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3 **City of Lake Forest Park - Planning Commission**  
4 **Draft Regular Meeting Minutes: March 12, 2024**  
5 **In-person and Zoom Hybrid Meeting**  
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7 **Planning Commissioners present:** Maddy Larson; Cherie Finazzo; Meredith LaBonte; Lois Lee, Chair  
8 Ashton McCartney; Sam Castic; Melissa Cranmer (via zoom); David Kleweno; Vice Chair Janne Kaje  
9

10 **Staff and others present:** Mark Hofman, Community Development Director, Nick Holland, Senior Planner;  
11 Sarah Phillips, Climate Committee Chair; Cristina Haworth (via zoom)  
12

13 **Members of the Public:** Don Fiene; Chelsea Lee  
14

15 **Planning Commissioners absent:** Maddy Larson; Cherie Finazzo; Councilmember Bodi  
16

17 **Call to order:** Chair McCartney called the meeting to order at 7:03 pm.  
18

19 **Land Acknowledgement:** Cmr. LaBonte read the land acknowledgement.  
20

21 **Approval of Agenda**

22 Cmr. Kleweno made a motion to approve the agenda, Cmr. LaBonte seconded, and the motion to approve  
23 the agenda was carried unanimously.  
24

25 **Approval of Meeting Minutes**

26 Cmr. Castic made a motion to approve the March 4, 2024, special meeting minutes. Cmr. Lee seconded the  
27 motion.  
28

29 All voted to approve the February 13, 2024, minutes as amended, and the motion was carried unanimously.  
30

31 **Meeting Dates:**

32 The next special meeting is scheduled for April 4, 2024. The next regular meeting is scheduled for April 9<sup>th</sup>.  
33 Several Commissioners indicated that they may miss the meeting due to school district spring break  
34 schedules.  
35

36 **Citizen Comments**

37 None.  
38

39 **City Council Liaison Report**

40 Councilmember Bodi was not in attendance. Chair McCartney suggested having a Council update when  
41 Councilmember Bodi is in attendance.  
42

43 **Old Business**

44 ***Comprehensive Plan Update***

45 ***Transportation Element Discussion***  
46

47 Chair McCartney suggested reviewing the transportation section language, as presented by SCJ Consultants.  
48 She recommended that Ms. Haworth present the information she has prepared for the transportation  
49 element. Ms. Haworth introduced the material and went over the schedule for tonight's meeting. She  
50 mentioned that tonight's information is very similar to that of the special meeting last week. She talked about  
51 the difference between the use of the terms 'equality and 'equity'. She suggested that the Commission give  
52 their opinions on which term to use and in which context. Cmr. LaBonte said she prepared a statement to

1 share regarding the topics of equality and equity to share with the group. She read a couple of quotes she  
2 found and then shared her own statement with the group. Chair McCartney thanked her for her statement  
3 and time spent on it. She asked the group for input. Cmr. Kleweno asked for some clarity as it related to the  
4 slides presented by Ms. Haworth. Cmr. LaBonte elaborated on her statements and explained the background  
5 to her thoughts. Cmr. Kleweno said he wanted to make sure he understands the meaning of the statements.  
6 Discussion continued on Cmr. LaBonte's statement and how it relates to planning policies in LFP. Cmr.  
7 Kaje said he appreciated the statement and said he sees the issue differently, as his position as a public  
8 servant. He provided some examples of equity, that he experiences through his professional work. He said  
9 that the policies developed through the governmental process are often made by a narrow group of people  
10 and not by those who may not know how to participate or even understand the notion of participation. Cmr.  
11 Lee asked Cmr. LaBonte if there are areas in the comprehensive plan that could be identified and changed for  
12 this purpose. Cmr. LaBonte provided a response and indicated that the language should not include  
13 references to race. Cmr. Lee shared a story about her background and how she relates to the governmental  
14 process. She said that language that supports minority racial groups should be included, because those  
15 groups may not feel comfortable participating in the policy making process. Cmr. Lee and LaBonte  
16 continued to discuss the issue of equality and how it is reflected, referenced, and used in the policy planning  
17 documents. Cmr. Castic provided his opinion on the issue and made a brief statement. He suggested moving  
18 on with analysis of the transportation element. Cmr. Cranmer provided her perspective on use of the terms  
19 and her experience. Chair McCartney summarized the issue and moved the group onto continued analysis of  
20 the draft language. Director Hofman provided guidance on how the group needs to include the mandates of  
21 equity by way of GMA requirements.

