: Lisa Grueter, Principal
Contact e-mail: Lisa@berkconsulting.com
Federal Employee ID No.:

Authorized City Representative for this contract: Mona Davis, Community Development Department Director

WHEREAS, the City desires to contract with Consultant to update the Comprehensive Plan to address the conditional certification of PSRC; and

WHEREAS, public convenience and necessity require the City to obtain the services of a consultant with expertise in the area of comprehensive planning to meet state and regional requirements; and

WHEREAS, the City finds that Consultant is qualified to perform and is experienced in performing the required services; and

WHEREAS, the City desires to engage Consultant to complete the tasks outlined in the proposal dated April 15, 2026, attached hereto as Exhibit A.

NOW, THEREFORE, the parties herein do mutually agree as follows:

1. Employment of Consultant.

- A. The City retains Consultant to provide the services described in "Exhibit A" (the "Work"). Any inconsistency between this Agreement and Exhibit A shall be resolved in favor of this Agreement. The Consultant shall perform the Work according to the terms and conditions of this Agreement.
- B. The City may revise the Work and the compensation only by a written Change Order signed by the authorized City representative that shall become a part of this Agreement.
- C. The project manager(s) of the Work shall be Lisa Grueter, Project Director. The project manager(s) shall not be replaced without the prior written consent of the City.

Work shall commence when the City issues a notice to proceed and it shall be completed no later than December 31, 2026 unless the completion date is extended in writing by the City.

2. Compensation.

- A. The total compensation to be paid to Consultant, including all services and expenses, shall not exceed \$170,488.00 as shown on Exhibit A – Page 5, which shall be full compensation for the Work. Consultant shall notify the City when its requests for payment reach eighty-five percent of the total compensation.
- B. Consultant shall be paid in such amounts and in such manner as described in Exhibit A – Page 5.
- C. Consultant shall be reimbursed for Eligible Expenses actually incurred. “Eligible Expenses” means those types and amounts of expenses that are approved for reimbursement by the City in writing before the expense is incurred. If travel and/or overnight lodging is authorized, Consultant shall lodge within the corporate limits of City.

3. Request for Payment.

- A. Not more than once every thirty days Consultant shall file its request for payment, accompanied by evidence satisfactory to the City justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.
- B. All requests for payment should be sent to

City of Snoqualmie
 Attn: CommunityDevelopmentInvoices@snoqualmiewa.gov
 38624 SE River Street
 P.O. Box 987
 Snoqualmie, WA 98065

4. Work Product.

- A. Consultant shall submit all reports and other documents specified in Exhibit A according to the schedule established in Exhibit A. If, after review by the City, the information is found to be unacceptable, Consultant, at its expense, shall expeditiously correct such unacceptable work. If Consultant fails to correct unacceptable work, the City may withhold from any payment due an amount that the City reasonably believes will equal the cost of correcting the work.
- B. All reports, drawings, plans, specifications, and intangible property created in furtherance of the Work, and any intellectual property in such documents, are property of the City and may be used by the City for any purpose; provided that re-use without Consultant’s permission shall be at the City’s sole risk.

- 5. **Termination of Contract.** City may terminate this Agreement by sending a written notice of termination to Consultant (“Notice”) that specifies a termination date (“Termination Date”) at least fourteen (14) days after the date of the Notice; provided, however, that in the event of a material breach of this Agreement, termination may be effective immediately or upon such date as determined by the City in its sole discretion. For

purposes of this Agreement, “material breach” is defined as misfeasance, malfeasance or violation of any criminal law, ordinance or regulation. Upon receipt of the Notice, Consultant shall acknowledge receipt to the City in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Consultant’s material breach, the Consultant shall be paid or reimbursed for all hours worked and Eligible Expenses incurred up to the Termination date, less all payments previously made; provided that work performed after date of the Notice is reasonably necessary to terminate the Work in an orderly manner. The Notice may be sent by any method reasonably believed to provide Consultant actual notice.

