

**City of Lake Forest Park - Planning Commission
Draft Regular Meeting Minutes: December 13, 2022
In-person and Zoom Hybrid Meeting**

Planning Commissioners present: Vice Chair Lois Lee, Melissa Cranmer, Ashton Alvarez, Meredith LaBonte, Walter Hicks

Staff and others present: Steve Bennett, Planning Director; Nick Holland, Senior Planner; Councilmember Lorri Bodi, Councilmember John Lebo, Former Planning Commissioner Richard Saunders

Members of the Public: n/a

Planning Commissioners absent: Chair Maddy Larson, Ira Gross, David Kleweno

Call to order: Vice Chair Lee called the meeting to order at 7:02 pm.

Land Acknowledgement: Cmr. Cranmer read the land acknowledgement.

Approval of Agenda

Cmr. Alvarez made a motion to approve the agenda, Cmr. Cranmer seconded, and the motion to approve the agenda carried unanimously.

Approval of Meeting Minutes

Cmr. Cranmer made a motion to approve the November 15, 2022, meeting minutes. Cmr. LaBonte seconded. All voted to approve the minutes and the motion carried unanimously.

Meeting Dates:

The next regular meeting is scheduled for January 10, 2023.

Citizen Comment

None.

Report from City Council Liaison

Councilmember Bodi said the Council adopted the budget for 2023-2024. She mentioned several consulting contracts that the Council had approved for work within the city's adopted budget. Councilmember Bodi said that the Council recently passed a motion directing the City Administration to ask Sound Transit to take a 90-day pause in the project schedule for the 522 re-alignment so that the public can get involved. Councilmember Bodi said that the Council is planning on entertaining the Planning Commission's recommended amendments to the sign code and reasonable use exception process at their early 2023 meetings.

Old Business

• Comprehensive Plan Update

o Discussion with former Planning Commissioners about 2015 Comprehensive Plan Update

Vice Chair Lee turned the floor over to Director Bennett and he introduced former Planning Commission members Richard Saunders and Jon Lebo (current Councilmember). They both agreed to provide some comments on the past experiences while working on Comprehensive Plan updates. Mr. Saunders suggested that Commissioners take the short course in local planning that the Association of Washington Cities

1 provides. Director Bennett indicated that the course is now available as a series of videos that can be
2 accessed online. Mr. Saunders said that public outreach is an important to the comprehensive plan update.
3 Councilmember Lebo said he was chair of the Planning Commission for about three years and that his
4 background is in architecture. He suggested being aspirational and thinking far in advance, about 25 years,
5 when deciding what to update. He suggested reading the old plan and vision for the community aspirations.
6 He went onto explain how fast things change, so the current plan may seem outdated. Councilmember Lebo
7 said that a good consultant is necessary for success in a comprehensive plan update. Director Bennett asked
8 both former commission members if they thought that the last public engagement process including small
9 group meetings had been effective. Mr. Saunders said direct citizen input had been valuable.

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11 Councilmember Lebo said that a framework for the amendment process is necessary to implement the
12 direction of the Commission. Councilmember Bodi suggested looking at the vision statements in the various
13 plans adopted by the city. Vice Chair Lee asked how long the update process took. Mr. Saunders responded
14 that it was about a two-year process. Vice Chair Lee asked about any potential stumbling blocks that may
15 have occurred during the update process. Councilmember Lebo said that a good commission chair to lead
16 the group is necessary to keep the process on track. He again emphasized that a good consultant should
17 perform most of the writing and organization of what was decided upon at the commission meetings. Mr.
18 Saunders said he didn't remember many stumbling blocks but did say that Commissioners being prepared is
19 critical to productive work. Cmr. Cranmer asked if public participation was evident in the process.
20 Councilmember Lebo said that public involvement was consistent but not in large numbers. Mr. Saunders
21 said that the comprehensive plan update and planning concepts are sometimes difficult for the public to
22 comprehend. Councilmember Lebo said that citizens have very strong opinions on what they want changed
23 and included in certain plan elements.

24
25 Mr. Saunders said that Commissioners' perspective is key as representative of the overall public opinion. He
26 spoke about how comprehensive plans are organized and talked about how regional plans affect what occurs
27 in LFP. Cmr. Cranmer asked if the shoreline master program was going to be amended as a part of this
28 process and Director Bennett responded and said that the comprehensive plan and the shoreline master
29 program are separate plans, but that each could drive amendments to the other. Cmr. Cranmer clarified and
30 said that she was referring to the City of Shoreline community plan. Director Bennett responded and
31 explained how the update process will occur and mentioned it could coincide with some of the Shoreline plan
32 elements. Councilmember Bodi asked what five comprehensive plan issues were the most emphasized during
33 the last update. Councilmember Lebo responded and said that housing, parks, and economics were most
34 emphasized. Mr. Saunders said that climate was not discussed, and he said that housing and transportation
35 were something that are of paramount concern now. All agreed that housing, climate, and transportation
36 updates were key. Vice Chair Lee said that she appreciated the participation of the former Commissioners
37 and said that the current plan reflects her opinions as an LFP resident. Vice Chair Lee asked what elements
38 the former commissioners would treat differently. Mr. Saunders responded and said that equity would be
39 something that he would want to explore. Councilmember Lebo responded that climate should be a priority.

