



## Planning & Community Development

1812 Main Street  
P.O. Box 257  
Lake Stevens, WA 98258

July 23, 2020

### **RE: Charter for Waterfront Residential Task Force**

Dear Task Force Members:

Thank you for agreeing to serve on the Waterfront Residential Task Force (WRTF). Your input and feedback will be integral as the city explores potential zoning code amendments to expand housing options and refine development and design standards in the city's Waterfront Residential zoning district. This charter serves to clearly lay out the role, responsibilities, and expectations for the process and task force members.

#### *Role:*

- Identify important issues to consider for potential zoning code amendments
- Recommend modifications to draft code language developed by staff
- Network with friends, neighbors and family members on the planning process
- Help identify methods to engage the broader public
- Make a final recommendation to Planning Commission prior to their public hearing

#### *Responsibilities*

- Meet monthly through Summer and Fall 2020
- Provide input and feedback
- Be respectful of the thoughts and opinions of other task force members and the public
- Serve as a liaison to the community by helping to spread information about the process and bring back what you are hearing from a wide variety of community members
- Obtain the feedback of stakeholders throughout the waterfront area and city
- Ensure equality in decision-making and make sure any code updates meet the needs of as many stakeholders as possible.

Thank you,

David Levitan  
*Senior Planner/Project Manager*