6. **Assignment of Contract – Subcontractors.** Consultant shall not assign this contract or sub-contract or assign any of the Work without the prior written consent of the City.

7. **Indemnification.**

- A. To the extent provided by law and irrespective of any insurance required of Consultant, the Consultant shall defend and indemnify the City from any and all Claims arising out of or in any way relating to this Agreement; provided, however, the indemnification requirements of this paragraph shall not apply to that portion of such Claim that reflects the percentage of negligence of the City compared to the total negligence of all persons, firms or corporations that resulted in the Claim.
- B. Consultant agrees that the provisions of paragraph 7 apply to any claim of injury or damage to the persons or property of Consultant’s employees. As to such claims and with respect to the City only, consultant waives any right of immunity, which it may have under industrial insurance (Title 51 RCW and any amendment thereof or substitution therefore). THIS WAIVER IS SPECIFICALLY NEGOTIATED BY THE PARTIES AND IS SOLELY FOR THE BENEFIT OF THE CITY AND CONSULTANT.
- C. As used in this paragraph: (1) “City” includes the City’s officers, employees, agents, and representatives; (2) “Consultant” includes employees, agents, representatives sub-consultants; and (3) “Claims” include, but is not limited to, any and all losses, claims, causes of action, demands, expenses, attorney’s fees and litigation expenses, suits, judgments, or damage arising from injury to persons or property.
- D. Consultant shall ensure that each sub-consultant shall agree to defend and indemnify the City to the extent and on the same terms and conditions as the Consultant pursuant to this paragraph.

8. **Insurance.**

- A. Consultant shall comply with the following conditions and procure and keep in force at all times during the term of this Agreement, at Consultant’s expense, the following policies of insurance with companies authorized to do business in the State of Washington. Consultant’s insurance shall be rated by A. M. Best Company at least “A” or better with a numerical rating of no less than seven (7) and otherwise acceptable to the City.

1. Workers' Compensation Insurance as required by Washington law and Employer's Liability Insurance with limits not less than \$1,000,000 per occurrence. If the City authorizes sublet work, Consultant shall require each sub-consultant to provide Workers' Compensation Insurance for its employees, unless Consultant covers such employees.
2. Commercial General Liability Insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.
3. Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile used by Consultant in the course of the Work. A statement by Consultant and approved by the City Administrator, certifying that no vehicle will be used in accomplishing this Agreement, may be substituted for this insurance requirement.
4. Professional Errors and Omissions Insurance in an amount not less than \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate. Coverage may be written on a claims made basis; provided that the retroactive date on the policy or any renewal policy shall be the effective date of this Agreement or prior, and that the extended reporting or discovery period shall not be less than 36 months following expiration of the policy. The City may waive the requirement for Professional Errors and Omissions Insurance whenever the Work does not warrant such coverage or the coverage is not available.
5. Each policy shall contain a provision that the policy shall not be canceled or materially changed without thirty (30) days' prior written notice to the City.

Upon written request to the City, the insurer will furnish, before or during performance of any Work, a copy of any policy cited above, certified to be a true and complete copy of the original.

- B. Before Consultant performs any Work, Consultant shall provide the City with a Certificate of Insurance acceptable to the City Attorney evidencing the above-required insurance and naming the City of Snoqualmie, its officers, employees and agents as Additional Insured on the Commercial General Liability Insurance policy and the Business Automobile Liability Insurance policy with respect to the operations performed and services provided under this Agreement and that such insurance shall apply as primary insurance on behalf of such Additional Insured. Receipt by the City of any certificate showing less coverage than required is not a waiver of the Consultant's obligations to fulfill the requirements.
- C. Consultant shall comply with the provisions of Title 51 of the Revised Code of Washington before commencing the performance of the Work. Consultant shall provide the City with evidence of Workers' Compensation Insurance (or evidence of qualified self-insurance) before any Work is commenced.
- D. In case of the breach of any provision of this section, the City may provide and maintain at the expense of Consultant insurance in the name of the Consultant and deduct the cost of providing and maintaining such insurance from any sums due to Consultant under this Agreement, or the City may demand Consultant to promptly reimburse the City for such cost.

