

1 **City of Lake Forest Park – Planning Commission**  
2 **Regular Meeting Minutes: November 12, 2024; 7:00-9:00pm**  
3 **Hybrid Meeting Held in the Forest Room at City Hall and Virtually via Zoom**  
4

5 **Planning Commissioners present:** Vice Chair Janne Kaje, David Kleweno (via Zoom), Madlyn  
6 Larson (via Zoom), Melissa Cranmer (via Zoom), and Cherie Finazzo (via Zoom)  
7

8 **Staff and others present:** Mark Hofman, Community Development Director; John Lebo, City  
9 Council liaison; Zoë Tapert, SCJ Alliance (via Zoom)  
10

11 **Members of the Public present:** none  
12

13 **Planning Commissioners absent:** Chair Ashton Alvarez- McCartney, Meredith LaBonte, Lois Lee  
14 and Sam Castic  
15

16 **Call to order:** Vice Chair Kaje called the meeting to order at 7:00 PM  
17

18 **Land Acknowledgement:** Cmr. Cranmer read the land acknowledgement.  
19

20 **Approval of Agenda:** Cmr. Larson made a motion to approve the agenda, Cmr. Cranmer seconded,  
21 and the motion to approve the agenda was carried unanimously.  
22

23 **Approval of Meeting Minutes:** Vice Chair Kaje provided an edit to the October minutes. Cmr.  
24 Larson made a motion to approve the October 08, 2024, Meeting Minutes as amended, Cmr.  
25 Cranmer seconded and the motion to approve the minutes was carried unanimously.  
26

27 Cmr. Cranmer made a motion to approve the June 11, 2024 minutes, Cmr. Larson seconded the  
28 motion, and the minutes were approved unanimously.  
29

30 **Public Hearing:** No public hearing.  
31

32 **Next meeting:** The next meeting occurs on December 10, 2024.  
33

34 **Draft 2025 Planning Commission Meeting Dates Forthcoming**

35 Mr. Hofman recommended that the commissioners start to think about their 2025 schedules to help  
36 with scheduling for the upcoming year.  
37

38 **Public Comment:** No public comments.  
39

40 **City Council Liaison Report:** City Council member John Lebo stated that the City Council is  
41 making good progress on the Comprehensive Plan. Council member Lebo also stated that the City  
42 Council is also working on the budget and a Climate Project Coordinator might possibly be hired.  
43

44 **Old Business:**

45 **Middle Housing Development Regulations with SCJ Alliance**

46 Ms. Tapert gave a presentation on Middle housing, including a Tier 3 housing memo which includes  
47 HB 1110 and HB 2321. Some key takeaways include that cities are not required to allow more  
48 ADUs, cities may adopt a maximum unit density, and legislation may allow the development of at

1 least two units per lot. The Planning Commissioners discussed the concepts of how the legislation  
2 will translate into for residents in Lake Forest Park. The Planning Commissioners also discussed the  
3 issue of short-term rentals and how it can affect housing and permitting.  
4  
5

6 **Parking Lot items of Planning Commission interest or concern – for future meetings/ Work**  
7 **Plan**

8 **Economic Development, Business Assistance for Small Businesses and Mixed Use**

9 **Expand Commercial Base, Feedback from Business Representatives**

10 **Reasonable Use Exceptions (RUEs), Revisit and End User Guide**

11 **Housing in Southern Gateway, Incentives**

12 **Tree Canopy Report, Update**

13 **Parks, Recreations, Open Space, & Trails (PROST) Plan, Update**

14 **Education on/of Development**

15 **Perkins Way and 40th Place Impacts, Traffic Calming and Safety, Light Rail**

16  
17 Cmr. Larson discussed the possibility of creating a calendar for the topics mentioned above. Vice  
18 Chair Kaje discussed the issue of ensuring that deadlines are met to send recommendations to the  
19 Council. The list was created to brainstorm ideas for the upcoming year and the planning  
20 commissioners discussed what they want to focus on and prioritize for the draft work plan.  
21

22 **New Business:**

23  
24 **Reports and Announcements:**

25 **Planning Commission Vacancies and Recruitment**

26 Cmr. Lee has stepped down from the Planning Commission. Cmr. Cramner is also moving next  
27 year. Mr. Hofman stated that the City Clerk has been advertising for the vacancy.

28 **Citizen Comment:** No public comments.  
29

30 **Agenda for Next Meeting:** Additional discussion on middle housing and the 2025 work plan.  
31

32 **Adjournment:** Cmr. Larson made a motion to adjourn the meeting, Cmr. Kleweno seconded, and  
33 the motion was carried unanimously. The meeting adjourned at 8:30 PM.  
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35 APPROVED:

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37 \_\_\_\_\_  
38 Ashton Alvarez-McCartney, Planning Commission Chair