

**City of Lake Forest Park - Planning Commission**  
**Draft Regular Meeting Minutes: January 9, 2024**  
**In-person and Zoom Hybrid Meeting**

**Planning Commissioners present:** Chair Maddy Larson, Cherie Finazzo, Melissa Cranmer (via zoom); Meredith LaBonte; Janne Kaje, Lois Lee, Vice Chair Ashton McCartney (via zoom)

**Staff and others present:** Nick Holland, Senior Planner; Councilmember Bodi (via zoom); Phillip Hill, City Administrator; Cristina Haworth, SCJ Consulting (via zoom); Mark Hofman, Community Development Director; Councilmember Paula Goode; Sarah Phillips, Climate Action Committee Chair

**Members of the Public:** Jeff Snedden, (one other attendee who did not sign in)

**Planning Commissioners absent:** Sam Castic

**Call to order:** Chair Larson called the meeting to order at 7:01 pm. She introduced Planning Director Mark Hofman. Director Hofman provided some information on his background and the direction of planning in the city.

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

**Approval of Agenda**

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

**Approval of Meeting Minutes**

Cmr. Kaje made a motion to approve the December 12, 2023, meeting minutes. Cmr. Lee seconded the motion.

Cmr. Kaje suggested some minor edits. He suggested striking the sentence on page three line 18-19. Cmr. Lee suggested some minor edits. She suggested changing the content of page 2 line 31 to, “working from home is currently not being well tracked” and the content of page 3, line 28 to ‘Cmr. Lee suggested’

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

**Meeting Dates:**

The next regular meeting is scheduled for February 13, 2023.

**Citizen Comment**

Jeff Snedden said he was speaking as a representative for his neighborhood along NE 155 ST. He spoke in opposition to a proposed 11-unit town home development along that street. He talked about a landslide hazard and steep slope area that the property has and said the property has an (F) type stream present. Mr. Snedden spoke about the required setbacks from the critical areas. He said that the developer wants the buffers waived. He described the required uses within the zoning designation of southern gateway corridor where the property is located. He said the developer is proposing live work units and that the code doesn’t have a definition for live/work units. He spoke about the details and design of the townhome units. He talked about similar live/work developments in the zone and said that the neighborhood will appeal any decision the planning department issues. He said that the code needs to better define commercial space.

1 Sarah Phillips spoke about the business of the climate action committee and indicated that a report from their  
2 committee should be along shortly. She said that the focus of the report will be to reduce greenhouse gas  
3 emissions in the city. She talked about ways to mitigate the impacts of fuel use. She indicated that a graphic  
4 novel style report will be produced as well as a figurative character to represent the committee. She asked  
5 how to get involved in the comprehensive plan update. She suggested a meeting with the planning  
6 commission members to deliberate on a possible strategy to get involved.

7  
8 Chair Larson asked for any questions. She provided Chair Phillips with an update on a possible strategy to  
9 collaborate on the climate action committee report and comprehensive plan update. Chair Phillips asked  
10 what format the climate chapter might take. Chair Larson provided an answer. Discussion continued on  
11 what format the amendments and new chapters of the comprehensive plan would take.

12  
13 Johnathon Lounds representing the Master Builder's Association spoke about support for middle housing  
14 and increased density in residential zones within LFP. He talked about the written comments he provided  
15 and referenced some of the content of that letter.

16  
17 Chair Larson suggested that the written comments from Mr. Lounds be provided to the consultant at SCJ.

### 18 19 **City Council Liaison Report**

20 Councilmember Bodi said that there are two new councilmembers and a new mayor as well as a new  
21 Community Development Director which are all starting in 2024. She said that the first meeting of the year is  
22 Thursday, and that election of Council officers will occur. She said that she anticipates remaining the liaison  
23 to the Planning Commission. She said that an inauguration ceremony will occur at the civic club for those  
24 who have been newly elected. She talked about the lake front park property plan which is proceeding. She  
25 said that the city will be eligible for some state funding in association with the park property. She said that  
26 the reasonable use code amendments were adopted by the Council, but that the sign code has been put on  
27 hold. Councilmember Bodi said that issues like Sound Transit, the budget, and speed limits continue to  
28 occupy time at the Council level. She said that she and Councilmember Furutani have petitioned Sound  
29 Transit for a board position, to represent north end cities.

30  
31 Chair Larson asked about the potential for residential parking permits. Councilmember Bodi responded and  
32 said that an ordinance has been developed for parking permits. Cmr. LaBonte asked where to go if more  
33 information was needed, and Councilmember Bodi responded that the ordinance has been adopted but  
34 further information is forthcoming. She said that she can inform the staff to publish a newsletter article.

