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3 **City of Lake Forest Park - Planning Commission**
4 **Draft Regular Meeting Minutes: June 13, 2023**
5 **In-person and Zoom Hybrid Meeting**

6 **Planning Commissioners present:**, Vice Chair Ashton McCartney, Cherie Finazzo; Melissa Cranmer;
7 David Kleweno; Sam Castic; Lois Lee

8
9 **Staff and others present:** Steve Bennett, Planning Director; Nick Holland, Senior Planner; Councilmember
10 Lorri Bodi (Planning Commission Liaison)

11
12 **Members of the Public:** n/a

13
14 **Planning Commissioners absent:** Meredith LaBonte; Chair Maddy Larson; Walter Hicks

15
16 **Call to order:** Vice Chair McCartney called the meeting to order at 6:59 pm.

17
18 **Land Acknowledgement:** Cmr. Cranmer read the land acknowledgement.

19
20 **Approval of Agenda**

21 Cmr. Kleweno made a motion to approve the agenda, Cmr. Castic seconded, and the motion to approve the
22 agenda carried unanimously.

23
24 **Meeting Dates:**

25 The next regular meeting is scheduled for July 11, 2023.

26
27 **Citizen Comment**

28 None.

29
30 **Report from City Council Liaison**

31 Councilmember Bodi said the Council has been working on an ordinance for retaining walls and had recently
32 adopted an interim ordinance for the regulation of retaining walls in the city. She mentioned that a second
33 public hearing would occur on the retaining wall regulations which will occur on June 22. She said that
34 changes to the city's tree regulations are under consideration. They will change the way the city regulates tree
35 removal in the right of way. She said that a public hearing will occur on June 22 on the tree code updates.
36 She said that the RUE regulations recommended by the Commission still need to be adopted.

37 Councilmember Bodi said that she has been suggesting a system for residential parking permits and that the
38 Council had a good discussion, but, with other pressing business, the motion didn't get adopted. She talked
39 about the status of the Sound Transit BRT application and said that the City has asked for a copy of the
40 agreement between Sound Transit and Washington State Department of Transportation and also talked about
41 potential construction traffic impacts when the ST-3 project begins.

42
43 Cmr. Castic asked how the communication with Sound Transit is going and Councilmember Bodi responded
44 that they are willing to meet, but not put agreements in writing. She talked about a conversation between
45 Councilmember Kassover and the Director of Sound Transit that had occurred previously and mentioned
46 that the Sound Transit Director may be attending a future Council meeting. Councilmember Bodi described
47 the details of the retaining wall ordinance and how noise transmission should be limited. Director Bennett
48 shared some visuals of the potential wall designs which included vegetation. Cmr. Cranmer asked how high a
49 wall or fence can be and Director Bennett provided a response. Discussion ensued about how regular
50 maintenance to areas adjacent to the new retaining walls will happen after the project is built.

1
2 **Approval of Meeting Minutes**

3 Cmr. Cranmer made a motion to approve the May 9, 2023 meeting minutes; Cmr. Castic seconded. All voted
4 to approve the May 9, 2023 minutes and the motion carried unanimously.
5

6 **Old Business**

7 *Comprehensive Plan Update*
8

9 i. **Evaluate areas of emphasis identified through discussion with other city advisory
10 boards and staff**

11 Vice Chair McCartney introduced the topic and there was discussion about the approach to the evaluation.
12 Director Bennett suggested starting with the Climate Action Committee feedback and asked Cmr. Lee to talk
13 about the issues identified at the meeting with the Climate Action Committee that she had attended. Director
14 Bennett summarized each of the issues Cmr. Lee mentioned on the whiteboard with a bullet point and asked
15 Commissioners which comprehensive plan elements might need to be updated to address each of the points.
16 He placed color-coded post-its representing the comprehensive plan elements that would be affected near the
17 appropriate bullet points (see attached photos).
18

19 Cmr. Lee talked about the most important topics that were discussed at the most recent Climate Action
20 Committee meeting that could affect how the Comprehensive Plan is amended. She provided a summary of
21 the specifics which included the topics below:

- 22 1. **Transportation:** Cmr. Lee talked about how the Climate Action Committee put out a survey that
23 talked about what aspects of climate change the city felt were most important. She talked about a
24 goal which would be to get as many electric vehicles in the city as possible by 2025. She mentioned
25 amending regulations to require charging stations in newly constructed buildings.
- 26 2. **Built Environment:** Cmr. Lee talked about how the city can be greener and use less fossil fuels and
27 how the regulations can change to require this policy.
- 28 3. **Municipal Operations:** Cmr. Lee talked about how the Committee is recommending that all city
29 services move to green or electric infrastructure and vehicles.

