

**City of Lake Forest Park - Planning Commission
Draft Regular Meeting Minutes: October 10, 2023
In-person and Zoom Hybrid Meeting**

Planning Commissioners present: Vice Chair Ashton McCartney; David Kleweno; Sam Castic; Meredith LaBonte; Janne Kaje, Lois Lee, Melissa Cranmer

Staff and others present: Nick Holland, Senior Planner; Councilmember Bodi; Phillip Hill, City Administrator; Kristina Haworth, SCJ Consulting

Members of the Public: Leah Fritter

Planning Commissioners absent: Chair Maddy Larson, Cherie Finazzo

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

Land Acknowledgement: Vice Chair McCartney read the land acknowledgement.

Approval of Agenda

Cmr. Lee made a motion to approve the agenda, Cmr. Kaje seconded, and the motion to approve the agenda was carried unanimously.

Approval of Meeting Minutes

Cmr. Kaje suggested some minor changes.

Cmr. Kaje made a motion to approve the September 12, 2023, meeting minutes as amended; Cmr. Castic seconded.

All voted to approve the September 12, 2023, minutes as amended the motion carried unanimously.

Meeting Dates:

The next regular meeting is scheduled for November 14, 2023.

Citizen Comment

n/a

City Council Liaison Report

Councilmember Bodi said that she has nothing to report as she was out on vacation. She said that the public engagement process for development of the city's lakefront property and its master planning has started. She said that the survey is working well, and the city is receiving a good amount of feedback. City Administrator Hill said that the city is meeting with several local property owners on the masterplan for the lake front property to receive public input. He also said that the Reasonable Use Exception (RUE) code amendments will be going to public hearing soon, as well as the tree code updates and sign code updates.

Old Business

Comprehensive Plan Update

Ms. Haworth introduced the topics of discussion for the evening. She said that the focus for the meeting will be to determine what the state requirements are with respect to the comprehensive plan update. She emphasized the public participation portion of the update and presented new documents that support the

1 topic. She talked about the various portions of the update process and presented a rough schedule of how it
2 will be presented. She emphasized that a website for the comprehensive plan update has been developed and
3 is now up and running for public access. She presented the information on the Growth Management Act
4 (GMA) and Puget Sound Regional Council (PSRC) checklists which describe the required elements for local
5 comprehensive plan updates. She said that most of the updates will occur in land use, housing, capital
6 facilities, and transportation elements of the comprehensive plan. She briefly described the details under each
7 topic. Councilmember Bodi asked if there were any environmental updates required by the state. Ms.
8 Haworth responded and described the type of environmental edits that might occur. Councilmember Bodi
9 asked if there are any preservation requirements relative to the environment and Ms. Haworth responded and
10 expanded on the nature of the required environmental updates. Cmr. Kleweno asked who is applying for the
11 grant to receive climate action dollars and Ms. Haworth responded and said that the Climate Action
12 Committee and the Planning Commission along with staff will be jointly applying for the grant. Cmr. Lee
13 asked about the meaning of essential public facilities. Ms. Haworth responded and said that it deals with
14 facilities that all communities need but may not necessarily want. Ms. Haworth presented information on
15 potential updates for the housing element. Ms. Haworth presented the information on potential updates for
16 the capital facilities and utilities element. Councilmember Bodi asked if the capital facilities element is the
17 same as the capital improvement plan and City Administrator Hill replied and said that the details are basically
18 the same. Ms. Haworth presented information on potential updates for the transportation element.
19 Councilmember Bodi said that the bus service is going to be decreased and ridership is lower in LFP. She
20 suggested the language for bus rapid transit be more general so that LFP doesn't require itself to
21 accommodate a dedicated bus lane on SR 522. Ms. Haworth said that she will try to make the language as
22 general as possible. Cmr. Castic said that there seems to be a lot of areas which need to be included in the
23 comprehensive plan updates. Ms. Haworth responded and said that all the required elements are currently
24 present in the LFP comprehensive plan, except for the climate action element, which will be a new element.
25 Cmr. Kleweno asked how the state law changes will be accommodated. Ms. Haworth replied and said that
26 those changes are included in the PSRC checklist and with guidance from the State Department of
27 Commerce. Cmr. Kleweno asked if any required elements will need to be deferred and Ms. Haworth replied
28 with a schedule for those elements needing updated. Cmr. Kleweno asked about the timeline for discussion
29 on each element. He said he would like to be better prepared for each of the update meetings. Ms. Haworth
30 provided a response and indicated she is still working on the details and how to use the monthly meetings.
31 She said the next meeting will be focused on housing. Councilmember Bodi asked about the potential use of
32 conservation easements to preserve the environment and said that the Council is supportive of that tool.
33