### 35 36 37 **Old Business**

### 38 **Comprehensive Plan Update**

### 39 **Draft Land Use chapter updates**

40 Ms. Haworth presented a slide show to discuss the various proposed land use element changes to the  
41 comprehensive plan. She spoke about the upcoming schedule for revisions to the various chapters and  
42 introduced the next element for revision, environmental quality. She spoke generally about the schedule for  
43 upcoming draft comprehensive plan language revisions.

44  
45 Ms. Haworth presented the general policy framework for comprehensive plan updates. She explained the  
46 differences between goals and policies as a refresher for the Commission and the public. She spoke about the  
47 various objectives for the comprehensive plan update and emphasized alignment with the community's  
48 vision. She presented the redlined version of the land use element that was provided in the packet and  
49 provided a summary of the various language updates for the land use chapter in the comprehensive plan. She  
50 presented the main discussion topics for the land use chapter. She explained how the term 'low density' is  
51 being used within the updates and indicated it was used to preserve the character in LFP neighborhoods.  
52 Cmr. Kaje said he likes some of the goals in the update, but some of the terms seem a bit contradictory. He

1 suggested making the density terms a bit more intuitive. Chair Larson asked about the rational for some of  
2 the density terms that were used, and Ms. Haworth provided a response explaining the intent. Cmr. Kaje  
3 explained the density definitions in the draft. Discussion continued on how density is calculated. Cmr.  
4 Finazzo provided her perspective on how density would be applied using the definitions in the draft.  
5 Director Hofman explained that the actual density is applied at the code level and that the comprehensive  
6 plan, which is what is being discussed currently, needs to contain policy level guidance for the code so that  
7 density can be specified at the regulatory level. Cmr. Kaje said that the amendments are geared toward  
8 getting away from using the term 'family' because that term isn't specific to each portion of the population in  
9 LFP. Cmr. LaBonte said she is sad to see the term family leave the plan and that the term family should  
10 remain because it does represent LFP. She said that the term 'unit' is cold and inhumane. Cmr. Cranmer said  
11 that she agreed with Cmr. LaBonte's comment. Chair Larson asked for other opinions on the term 'family'.  
12 Some of the commissioners provided their perspective on the term and feel of the chapter's draft. Cmr.  
13 Cranmer suggested using the term 'household'. Cmr. Finazzo suggested leaving the term 'family' in some of  
14 the sections and not in others. Director Hofman said that the use and intensity must be included in the  
15 designations used in the comprehensive plan, but that the focus for the update via state guidance was to  
16 eliminate the word 'single-family.' He said that the definitions must be consistent with the definitions in the  
17 RCWs. Chair Larson suggested checking the RCWs for consistency in the proposed definition and asked if  
18 Ms. Haworth can verify if that can occur.

19  
20 Ms. Haworth suggested moving towards the environmental quality element but that she is concerned about  
21 getting the climate chapter goals included. She presented the findings and recommendations for the  
22 environmental quality element. She said that the current plan is generally consistent with the state mandated  
23 guidance. She discussed a few elements for the Commission to consider and highlighted some of the  
24 requirements from King County and the Puget Sound Regional Council (PSRC). She said that her team saw  
25 some opportunities to combine some sections of the environmental quality element as it is a substantially  
26 sized chapter of the comprehensive plan. She said that the Commission should consider how to prioritize  
27 diversity, equity and inclusion within the chapter. She asked for any questions or input. Cmr. Kaje said that  
28 the parks portion of the plan should also be amended to consider diversity, equity and public health. He said  
29 that the access to green spaces in urban areas should be considered in both the environmental quality element  
30 and the parks element. He said that the public health value of urban green spaces should not be overlooked.  
31 Chair Larson asked if the group could reflect on the material presented and provide feedback at the next  
32 meeting. Ms. Haworth suggested providing the draft language earlier in the process, so that the  
33 Commissioners can come to the meeting with their ideas.

34  
35 Chair Larson summarized her understanding of how to communicate their comments and receive feedback  
36 from the consultant. Director Hofman suggested sending commissioners' comments to the Chair for  
37 organization. The Commission settled on how to proceed with evaluating the drafts and providing their  
38 comments.