9. **Independent Contractor.** Consultant is an independent Contractor responsible for complying with all obligations of an employer imposed under federal or state law. Personnel employed by Consultant shall not acquire any rights or status regarding the City.
10. **Employment.** Consultant warrants that it did not employ or retain any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement or pay or agree to pay any such company or person any consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right either to terminate this Agreement without liability or to deduct from the Agreement price or consideration or to otherwise recover, the full amount of such consideration.
11. **Audits and Inspections.** Consultant shall make available to the City during normal business hours and as the City deems necessary for audit and copying all of Consultant's records and documents with respect to all matters covered by this Agreement.
12. **City of Snoqualmie Business License.** Consultant shall obtain a City of Snoqualmie business license before performing any Work.
13. **Compliance with Federal, State and Local Laws.** Consultant shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of the Work.
14. **Waiver.** Any waiver by Consultant or the City of the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.
15. **Complete Agreement.** This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein.
16. **Modification of Agreement.** This Agreement may be modified by a Change Order as provided in Paragraph 1, or by a writing that is signed by authorized representatives of the City and Consultant.
17. **Severability.** If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, the remainder of the Agreement shall remain in full force and effect.
18. **Notices.**

A. Notices to the City of Snoqualmie shall be sent to the following address

City of Snoqualmie
Attn: Mona Davis, Community Development Director
38624 SE River Street
P.O. Box 987
Snoqualmie, WA 98065

B. Notices to the Consultant shall be sent to the following address:

BERK Consulting
Attn: Lisa Grueter, Principal
Address: 2200 Sixth Avenue, Suite 1000
City: Seattle
State & Zip: WA 98121

19. **Venue.** Interpretation, construction, and performance of this Agreement shall be governed by the law of the State of Washington, without reference to its choice-of-law rules or doctrines, and venue for any lawsuit arising out of this Agreement shall be exclusively in King County.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the date first above written.

CITY OF SNOQUALMIE:

CONSULTANT:

By: _____
James Mayhew, Mayor

By: _____
Lisa Grueter, Principal

Dated: _____

Dated: _____

Attest:

Kimberly Agfalvi, City Clerk

Approved as to Form

Dena Burke, City Attorney

Exhibit A
Scope of Work & Compensation

City of Snoqualmie

Comprehensive Plan Amendments

Submittal: April 15, 2026



April 15, 2026

Attn: Mona Davis, Community and Economic Development Director
City of Snoqualmie
SENT VIA EMAIL

RE: City of Snoqualmie Comprehensive Plan Amendments | PROPOSAL

Dear Mona,

BERK Consulting, Inc. (BERK) is pleased to provide our proposal and qualifications to support the City of Snoqualmie with Comprehensive Plan Amendments, addressing state and regional land use and housing requirements as well as local City planning and zoning implementation issues.

We look forward to discussing this project with you in detail. In the interim, more information about our firm, approach, team, and client satisfaction can be found on our website: www.berkconsulting.com.

Sincerely,



Lisa Grueter, AICP, Principal
BERK Consulting, Inc.

Project Understanding

The City of Snoqualmie adopted a Comprehensive Plan periodic update in 2024 intended to meet state and regional requirements.

The City of Snoqualmie received a conditional certification of its Comprehensive Plan by the Puget Sound Regional Council and was given a deadline of December 31, 2026 to amend the plan to reflect revised housing growth targets and document capacity for allocated housing needs, including emergency housing.

Another regional review has been deferred and must be completed by the King County Affordable Housing Committee (AHC).

