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3 **City of Lake Forest Park - Planning Commission**  
4 **Draft Special Meeting Minutes: March 4, 2024**  
5 **In-person and Zoom Hybrid Meeting**  
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7 **Planning Commissioners present:** Maddy Larson; Cherie Finazzo; Meredith LaBonte; Lois Lee (via zoom),  
8 Chair Ashton McCartney; Sam Castic (via zoom); Melissa Cranmer (via zoom); David Kleweno  
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10 **Staff and others present:** Mark Hofman, Community Development Director, Nick Holland, Senior Planner;  
11 Sarah Phillips, Climate Committee Chair; Councilmember Bodi  
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13 **Members of the Public:** Nigel Keifer; Paula GoodetStang (via zoom); Ellyn Saunders (via zoom);  
14

15 **Planning Commissioners absent:** Vice Chair Janne Kaje  
16

17 **Call to order:** Chair McCartney called the meeting to order at 7:01 pm.  
18

19 **Land Acknowledgement:** Chair McCartney read the land acknowledgement.  
20

21 **Approval of Agenda**

22 Cmr. Larson made a motion to approve the agenda, Cmr. Finazzo seconded, and the motion to approve the  
23 agenda was carried unanimously.  
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25 **Approval of Meeting Minutes**

26 Cmr. Larson made a motion to approve the February 13, 2024, regular meeting minutes. Cmr. Kleweno  
27 seconded the motion.  
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29 Cmr. Larson and Cmr. Kleweno each suggested minor edits.  
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31 All voted to approve the February 13, 2024, minutes as amended, and the motion was carried unanimously.  
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33 **Meeting Dates:**

34 The next meeting is scheduled for March 12, 2024. Discussion of schedules and planned attendance  
35 occurred.  
36

37 **Citizen Comments**

38 Sarah Phillips suggested clarifying the climate action plan as a draft, she described the Climate Action  
39 Committee's progress on the plan. She said a draft is planned for the end of March.  
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41 **City Council Liaison Report**

42 Councilmember Bodi was not in attendance.  
43

44 **Old Business**

45 ***Comprehensive Plan Update***

46 ***Transportation Element Discussion***  
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48 Chair McCartney suggested outlining the important issues for the Commission prior to talking about the  
49 comprehensive plan update. She talked about some of the discussions she has had with the Vice Chair who  
50 shared his input. She solicited input from the Commission.  
51

1 Chair McCartney led the group into discussions on the transportation element. Director Hofman introduced  
2 the packet materials, provided by SCJ and Cristina Haworth. He talked about the need to prepare for the  
3 regular meeting next Tuesday and finalize some of the comments for the transportation element. Cmr. Larson  
4 asked about the next steps in the process and when the Commission can expect draft language for each  
5 upcoming element. Director Hofman responded and said that an introduction to the chapter should occur  
6 prior to draft language. Cmr. Larson sought clarification on the goals for tonight and Chair McCartney  
7 provided guidance. Chair McCartney suggested starting with the portions of the chapter that are lacking as  
8 identified by the packet materials. Director Hofman provided his input. He spoke about the road  
9 classification for Bothell Way NE, and the potential for changing it. He elaborated on the nature of the road  
10 classification change and how it could impact the community's character. Cmr. Larson asked for clarification  
11 on the term 'freight needs' and how it is related to the use of Bothell Way. Director Hofman provided an  
12 explanation. Cmr. Larson talked about the ST3 project, and the work done by the CORE organization as it  
13 relates to the road classification for Bothell Way NE. Director Hofman provided guidance and responses  
14 and elaborated on the reasons for the terms as they were referred to in the draft materials for the meeting.  
15