30 Cmr. Lee described some other topics of discussion from the Climate Action Committee meeting such as
31 riparian restoration projects and the need for additional tree canopy. Director Bennett summarized some of
32 the notes he made on the white board (see attached photos) and discussed how some of the Climate Action
33 Committee material could be integrated into the Comprehensive Plan Update. He said that the Commission's
34 objective should be to inform the Comprehensive Plan consultants. Cmr. Lee talked about the missing
35 middle class and their inability to support electric vehicle infrastructure because of the cost of such equipment
36 and about how gas-powered yard tools contribute to greenhouse gases.
37

38 Director Bennett asked for a summary on the Parks and Recreation Board meeting. Cmr. Cranmer provided
39 the most relevant points of emphasis that might contribute to the Comprehensive Plan Update. She
40 summarized the notes that were taken from the most recent Parks and Recreation Board meeting. Director
41 Bennett mentioned that Cmr. LaBonte had also provided some notes on the topic as well. He talked about
42 how the capital facilities budget is organized and prioritized while referencing some of the most relevant
43 Parks and Recreation Board meeting topics and how they relate to potential Comprehensive Plan updates.
44 Cmr. Castic suggested the consultant perform outreach with the Stewardship Foundation. Director Bennett
45 updated the white board to summarize (see attached photos) which Comprehensive Plan elements might be
46 affected by the issues identified. Councilmember Bodi said that dredging of Lake Washington could affect the
47 potential for water-based recreation. She suggested having common policies that could support activities like
48 dredging. Director Bennett suggested that this topic should be addressed in Shoreline Management. Cmr.
49 Lee suggested adding housing to climate Action Committee meeting topics.
50

51 Director Bennett summarized the topics that Commissioners had discussed with the Police Department
52 based on the notes provided by Cmr. LaBonte after a meeting she had with the Police Chief on public safety

1 issues. He explained that a comprehensive plan is a policy tool for creating change in the physical realm of
2 the community and that it does not usually dictate changes in department operations. Cmr. Lee updated the
3 white board categories to illustrate potential Comprehensive Plan elements that could be affected by the
4 public safety issues that were identified (see attached photos).
5

6 Cmr. Castic summarized the discussion with the Public Works Department Director and talked about
7 potential intersections with the Comprehensive Plan update. He talked about potential infrastructure
8 upgrades to support additional residential density which new legislation now allows. Cmr. Castic talked about
9 traffic flow and how road projects will contribute to traffic relief. He talked about the potential for a parks
10 master plan and a city asset management plan. He went onto discuss utility upgrades and emphasized that,
11 although the city doesn't directly provide utilities, coordination with providers should be streamlined. Cmr.
12 Castic summarized some of the issues discussed with Public Works surrounding sidewalk construction. Cmr.
13 Lee summarized the issues on the white board and added post-its to the board to illustrate potential
14 Comprehensive Plan elements that Commissioners mentioned which may need to be updated to address the
15 topics discussed with Public Works (see attached photos).
16