In addition, the City has local land use and zoning issues that should be reviewed cumulatively. These issues include but are not limited to:

- Land capacity and zoning for the ability to meet housing targets at all affordability levels.
- Zoning applied to Snoqualmie Ridge including mixed-use and retail uses.
- The mix of future land uses in the UGA and potential pre-annexation zoning, including employment and residential uses and compatibility and service delivery. The City has noted proposals for a battery energy storage system under King County plans and regulations. The City has also been approached by property owners interested in annexation and senior living uses.

Through this review process the City will ensure it can meet its growth targets for housing and jobs and provides for compatible designations.

BERK Consulting Inc. has prepared this scope at the City's request. It addresses an audit of the comprehensive plan and code in relation to state and regional requirements, update of the land use and housing element and implementing zoning map and code, and a planning-level review of land uses and services in the UGA. The scope also includes preparation of a non-project SEPA checklist. BERK will support the City to develop land use and housing elements and implementing regulations that meet state and regional requirements and support the decision-making process with the Planning Commission and City Council.

This scope assumes:

- Existing utility plans and capital facility plans applicable to the city and UGA are adequate and support the land use, housing, and zoning analysis, as well as preparation of a non-project SEPA checklist.
- The City will address its transportation requirements through a separate scope with an on-call transportation consultant. This transportation work will be available to incorporate into the SEPA analysis and will reflect the proposed land use and zoning adjustments.

Project Approach

Scope of Work

0. Project Kick-off and Management

The BERK team will conduct a project kick-off meeting with city staff and key members of the consultant team. At this meeting, we will clarify key project related questions and data needs and develop a communication plan. We will also establish the project schedule with the City with the goal of completing it by December 2026. BERK will meet regularly with City staff to coordinate throughout the plan update process.

Deliverables:

- Kick-off meeting
- Project schedule

1. Audit Adopted Comprehensive Plan

BERK will conduct a review of the adopted Comprehensive Plan and related documents and provide an outline of the updates to be made in alignment with State law and regional planning, with a focus on housing and land use elements, including PSRC and King County AHC requirements.

Deliverable:

- Housing and Land Use Element Amendment Work Plan

2. Conduct Land Capacity Analysis

BERK will review the current plan capacity analysis and the King County Urban Growth Capacity Report results for the city and UGA and update the Land Capacity Analysis to align with the assigned growth targets. BERK will prepare a draft and revised capacity analysis that will:

- Update land capacity analysis to reflect assigned growth targets and address growth that has occurred since the target were assigned (2019-present) and the remaining target.
- Compare capacity by income level served to housing allocation.
- Identify whether there are zoning strategies within current city boundaries that can fill the gap, if there is a deficit. If not, consider annexation options.
- Update land capacity analysis with proposed zoning/annexation changes to show there would be enough capacity to accommodate all allocated needs.

Deliverables:

- Draft Land Capacity Analysis
- Revised Land Capacity Analysis

3. Audit Land Use Code

BERK will audit development regulations for consistency with current State law and local policy as required by the GMA periodic update checklist. These will likely include middle housing, ADUs, co-living, permanent supportive housing, and emergency housing. We will also review mixed-use zoning in Snoqualmie Ridge to address city needs and results of the land capacity analysis.

Deliverables:

- Draft Audit
- Revised Audit

4. Update Land Use Element

BERK will propose updates to Snoqualmie's future land use map to reflect land use changes needed to comply with GMA and housing targets and identified challenges in mixed-use zones (see zoning under Task 7). This will include updates of relevant data and descriptions of land uses needed to comply with housing and employment targets.

Deliverables:

- Preliminary and Draft Future Land Use Map
- Preliminary Draft Land Use Element
- Public Draft Land Use Element
- Final Land Use Element for Ordinance adoption

5. Update Housing Element

BERK will propose updates to the content and goals and policies of the element, reflecting a compliant land capacity evaluation and target analysis. We will review existing Comprehensive Plan goals and policies to identify policies that may have led to racially disparate impacts in the past and propose new or updated policies to address them based on Commerce guidelines. See tasks 7 and 8 regarding reducing barriers to developing needed housing. We will support the City's efforts in submitting the Housing Element to King County AHC and address comments received from ACH review.