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41 Cmr. LaBonte asked what process was used to discuss the amendments. Councilmember Lebo responded
42 that the community vision is how they organized the discussion on amendments. He again emphasized how
43 important the consultant for the project will be since they produce the draft chapters and the exact language
44 based on what is discussed at the commission meetings. Councilmember Bodi said she hopes that a good
45 consultant is hired for this process. Director Bennett provided an update on the schedule for selecting a
46 consultant to assist in the comprehensive plan update. Cmr. Alvarez asked how the consultant selection
47 committee would be selected. Director Bennett responded and said that the Mayor appoints a selection
48 committee. He summarized how the process for selecting the consultant for the comprehensive plan update
49 might go. Councilmember Lebo provided some suggestions on selecting the proper consultant. He described
50 it as looking for the right fit. Mr. Saunders thanked the Commission for their work on the comprehensive
51 plan update and said that they are an important element of the process. Vice Chair Lee thanked the former

Commissioners for their participation. Councilmember Lebo thanked the Commission for their work on the update.

o Missing Middle Housing – Presentation from Community Land Trust Advocates

It was noted that this presentation would occur at a future meeting.

o Parks, Recreation, Open Space, Trails (PROST) Plan overview

Director Bennett summarized the city's effort on the PROST plan. He talked about a strategy to amend comprehensive plan policies and how to use the PROST plan to contribute to their efforts. Councilmember Bodi said that the Parks and Recreation Board will be doing master plans for all parks in the city, as well as a master plan for the new waterfront park. Director Bennett continued to explain how the PROST plan process led to areas of focus. He summarized some of the details within the plan and indicated that public access to parks was an area of focus that defined some of the policies in the plan. A discussion on how the public access the city's parks occurred between the Commission members and Director Bennett presented a map that illustrated where each park is located. Director Bennett then summarized the parks element in the comprehensive plan. He said that the PROST plan builds on many of the goals and policies in the parks element of the comprehensive plan. There was additional discussion about pedestrian access to parks.

Councilmember Bodi suggested providing an update on the comprehensive plan to the parks board. She talked about legacy properties and how those properties could be acquired by the city if the owners were to sell. She said that larger parcels could be utilized by the city as open space and that it would be unfortunate if those sites were to become townhomes. Director Bennett said that he views the acquisition framework in the PROST as important to determining whether potential park properties meet the City's park-related goals and needs. Cmr. Hicks asked how the city might consolidate smaller parcels into funds that may be available to purchase larger parcels. Director Bennett responded and indicated how that might occur and offered suggestions on how to acquire and look for parcels that are appropriate to implement the city's goals. Director Bennett noted that the PROST plan process revealed that more active parks weren't necessarily important to the public, a topic that is addressed in a parks and recreation policy. Councilmember Bodi explained how the parks board wants to engage the public on a more regular basis, to understand what the public needs in terms of park facilities and availability. Cmr. Cranmer suggested getting a high school student involved with the Planning Commission and discussed the perspective that a student would bring to the update of the park element in the comprehensive plan.

o Status of State Guidance on Required Updates to Housing Element

Director Bennett provided an update State guidance on required updates to housing element and said that the state hasn't progressed much on this topic. He said that the consultant the city selects for the comprehensive update will assist in determining policy direction on housing. He said that a housing needs assessment study may be an element of the updates to the housing chapter of the comprehensive plan. He said that he wouldn't be surprised if the state changes the rules for affordable housing. Councilmember Bodi said that the city has enough capacity for housing units for the current growth period. She said the City also has tax incentives for affordable housing and described them. She provided her perspective on state mandates to track progress on affordable housing. Director Bennett provided his perspective on the state mandate and how it might be implemented. Cmr. Hicks said he is interested in the economic development chapter and exploring updates to it. Councilmember Bodi talked about some of the city's tax revenue resources. Director Bennett wrapped up his presentation by summarizing other planning efforts that have happen since the last comprehensive plan update, such as the safe streets initiative.

New Business

None.

Reports and Announcements

None.

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2 **Additional Citizen Comments:**

3 n/a
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5 **Agenda for Next Meeting:**

6 The Commission talked more about the areas of focus for the comprehensive plan updates. Vice Chair Lee
7 suggested that Commissioners read up on both the economic development and transportation elements prior
8 to the next meeting and to come prepared to discuss how to amend those chapters or their vision for those
9 elements.
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11 **Adjournment:**

12 Cmr. Hicks made a motion to adjourn the meeting, Cmr. Cranmer seconded, and the motion carried
13 unanimously. The meeting was adjourned at 8:31pm.
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15 APPROVED:

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19 Lois Lee, Planning Commission Vice Chair