17 Cmr. Kleweno summarized the discussion with the Tree Board Chair a few months ago and talked about
18 potential intersections with the Comprehensive Plan update. He mentioned that the Tree Board would like
19 to be discussing the Sound Transit project and how to regulate it. Councilmember Bodi said that the Council
20 has received some feedback from the Tree Board. He said that the tree canopy in LFP has increased since the
21 last tree inventory. He talked about how to monetize a tree canopy and emphasized that a formula to
22 monetize the tree canopy should be a priority. Director Bennett provided some updates on the challenges
23 that have been faced while performing the most recent tree inventory. He described how the two types of
24 tree inventory are conducted, by aerial photo and random sample. Councilmember Bodi mentioned the most
25 recent tree code update the Council had been discussing and how the regulations should support the tracking
26 of trees planted. She mentioned a potential strategy of focusing replacement tree planting in low tree canopy
27 areas of the city and that such efforts could be managed by a third party such as King Conservation District.
28 Discussion continued surrounding general Comprehensive Plan policy statements for tree health, locations,
29 and application of tree regulations. Cmr. Lee added bullet points to the white board and post-its in response
30 to Commissioner suggestions to illustrate potential Comprehensive Plan elements that could need be updated
31 relative to the topics discussed with the Tree Board (see attached photos).
32

33 Director Bennett provided some context to the discussion and mentioned that the Commission can add value
34 to the Comprehensive Plan update process by working with the consultant to provide guidance and help keep
35 perspective on the progress of the update. Cmr. Lee suggested including the missing middle within the
36 housing element. Director Bennett provided some perspective and talked about recent State legislation and
37 the priority for a housing needs assessment. He said that putting emphasis on topics that are important, such
38 as missing middle housing and tree canopy equity, help to prioritize policy that can support regulations to
39 accomplish goals like housing solutions and additional tree canopy. Councilmember Bodi gave her
40 perspective on the recent State legislation for housing policy and provided an update on what LFP would
41 need to do to its regulations.
42

43 Cmr. Kleweno asked about how we can use the information which was gathered from tonight's meeting.
44 Director Bennett suggested taking photos of the exercise and including them in the meeting notes.
45

46 ii. **Consultant selection process update**
47

48 Director Bennett provided an update on the Comprehensive Plan consultant selection process. He said that
49 a selection committee has been chosen by the Mayor and that the committee is reviewing the statements
50 submitted by the consultants and would then create a short list of consultant teams to interview. Director
51 Bennett said that, after the interviews, the committee should have a good idea who to recommend to the
52 Council to contract with. He provided some information about each consultant and described some of their

1 experience. Vice Chair McCartney asked if getting statements from four consulting teams was a good thing,
2 or if the city expected to receive additional interest. Director Bennett responded and said he was pleased to
3 receive that level of interest. Vice Chair McCartney said that the staff provided a good set of criteria for
4 reviewing each consultant's qualifications. Vice Chair McCartney asked when a decision could be reached
5 and Director Bennett responded and said there could be a potential for a second interview.
6

7 **New Business**

8 *Election of Planning Commission Chair.*

9 Director Bennett suggested waiting to elect a chair until a later meeting, so that more Commissioners can be
10 present to vote. He also mentioned that Cmr. Hicks was resigning from the Planning Commission.
11

12 **Reports and Announcements**

13 None from staff.
14

15 **Agenda for Next Meeting:**

16 Discussion with Comprehensive plan consultant, potentially postponing the July meeting.
17

18 **Additional Citizen Comments:**

19 None.
20

21 Councilmember Bodi said that this was a good meeting and the start of the real Comprehensive planning
22 update process.
23

24 **Adjournment:**

25 Cmr. Lee made a motion to adjourn the meeting, Cmr. Finazzo seconded, and the motion carried
26 unanimously. The meeting was adjourned at 8:35 pm.
27

28 APPROVED:
29

30 _____
31
32 Ashton McCartney, Vice Chair
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36



Transportation



Parks/Trails



Community Services



Capitol Facilities



Utilities



Housing



Land Use



Environmental Quality



Economic Development

Police / Public Safety

Staffing needs

10 year plan - EVs

Crime ↓ / Collision ↓
- Business owners

CS

CF

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E

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D

Public Works

Stormwater / Catch basins
(NPEP)

Growth / Drainage & Sidewalks
(drainage considerations)

Traffic Flow

Aging CF

goals - asset mgmt
Priority projects

Parks - PW master plan

Utilities

- solar pwr
- EV charging stn @ city hall
- Stormwater master plan

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Tree Board

Tree Inventory

ST - Canopy Impact
- monetize canopy

Equity / Canopy

Priority areas

Maintenance

King Conservation District
Living asset

Climate Change
- survivability of current

CF

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CS

LU

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CF

CS

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