Deliverables:

- Preliminary Housing Element
- Public Draft Housing Element
- Final Housing Element for Ordinance adoption
- Technical Appendix demonstrating all State, PSRC, and County (ACH) requirements are met

6. Support Plan Adoption Process

BERK will support 6-8 meetings (half in person and half by video) with the Planning Commission and/or City Council to explain requirements, discuss options for compliance, and answer questions about proposed Comprehensive Plan and Zoning changes.

Deliverables:

- 6-8 meetings (half in person and half by video)
- Preparation of presentation slides

7. Support for Zoning Change Implementation

BERK will prepare an issues and options paper identifying changes to the mixed-use zoning regulations and prepare proposed draft code. We will update the zoning map to reflect the built environment in the Mixed Use (MU) zone that encompasses all of Snoqualmie Ridge. We will conduct targeted engagement with City interdepartmental staff. BERK will host one focus group of advisory body members and developers to review the code and feasibility and ability to meet City objectives. Proposed changes to the zoning code identified in Task 8 can be combined with this task's code update process.

Deliverables:

- Preliminary and Draft Zoning Map
- Preliminary and Draft Issues and Options Paper and Code Amendments
- Draft Report and Code with Proposed Map for Hearing

8. Support for Adequate Provisions Implementation

BERK will prepare proposed code changes to implement adequate provisions necessary to address barriers to meeting housing targets at all income levels. Our proposal assumes that the City has completed an Adequate Provisions Checklist. We will review the City's existing adequate provisions checklists and identify approaches to address barriers to developing the housing types from Task 5. This may include potential changes to development regulations, such as increased height, density, setbacks, and lot coverage. We will also identify barriers related to permit processes, housing programs, tax and/or zoning incentive programs, etc.

Deliverables:

- Draft Code for implementing Adequate Provisions
- Listing of other Adequate Provisions unrelated to development regulations

9. Potential UGA and Annexation Review

At a planning level, BERK will review the characteristics of land in the UGA including current land use, critical areas, transportation modes, and utility infrastructure. BERK will evaluate the King County UGA designations and zoning in comparison to the City's UGA designations and best-match zoning. At a conceptual level, BERK will review proposed alternative land uses and compatibility, implications for city

services, potential approaches to requests to modify the King County Comprehensive Plan Future Land Use Map, and options for pre-annexation planning and zoning as well as potential annexation methods.

Deliverables:

- Draft Memo with Evaluation and Recommendations

10. Support SEPA process

BERK will support the City to prepare necessary SEPA analysis and documentation for adoption of the updated plan. This scope of work anticipates preparing a SEPA Checklist or addendum and a Determination of Non-Significance (DNS). This scope also assumes that transportation analysis will be prepared by other firms and available for the SEPA review, and that utility plans and the City's capital facility plan suffice to support the SEPA process.

Deliverables:

- Preliminary Checklist
- Checklist for City Issuance
- Review of City DNS Form

Optional Task: Additional Land Capacity Analysis for Employment

BERK could adapt the land capacity analysis to also address employment targets if there are proposed changes in the type and mix of employment uses in the city or UGA.

Cost Estimate

The proposed budget below is based on this scope of services and our understanding of the City's needs. The optional task 11 is not included in the total estimated budget below. Other technical or policy staff may assist BERK key staff to fulfill the scope, but the overall level of effort and budget would not change.

