

City of Lake Forest Park

Memo

To: Planning Commission, City of Lake Forest Park

From: Mark Hofman, Community Development Director

cc: Deputy Mayor Lorri Bodi, Council Liaison to the Planning Commission

Meeting Date: February 13, 2024, Regular Meeting

Commissioners,

To create additional review and discussion time in early 2024 regarding the Periodic Update of the Comprehensive Plan, a series of special meetings was agreed to. These special meetings are to be facilitated by staff and the information will be shared with the project consultant, SCJ Alliance, for use and consideration at the ensuing regular meeting date. Our first special meeting was held on February 6, 2024, and staff now have proposed dates for meetings in March through June.

The February 6 special meeting unfortunately overlapped with the Climate Action Committee regular meeting on a Tuesday night and created issues with the City's single Zoom Webinar account. To avoid future overlap of public meetings and a public sign in link usage conflict, staff proposes a series of known dates for each month (the week prior to the regular meeting) and adds June as an "as may be needed" option.

The suggested special meeting dates that work in that context are:

Monday, March 4

Thursday, April 4

Wednesday, May 8 (Thursday, May 2 is also an earlier option)

Thursday, June 6

We realize that by narrowing the potential dates as outlined above may cause conflicts with the individual personal schedules and obligations of commissioners, but we hope to have at least a quorum (required) of the Commission present for each special meeting and can additionally help facilitate additional comments as may be necessary, through the Chair in advance or during the meetings.

Thank you