34 Ms. Haworth presented the information on public engagement. She talked about the draft public
35 participation plan and presented the information in the plan. She indicated the plan is a requirement of the
36 GMA. Ms. Haworth described the plan's objectives. She spoke about objectives such as collaboration and
37 accessibility for the public to engage the comprehensive plan update process. She asked for input from the
38 Commission on the engagement strategy. Cmr. Kleweno asked if the GMA requires a discussion on vision.
39 Ms. Haworth responded and said that the state doesn't require that each community discuss vision.
40 Discussion continued on vision and how it was shaped. Councilmember Bodi drew attention to the LFP
41 100-year vision document that was previously done. Cmr. Cranmer asked if other notices will be used to
42 involve the public. Ms. Haworth responded and indicated flyers could be produced for posting in the town
43 center along with other print materials. Cmr. Lee said that the school district could be a vehicle for
44 notification. Ms. Haworth provided a list of the audiences that will be included in notifications, she
45 mentioned including the school district and Parent Teacher Association (PTA). Councilmember Bodi
46 provided a list of other associations that could be included in notifications for public engagement. Other
47 Commissioners followed with suggestions for organizations that should be notified. Ms. Haworth presented
48 the engagement matrix and discussed potential barriers to public engagement. Cmr. Kleweno asked if the
49 city's informational portal meets accessibility standards and City Administrator Hill responded and said that it
50 does. Cmr. Kaje suggested offering a translation program and City Administrator Hill and Councilmember
51 Bodi said that there is not a translation policy, but they do respond with services when asked. Ms. Haworth
52 said that translation services can cost a significant amount. Councilmember Bodi suggested making an offer

1 for translation if needed. Discussion continued on translation services and the logistics of providing them.
2 Ms. Haworth presented the specific activities that will be used for public engagement. She said that the 2024
3 update website is up and running and has a wealth of information on the topic of the comprehensive plan
4 update. Cmr. Kleweno suggested adding a statement to the website that welcomed the public to participate
5 in the plan's update. The Commission also discussed adding a link to the city notification list for those who
6 wanted to be notified of any updates to the comprehensive plan update process.

7
8 Discussion occurred on the lake front property development masterplan and Councilmember Bodi suggested
9 that timing be considered for potential joint meetings or scheduling conflicts with the comprehensive plan
10 workshops. Cmr. Kleweno suggested that the page include an invitation to the public to participate in the
11 comprehensive plan update process. Cmr. Kaje said that the municipal research center has very good
12 resources using plain English and suggested that it be included for a reference for the comprehensive plan
13 updates. Cmr. Cranmer said that a lot of the information seemed very governmental and suggested that plain
14 English be used in communicating the public engagement process and details of the comprehensive plan.
15 Ms. Haworth presented a rough schedule for each public engagement function. She asked for input from the
16 Commissioners. Cmr. Lee said that the staffing levels at the city may allow for an opportunity for the
17 Commissioners to assist staff in completing some of the tasks associated with the comprehensive plan
18 update. Councilmember Bodi suggested that the survey for the comprehensive plan update should have an
19 end date and Ms. Haworth agreed and said that the feedback will need to be summarized so it will be
20 necessary to have a deadline for comment.

21
22 Ms. Haworth presented the topics that will be included in the community survey for the update.
23 Councilmember Bodi suggested including a comment box, so that the community can provide specific
24 comments. She said that the most useful feedback comes from citizen comments and not the question
25 format. Ms. Haworth said that there will be an opportunity for participants to provide open-ended
26 responses. Ms. Haworth presented some sample questions and asked for feedback. Cmr. Kaje suggested
27 demystifying terminology with photos to clarify the intent of a statement and provide examples.
28 Councilmember Bodi suggested separating nature and parks, she said they are different in LFP. She said that
29 each element and type of transportation should be discussed in its own context because the term
30 'transportation planning' is to general for the public. Councilmember Bodi said that neighborhood character
31 and housing diversity are different topics. Cmr. Kleweno said that the Commission should think about the
32 purpose of the survey. He suggested including some education within the survey and explaining the purpose
33 to the public. Cmr. Lee suggested asking the public how to handle the growth issue in LFP. Councilmember
34 Bodi suggested including a question about community meeting spaces. Cmr. Kleweno suggested having a
35 question for the public to describe their role in the update process. Discussion continued on how to engage
36 the public. Cmr. Kleweno suggested volunteering to work with Ms. Haworth on the various elements of the
37 public engagement process. Cmr. Lee suggested raffling a prize for those who participate in the survey
38 process. Ms. Haworth presented an activity and sample survey for the group. All participated and provided
39 input on the sample survey questions. A suggestion to include a statement related to climate change in the
40 community vision was made by Councilmember Bodi. Cmr. Kleweno said that the question surrounding
41 vision speaks to what resonates with the community instead of what is wrong with the community. Cmr. Lee
42 asked if there was anything that the Commission could work on for the next meeting. Ms. Haworth
43 responded with some details. Councilmember Bodi asked if design guidelines are allowed for single family
44 homes. Ms. Haworth responded and said that there are certain restrictions on designing guidelines for single
45 family homes. She provided a resource for design review and said that the permitting process needs to be
46 efficient.

47 **New Business**

48 None.

49 **Reports and Announcements**

50 None.

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2 **Additional Citizen Comments:**

3 Leah suggested soliciting renters for feedback on the survey by providing a flyer in the lobby of the apartment
4 buildings.
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6 **Agenda for Next Meeting:**

7 Additional comprehensive plan update topics. Cmr. Kleweno suggested having a checklist for what has been
8 accomplished and what is next.
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11 **Adjournment:**

12 Cmr. Kaje made a motion to adjourn the meeting, Cmr. Lee seconded, and the motion was carried
13 unanimously. The meeting was adjourned at 9:00 pm.
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15 APPROVED:

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20 Maddy Larson, Planning Commission Chair
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