BERK Consulting							
	Lisa Grueter Project Director	Ferdouse Oneza Project Manager	Ben Han Code Development	Michelle Ellsworth Plan & Code Development	Kevin Ramsey Housing Element	GIS/Spatial Evaluation	Total Hours and Estimated Cost by Task
2026 Hourly Rate	\$275	\$220	\$200	\$165	\$250	\$155	
Task 0: Project Management							
Subtotal	14	30	2	2	14	2	64 \$14,990
Task 1: Audit Adopted Comprehensive Plan							
Subtotal	2	8	0	12	6	0	28 \$5,790
Task 2: Land Capacity Analysis							
Subtotal	4	2	0	16	12	32	66 \$12,140
Task 3: Audit Land Use Code for Compliance with New GMA Requirements							
Subtotal	2	10	8	12	0	0	32 \$6,330
Task 4: Update Land Use Element							
Subtotal	8	20	0	20	2	24	74 \$14,120
Task 5: Update Housing Element							
Subtotal	8	14	24	50	42	32	170 \$33,790
Task 6: Support for Comprehensive Plan Adoption Process							
Subtotal	16	40	8	8	16	0	88 \$20,120
Task 7: Support for Zoning Change Implementation							
Subtotal	4	44	40	64	0	8	160 \$30,580
Task 8: Support for Adequate Provision Implementation							
Subtotal	2	4	0	14	4	0	24 \$4,740
Task 9: Potential UGA and Annexation Review							
Subtotal	24	8	0	16	4	24	76 \$15,720
Task 10: Support SEPA Process							
Subtotal	16	4	0	24	0	8	52 \$10,480
Total Estimated Hours	100	184	82	238	100	130	834
Cost (Hours*Rate)	\$27,500	\$40,480	\$16,400	\$39,270	\$25,000	\$20,150	\$168,800
Subtotal Consultant Cost	\$168,800						
Project Expenses	\$1,688						
Estimated Project Total	\$170,488						
Optional Task: Employment Land Capacity Analysis							
Subtotal	2	0	0	4	4	16	26 \$4,690

Firm Qualifications

BERK is an interdisciplinary consultancy integrating strategy, planning, and policy development; financial and economic analysis; and facilitation, design, and communications. Founded in 1988, our passion is working in the public interest, helping public and nonprofit agencies address complex challenges and position themselves for success.

Our Mission is: ***Helping Communities and Organizations Create Their Best Futures.***

Our Work

- We focus our work in Washington to impact the communities in which we live and build a deep and nuanced understanding of local dynamics.
- We pursue projects that dedicate time and resources to lead with equity and foster belonging.
- We love a challenge and seek out work that requires deep dives and calculated risks.
- We seek to challenge the status quo and address systemic barriers to equitable outcomes.

Our Values

Four values in particular guide how we interact with our clients and our partners, and how we work as a team:

- **Agility:** We creatively adapt to changing contexts and priorities in our work and world.
- **Collaboration:** We understand that together we know a lot.
- **Curiosity:** We listen to understand, challenge assumptions, and try new approaches.
- **Equity:** We commit to advancing a more just and resilient present and future through our work.

Our Clients

We have worked statewide for over three decades, and in that time have established relationships in the public, private, academic, and nonprofit sectors. Our projects frequently involve direct support to and collaboration with Commissions, Boards, City Councils, and leadership teams. We understand the information needs, operating environments, and opportunities and constraints of those we work with. Our approach is flexible and designed to fit with what works organizationally for our clients.

Key Staff Experience



Lisa Grueter, AICP, (Project Director, UGA Planning Lead) is a Principal at BERK and leads the firm’s Land Use Planning Practice. She has more than thirty years of experience in policy planning for the public and private sectors. Her expertise includes comprehensive and subarea planning under the State’s Growth Management

Act, customized programmatic and planned action environmental documentation under the State Environmental Policy Act, shoreline master programs under the Shoreline Management Act, and the integration of these laws into cohesive, implementable planning policies. She led Comprehensive Plan Periodic Updates for the cities of Burien and Spokane. She has provided on-call planning services for Covington, Sumner, Pierce County and Snohomish County. Lisa has developed climate vulnerability assessments and climate policies for Bothell, Burien, Covington, Redmond, Spokane, Vancouver as well as Pierce, Snohomish, and Columbia counties. Lisa has led three dozen planned action and programmatic EISs across the state and as part of Comprehensive Plans for Burien, Covington, Fife, Lakewood, Redmond, Shoreline, Sumner, Thurston County, and others. Lisa has developed UGA and annexation strategies for Battle Ground and Spokane.

