

1 **City of Lake Forest Park – Planning Commission**
2 **Regular Meeting Minutes: March 11, 2025; 7:00-9:00pm**
3 **Hybrid Meeting Held in the Forest Room at City Hall and Virtually via Zoom**
4

5 **Planning Commissioners present:** Chair Ashton Alvarez- McCartney (via Zoom), Vice Chair
6 Janne Kaje, Melissa Cranmer (via Zoom) Madlyn Larson (via Zoom), David Klewen, Cherie
7 Finazzo (via Zoom), Meredith LaBonte,
8

9 **Staff and others present:** Mark Hofman, Community Development Director; John Lebo, City
10 Council liaison; Zoë Tapert, SCJ Alliance (via Zoom), Andrew Oliver, Leland Consulting Group (via
11 Zoom); David Fiske, Leland Consulting Group (via Zoom)
12

13 **Members of the Public present:** none
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15 **Planning Commissioners absent:** Sam Castic
16

17 **Call to order:** Chair Alvarez- McCartney called the meeting to order at 7:00 PM
18

19 **Land Acknowledgement:** Chair Alvarez- McCartney read the land acknowledgement.
20

21 **Approval of Agenda:** Vice Chair Kaje made a motion to approve the agenda, Cmr. Finazzo
22 seconded, and the motion to approve the agenda was carried unanimously.
23

24 **Approval of Meeting Minutes:** Cmr. Finazzo made a motion to approve the February 11, 2025,
25 Meeting Minutes, Cmr. LaBonte seconded and the motion to approve the minutes was carried
26 unanimously.
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28 **Public Hearing:** No public hearing.
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30 **Next meeting:** The next meeting occurs on April 08, 2025.
31

32 **Public Comment:** Jonathan Kurth, a construction developer, gave a comment on the perspective
33 of local builders on the need for small cottages. Mr. Kurth mentioned that smaller homes are in
34 more demand and sell quicker than larger homes.
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36 Bill Norman, a construction developer, also spoke in favor of the demand for smaller units. Mr.
37 Norman also spoke on the place in people's lives both younger and older populations wanting
38 smaller homes.
39

40 **City Council Liaison Report:** City Council member Lebo discussed the City Council has a budget
41 finance committee meeting, where the end of the year finances of 2024 was discussed, and the city is
42 financially solvent. The Council also heard the work plans of the board and commissions of the city.
43 Council member Lebo also discussed the issue of a possible levee to bring in revenue for the city.
44

45 **Old Business:**

46 **Middle Housing Development Regulations with SCJ Alliance and Leland Consulting Group**

47 Ms. Tapert gave a presentation on Unit Lot Subdivision Edits, and Middle Housing and ADU edits.
48 Ms. Tapert reviewed the edits made in chapter 17 including definitions, tree canopy coverage, and

1 lot subdivisions. Ms. Taper also discussed how the unit density will be reflected in the code. Ms.
2 Taper also reviewed the Chapter 18 edits including definitions, the zoning map, changed for the RS
3 zones, adding middle housing and removing use of single family in name, and ADU language.

4
5 Mr. Fiske gave a presentation on Middle Housing Recommendations for Future Code Updates. The
6 presentation included incentives for affordability, dimensional standards, and ADU locations. Mr.
7 Fiske also reviewed case studies of middle housing incentives.

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9 **Election of Chair and Vice-Chair of the Planning Commission for 2025**

10 Vice Chair Kaje nominated Sam Castic as Chair and Chair Alvarez-McCartney seconded, and the
11 motion was passed unanimously. Cmr. Cranmer moved to nominate Vice Chair Kaje to remain as
12 Vice Chair, Cmr. LaBonte seconded and the motion was passed unanimously.

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14 **New Business:**

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16 **Reports and Announcements:** No reports and announcements.

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18 **Agenda for Next Meeting:** Additional discussion on middle housing.

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20 **Adjournment:** Cmr. Cranmer made a motion to adjourn the meeting, Cmr. Larson seconded, and
21 the motion was carried unanimously. The meeting adjourned at 9:00 PM.

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23 APPROVED:

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26 Ashton Alvarez-McCartney, Planning Commission Chair