22  
23 Ms. Haworth thanked the Commission for the discussion and said that the information was very useful. She  
24 presented the updates for the comprehensive plan and reminded the group of the statutory requirements the  
25 state mandated. She presented the information prepared by Fher and Peers, the transportation sub-  
26 consultant who teams with SCJ. Ms. Haworth said that the current transportation element of the LFP  
27 comprehensive plan is generally consistent with the various state agency mandates, but that it could be  
28 amended to minimize conflicts between freight mobility and general transportation methods along truck  
29 route corridors. She talked about the need for a continued development of traffic calming in sections of LFP  
30 neighborhoods. She continued to present the findings and recommendations from the sub-consultant, as  
31 they relate to potential updates to the transportation element. She also talked about how the climate element  
32 blends with the transportation element for an overall strategy to create policies. Ms. Haworth said that non-  
33 motorized transportation options should be prioritized in the transportation planning process. Cmr. Kaje  
34 asked about the emphasis on stormwater system improvements to prevent tire and rubber runoff in the Lyon  
35 Creek basin, as it was drafted. He suggested having the recommendations in all of the watershed basins, not  
36 just Lyon Creek. Ms. Haworth suggested having a conversation about non-motorized levels of services  
37 standards and potentially including those in the comprehensive plan. She also suggested updating the capital  
38 improvement plan to identify funding sources for transportation improvement projects. Director Hofman  
39 said that his suggested notes have been forwarded to SCJ so that they have the Commission's input in the  
40 draft suggestions. Cmr. Castic asked for clarity on what the 'MPP' sections quoted referred to and Ms.  
41 Haworth responded and indicated that they come from the countywide planning policies. Cmr. Castic  
42 suggested finishing transportation prior to moving onto the next section. Ms. Haworth presented the  
43 information on freight, Cmr. Kaje asked for background information on the freight conversation. Director  
44 Hofman responded and provided some background information on how the freight corridor is classified in  
45 LFP. Cmr. Castic provided his opinion on what suggestions to include for the freight topic. Chair  
46 McCartney directed Ms. Haworth to write in just the minimum requirements for freight. The feeling of the  
47 Commission was to maintain local street character in the majority of LFP neighborhoods. Ms. Haworth  
48 presented the recommendation on reducing the need for new capital improvements through investment  
49 operations and management activities that improve the existing system. Cmr. Lee suggested incorporating a  
50 policy for safe pathways to city and public park lands. Ms. Haworth presented the information on  
51 transportation resilience. The Commission agreed to incorporate the required language. Ms. Haworth  
52 presented the requirement for transportation technologies, such as electric vehicle infrastructure in multi-

1 family zoned projects as suggested by Cmr. Lee. Ms. Haworth continued to present the requirements for the  
2 transportation element that are mandated by the state and county, as well as recommendations by the sub-  
3 consultant for which LFP Commissioners could have discussions about adding into the comprehensive plan.  
4 The required element of racial and social equality came up and the discussion surrounding Cmr. LaBonte's  
5 statement and her opinions continued, she elaborated on her position. Chair McCartney asked if the  
6 Commission had any alternative language, she offered some alternative language. Cmr. Lee provided some  
7 alternative language for this requirement. Ms. Haworth presented the information on stormwater pollution  
8 for transportation corridors. Director Hofman provided his notes from the previous discussion to include  
9 and indicated that the section will need to be drafted, then evaluated. Ms. Haworth presented the  
10 recommendations on concurrency, the Commission decided to go with only the required portion of the  
11 recommendations. Ms. Haworth presented the information on future travel forecasts. Chair McCartney did a  
12 time check and suggested moving onto the next section, given the time left. Ms. Haworth finished presenting  
13 the recommendations in the transportation element and Director Hofman shared his notes from the special  
14 meeting on the topics.