Lisa received a B.A. in Social Ecology from the University of California, Irvine and a Master of City Planning from the University of California, Berkeley.



Ferdouse Oneza, AICP, (Project Manager, Land Use Element and Zoning Code Lead) brings extensive experience in local government planning, policy and regulations development and implementation, and public engagement. She has more than 25 years of experience in public and private sector planning and project management.

Oneza led comprehensive plan periodic updates for Thurston County and the City of Yakima and is providing support to other jurisdictions with 2027 deadlines. She has experience leading code updates and supporting urban design projects.

In addition to managing her own consultancy and serving as CEO for a local non-profit organization, Oneza was the Planning Manager for the City of Kennewick. With a background and formal education in architecture, she worked as an urban planner at LMN Architects before moving to land use planning in the public sector. She has a Master of City Planning from the Georgia Institute of Technology and an M. Arch. from Bangladesh University of Engineering and Technology.

BERK Experience – Comprehensive Plan Periodic Updates

Cities

- Bothell*
- Burien*
- Covington*
- Gig Harbor
- Lakewood*
- Maple Valley
- Redmond*
- Spokane*
- Sumner*
- West Richland*
- Yakima*

Counties

- Jefferson County
- Pierce County*
- Snohomish County*
- Thurston County*

Additional Experience

- Duvall Housing Element Evaluation and Amendments
- King County Urban Growth Capacity Report

**includes all elements including climate planning*



Kevin Ramsey, PhD, (Housing Element Lead) is a Principal at BERK and housing policy specialist with a background in demographics, land use, and geospatial analysis. He works with state and local governments to assess housing affordability challenges and develop strategies that align with local needs and conditions. He has led and directed housing studies for communities across Washington, including housing element updates for Bothell, Covington, Thurston County, and the City of Yakima. He has also worked with the Department of Commerce to develop new guidance and tools for updating housing elements in accordance with recent changes to GMA.

In 2025, Kevin supported the City of Duvall with a review of their recently adopted comprehensive plan and updates to their zoning and land capacity analysis to comply with new GMA requirements.

Prior to joining BERK, Kevin worked for the U.S EPA's [Smart Growth Program](#) where he developed geospatial data and tools to support local planning and policy making. Examples include the [Smart Location Calculator](#), [Location Affordability Portal](#), and [Healthy Communities Assessment Tool](#). Kevin has published research in peer reviewed journals and earned a PhD in Geography from the University of Washington.



Ben Han (Senior Planner, Code Development + Planning Support) has more than 10 years of experience in neighborhood planning, transportation planning, and creative community engagement strategies. He has a passion for collaborating with diverse communities to create policy and plans that reflect their voices and include actionable items to promote equitable social and economic opportunities. Ben has worked on comprehensive plan updates for communities throughout the region, including Bothell and Battle Ground. He has led middle housing code updates in Lakewood and Maple Valley. Ben incorporates thoughtful engagement into everything he does to ensure the final plans are supported by the community.

Prior to joining BERK, Ben worked at various transit agencies within the Puget Sound Region, the private sector, and government agencies. Ben has a Master of City Planning from the University of California, Berkeley and a Bachelor of Arts in Community Environment and Planning from the University of Washington.



Michelle Ellsworth (Land Use and Housing Planning + Code Support) is an Associate Planner with expertise in community engagement, land use planning, and real estate analysis. She is a collaborative, detail-oriented team member with skills in project management, communications, and data analysis. She is passionate about co-developing inclusive and resilient recommendations to complex issues within urban planning.

