

1 City of Lake Forest Park – Planning Commission
2 Regular Meeting Minutes: October 08, 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:** Chair Ashton Alvarez- McCartney, Vice Chair Janne Kaje (via
6 Zoom), Meredith LaBonte, David Kleweno, Lois Lee, Sam Castic, and Madlyn Larson
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
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13 **Planning Commissioners absent:** Melissa Cranmer and Cherie Finazzo
14

15 **Call to order:** Chair Alvarez-McCartney called the meeting to order at 7:00 PM
16

17 **Land Acknowledgement:** Chair Alvarez-McCartney read the land acknowledgement.
18

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

22 **Approval of Meeting Minutes:** Cmr. Larson made a motion to approve the September 10, 2024,
23 Meeting Minutes, Cmr. Kleweno seconded and the motion to approve the minutes was carried
24 unanimously.
25

26 **Public Hearing:** No public hearing.
27

28 **Next meeting:** The next meeting occurs on November 12, 2024.
29

30 **City Council calendar for review of the 2024 Comprehensive Plan Update discussion**

31 Mr. Hofman gave an update that the Comprehensive Plan has been transmitted to the City Council
32 on September 26th. There is also a draft series of meetings building on existing work sessions and
33 council sessions. There is currently not a joint session scheduled for the City Council and Planning
34 Commission, but it may still happen. The City Council is currently projected to have an adopted
35 hearing on December 2, 2024, with a possibility of adoption on December 12th.
36

37 **Climate Policy Advisory Team schedule discussion**

38 Mr. Hofman gave an update on the CPAT schedule. There has been a doodle poll sent to all CPAT
39 members to see what day works best with everyone. A result will soon be available to see the
40 scheduled dates.
41

42 **Public Comment:** No public comments.
43

44 **City Council Liaison Report:** City Council member John Lebo gave an update on the biannual
45 budget. The City Council has been looking at the revenues and expenditures of all departments. The
46 City Council is also working on what to do with the revenue from the traffic cameras and how to
47 handle the deficit of the City budget.
48

1 **Old Business:**

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

3 Mr. Hofman gave some context to the middle housing element and the work with SCJ alliance. Mr.
4 Hofman also discussed deadlines and the vision of the middle housing element and the discussion of
5 housing types and what is appropriate for the community and how the policies interact with critical
6 areas and other issues.

7
8 Ms. Tapert gave a presentation on the Middle Housing element. The three middle housing types
9 chosen were cottage court, accessory dwelling unit, and duplex. SCJ consultants will now be
10 working on what the gaps are in the city code and how to tackle those gaps with the middle
11 housing element.

12
13 Planning Commission members asked Ms. Tapert some questions regarding the middle housing
14 element including possibilities of ADUs and housing options. Planning commission members
15 also expressed concerns about the impacts on the community of increased housing. Cmr. Larson
16 stated that she would start a google document and share with all the members to ensure that
17 everyone's questions are in one place and can be documented for future meetings and
18 conversations.

19
20 Vice Chair Kaje stated that he would like the Planning Commission to talk about the street
21 frontage requirements on the zones RS 15 and RS 20 zones due to the restrictions it places on
22 subdividing in these zones.

23
24 **Discussion on items of Planning Commission interest or concern - for future meetings**

25 **Climate Element with the Climate Policy Advisory Team**

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

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

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

29 **Housing in Southern Gateway, Incentives**

30 **Tree Canopy Report, Update**

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

32 **Education on/of Development**

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

34
35 Vice Chair Kaje took over the meeting as Chair Alvarez-McCartney had to step out early. Vice
36 Chair Kaje suggested organizing the list as priorities, for example, the first priority being those in
37 the list that relate to middle housing. Cmr. Lee went to the whiteboard to lay out the calendar and
38 how the 2025 work plan will look like for the Planning Commission. The board discussed the
39 items on the list and how to appropriately tackle them.

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41 **New Business:**

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43 **Reports and Announcements:**

44 **Planning Commission Vacancies and Recruitment**

45 Cmr. Cramner is moving next year. Mr. Hofman stated that the City Clerk has begun advertising for
46 the vacancy. Cmr. Larson announced that she is willing to step down from the Planning
47 Commission if there are any qualified candidates that would like to join.

1 **Citizen Comment:** No public comments.

2

3 **Agenda for Next Meeting:** Additional discussion on middle housing and finalizing the 2025 work
4 plan.

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

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APPROVED:

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Ashton Alvarez-McCartney, Planning Commission Chair

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