### 39 40 ***Comprehensive plan update schedule***

41 Chair Larson presented the schedule as drafted by SCJ consulting. She suggested potential for additional  
42 sessions to work through the draft language and chapter updates. She asked for the availability of the  
43 commissioners to attend additional meetings. Chair Larson asked if the information for environmental  
44 quality is enough to consider for discussion. Cmr. Lee responded and said that she would prefer time to  
45 evaluate prior to meeting with the consulting team. She emphasized the housing requirements and that work  
46 as a priority. Chair Larson suggested meeting twice a month until June to work through the various draft  
47 updates. Director Hofman said that the resources available to the group can be exhausted to the greatest  
48 extent possible and suggested some ideas on how to proceed. He said that public notice and participation  
49 should be considered. Chair Larson asked how the group would like to use public participation and said that  
50 community input might not be available in time for the Commission to utilize it during their discussions.  
51 Cmr. Lee asked when a draft is due to Council. Director Hofman responded and said that the Commission's  
52 recommendation is needed prior to the Council getting involved. Cmr. Lee emphasized that public input

1 should be used in making decisions. Chair Larson suggested that the topic of comprehensive plan updates be  
2 included in each month's newsletter for the purpose of informing the public. Senior Planner Holland replied  
3 that he will coordinate that portion of public notification. All of the Commissioners agreed to meet twice a  
4 month for the next six months. Logistics of meeting schedules, dates and times were discussed, staff agreed  
5 to follow up with the Chair of the Commission about potential future meeting dates.

6  
7 Chair Larson talked about the potential for innovative policies in the comprehensive plan. She asked if the  
8 Commission could talk with some builders to inform some of the deliberations of the Commission. Cmr.  
9 McCartney said that she could benefit from information on different types of housing. Cmr. Finazzo  
10 suggested having the townhome developer that Mr. Snedden spoke about come to discuss the development.

11  
12 Cmr. Kleweno said that he has identified items within the meeting notes that have been tabled in the past  
13 meetings, which need additional discussion. Chair Larson suggested having the group identify those items for  
14 further discussion. Discussion continued on how to utilize the time from the special meeting schedule. Chair  
15 Larson suggested having the commissioners forward their ideas to her for organization. Cmr. Lee suggested  
16 focusing the discussions on the materials provided by SCJ and avoiding the code level details and focusing on  
17 policies.

#### 18 ***Land Acknowledgement Discussion***

19 Cmr. Lee moved to remove/strike the last line of the land acknowledgment. Chair Larson provided some  
20 background on that portion of the land acknowledgment. Cmr. Finazzo seconded the motion posed by Cmr.  
21 Lee. Cmr. Lee read allowed the acknowledgment language as she suggested in her motion. Cmr. Kaje said he  
22 doesn't have a problem with that edit, but the change doesn't answer his original question which was that he  
23 was not present when the Commission adopted the acknowledgment and he wanted to understand how the  
24 group is using the acknowledgment language in their work with the comprehensive plan. Chair Larson  
25 provided some background information and reasons for how the land acknowledgment language was  
26 adopted. Cmr. Lee said that she appreciates the acknowledgment and supports the use of it. Cmr. Cranmer  
27 said she agreed with Cmr. Lee's comments and supports the edits proposed in Cmr. Lee's motion. Cmr.  
28 McCartney said that she appreciates the discussion on the topic and supports the edits proposed in Cmr.  
29 Lee's motion.

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31  
32 Chair Larson suggested an amendment to Cmr. Lee's motion. She suggested not eliminating the last sentence  
33 but using it as a footnote to inform the reader. She suggested moving the last sentence to the end as an  
34 answer to the question 'why a land acknowledgment?' Cmr. Lee provided a response and said she did not  
35 support the amendment proposed by Chair Larson because the sentence proposed doesn't acknowledge the  
36 other groups outside Euro-Americans.

37  
38 All of the Commissioners voted on Cmr. Lee's motion. Cmr. Cranmer, McCartney, Kaje, Finazzo, LaBonte,  
39 voted in favor of the motion. Chair Larson voted against it. Cmr. Kleweno abstained. The motion carried.

#### 40 **New Business**

41 None.

#### 42 **Reports and Announcements**

43 None.

#### 44 **Additional Citizen Comments:**

45 n/a

#### 46 **Agenda for Next Meeting:**

47 Environmental quality discussions.

1 **Adjournment:**

2 Cmr. LaBonte made a motion to adjourn the meeting, Cmr. Lee seconded, and the motion was carried  
3 unanimously. The meeting was adjourned at 9:18 pm.  
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5 APPROVED:  
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9 Maddy Larson, Planning Commission Chair  
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