Michelle has worked on periodic updates for the cities of Covington, Gig Harbor, and Wenatchee as well as Jefferson and Snohomish counties. She is currently leading a Transit-Oriented Development Planned Action EIS for the City of Shoreline and working on a housing affordability study for King County.

Michelle has a Master of Urban Planning with a Graduate Certificate in Housing Studies, a Bachelor of Arts in Business Administration, and a Certificate in Project Management from the University of

Washington. She also completed an urban planning study abroad program with the University of Groningen in The Netherlands.



COMMUNITY & ECONOMIC DEVELOPMENT

COMMUNITY PLANNING & DEVELOPMENT

Planning

- Long-range plans & zoning
- Neighborhood planning & development
- Environmental review
- Grant Funding

Permitting, Inspections & Code Compliance

- Permitting**
- Inspections & Code Compliance**
 - Construction inspections
 - Safety & standards
 - **Code enforcement**

Economic Development & Community Engagement

Economic Development & Human Services

- Business partnerships
- Chamber engagement
- Grant Funding
- Human services coordination

Community Engagement

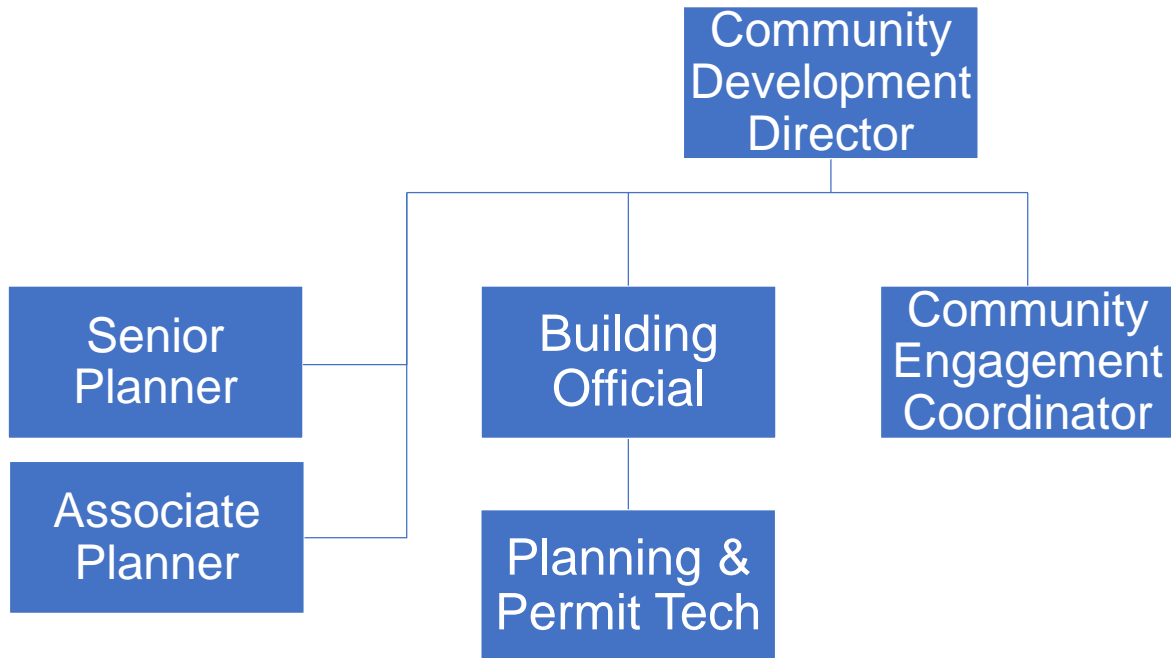
- Community events & outreach
- Boards & commissions
- Community interaction

Chamber of Commerce

Human Services Providers



CD Department Structure



CD Department Structure