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16 It was decided that the group needed to discuss community outreach prior to the discussions on Climate  
17 topics.

### 18 19 ***Outreach Plan Status and Community Survey Status***

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21 Ms. Haworth said that the outreach plan has been a bit slow, due to the grant funding received for housing,  
22 but the survey is ready to distribute very soon. She said a testing session for the survey is planned, and then  
23 the survey will be out the community very soon. Director Hofman provided his input and asked the  
24 Commission if the survey should be a mailer that is distributed citywide. Discussion occurred about the  
25 costs of a citywide mailer and the benefit associated. Chair McCartney provided her perspective and said that  
26 a citywide mailer would be a worthwhile expense. Cmr. Kaje said he agreed. The Commissioners provided  
27 their opinions, a majority voted to mail a survey to each property in the city. Cmr. Castic suggested that the  
28 Commission spread the word about the ability to have input in the process.

29  
30 Ms. Haworth said that a housing workshop will be needed soon, probably sometime in April. She mentioned  
31 that the topic of middle housing will be emphasized. She then said that the draft comprehensive plan would  
32 be discussed next. Cmr. Kaje thanked those who participated in the sub-committee for the public outreach  
33 process. He asked to see the draft survey prior to it being sent out. Director Hofman mentioned that an  
34 incentive prize will be offered to one lucky winner who participates in the survey process.

### 35 36 ***Joint Meeting with Climate Action Committee***

37 Director Hofman mentioned that that the other boards and commissions have been consulted about the  
38 update to the comprehensive plan and the Climate Action Committee suggested having a joint meeting with  
39 the Planning Commission. He said it may not be possible, but that the idea would be presented to the  
40 Commissions for consideration. Cmr. Kleweno suggested postponing a potential future joint meeting, until  
41 the draft comprehensive plan is completed, so that appropriate comments can be made. Chair McCartney  
42 agreed. The Commission agreed to delay a joint meeting with the Climate Action Committee. Director  
43 Hofman said that the Planning Commission's work plan for 2024 was approved by the City Council. He also  
44 said that within the next week, the Commission must form a joint climate policy advisory committee to  
45 coordinate with the Council. He said that the city has received a \$500k grant to draft the climate action plan.

### 46 47 ***Climate Planning***

#### 48 49 ***Climate Action Plan (January 2024 Working Draft)***

50 Cmr. Castic said that the Commission very much agreed with the direction of the draft information presented  
51 by SCJ on climate. Director Hofman said that he had provided SCJ with notes from the last special meeting.  
52 Ms. Haworth summarized the required and mandated climate topics, as the state and county have laid out.

1 She talked about how the comprehensive plan will set the policy and the climate action plan will be the  
2 implementation document. She asked for some input from the Commission and had a couple of outstanding  
3 questions she was seeking answers to. Cmr. Kleweno talked about how the Climate Action Committee (CAC)  
4 needed a consultant to investigate the equity provisions of their climate action plan. Cmr. Lee suggested  
5 language for mitigating development on SR 522, as it relates to climate. Chair McCartney said they want to  
6 see language on equity and inclusion for the climate element.

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8 **New Business**

9 Not applicable.

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11 **Reports and Announcements**

12 None.

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14 **Citizen Comments:**

15 Don Fiene said that the post office offers a method of getting mail to most of the city. He said it costs  
16 around \$4,500.00.

17  
18 **Agenda for Next Meeting:**

19 Additional discussion on comprehensive plan amendments. Director Hofman provided some details about  
20 housing, which is the next chapter for discussion. Ms. Haworth provided an indication on when the  
21 Commission would see draft transportation language.

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23 **Adjournment:**

24 Cmr. Castic made a motion to adjourn the meeting, Cmr. Kleweno seconded, and the motion was carried  
25 unanimously. The meeting was adjourned at 9:03 pm.

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27 APPROVED:

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31 Ashton McCartney, Planning Commission Chair  
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