16 Cmr. Castic asked for clarification on which policies would be included in the draft comprehensive plan.  
17 Chair McCartney provided a response and indicated that those are meant to represent potential polices. The  
18 group continued to evaluate the draft materials. Cmr. Lee talked about city facilities and including town  
19 center to personalize the section and she said that she liked the draft the consultants put together.  
20 Councilmember Bodi indicated that financing will be the driver on a lot of the potential for these types of  
21 improvements. Director Hofman emphasized that these policies aren't to be considered for the final policy  
22 wording, and changes can be made by flagging this section for later discussion. Cmr. Lee clarified that the  
23 town center is a public space. Chair McCartney introduced policies seven and eight and asked for input.  
24 Cmr. Larson suggested including an equity provision in the policies. She said that additional connections to  
25 transit should be considered for certain parts of LFP, such as areas further away from SR 522. Chair  
26 McCartney said that the ideas discussed will be flagged for discussion at the regular meeting next week. Chair  
27 McCartney introduced policy nine. She asked the Commission for input. Chair McCartney introduced policy  
28 ten. She asked the Commission for input. Cmr. Larson directed a question to Councilmember Bodi. She  
29 asked about the community's plan to change the way 522 was developed. She asked about how the  
30 Commission can adopt regulations that would prevent a large project from claiming that they won't impact  
31 any stormwater systems. Councilmember Bodi provided an update on the new stormwater plan the city is  
32 planning on adopting. She said that the regulations were solid, but Sound Transit concluded that there would  
33 be no discharge or impact to city streams. She said that this topic is a timely issue, given the tire pollution and  
34 impact on the adjacent stream. She suggested policies that are broad to protect streams from road related  
35 impacts. Chair McCartney suggested flagging this as an issue to discuss. Discussion continued on the issue of  
36 transportation and how specific transportation related policies can be developed to support grant applications  
37 and funding for transportation improvements in LFP. Cmr. Castic talked about policy twelve and suggested  
38 establishing a base line number. Chair McCartney said she wanted to be careful not to skip over conversation  
39 about policy eleven. She asked the Commission for input. Cmr. Larson provided her input and Director  
40 Hofman provided explanations on how all methods of transportation in a multi-modal model should be  
41 included in policy support. It was suggested that the policy may have been included because it was meant to  
42 meet the guidance provided by Puget Sound Regional Council and State Commerce. Chair McCartney asked  
43 for comments on policy twelve. There was none. Chair McCartney introduced policy thirteen and fourteen.  
44 Councilmember Bodi said that there are funding sources for street improvements, which relate to these  
45 policies. Chair McCartney introduced policy fifteen. She asked for comments. Director Hofman said that  
46 staff will follow up to determine what the existing funding sources are for transportation improvements, to  
47 determine if the existing plan includes policies for this requirement.  
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49 Chair McCartney summarized and said that she tracked about seven items that needed additional discussions.  
50 She suggested transitioning to climate discussions.  
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1 *Climate Planning*

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3 Chair McCartney suggested working from page 87 of the packet which represented a memo drafted by SCJ  
4 and specific questions. She said that the draft climate action plan is missing some equity elements, which the  
5 Climate Action Committee (CAC) is addressing. Cmr. Larson drew attention to the slides provided in the  
6 materials, which stated some of the new requirements for climate planning. Director Hofman said that staff  
7 will be coordinating with the CAC to supplement the language drafted for the new chapter in the  
8 comprehensive plan update. He provided a schedule for adopting the climate action plan and associated  
9 chapter for the comprehensive plan. He suggested taking advantage of grant funding, so that the requirement  
10 doesn't affect the city budget. Chair McCartney asked the group how to discuss the material, Cmr. Kleweno  
11 suggested using the questions for framing the discussion. Chair McCartney introduced the first question and  
12 asked for input from the Commission.  
13

14 *Climate Action Plan (January 2024 Working Draft)*

15  
16 CAC Chair Phillips asked if she could address the Commission and Chair McCartney allowed for it. CAC  
17 Chair Phillips provided her perspective on the first discussion topic and question. She talked about the  
18 direction of the CAC on the subject and the primary goals of the climate action plan. Cmr. Finazzo provided  
19 her perspective and wondered if another draft chapter would be useful for comparison. Chair McCartney  
20 asked if it was appropriate to ask questions of the CAC Chair. Director Hofman said that he viewed the  
21 session as legislative, in which questions can be asked. Chair McCartney asked for elaboration on the use of  
22 fuel and the policy in the draft plan. CAC Chair Phillips provided a response and said that the plan dictates  
23 all citizens should move to electric vehicles and appliances when doing new construction. Cmr. Larson asked  
24 how far the recommendations can go, or will the Council shoot down recommendations. Councilmember  
25 Bodi talked about the policies other cities have adopted and said that electric infrastructure is a cutting-edge  
26 type of policy, but it is occurring in the region. Cmr. Kleweno said that he appreciated that the language has a  
27 sense of urgency. He said he would like to see language as a cultural shift to this type of policy and energy  
28 source. He said that the practicality of the actual change may not be realistic. Cmr. Finazzo said that the  
29 policy of new construction can be the start of change. CAC Chair Phillips said that after the CAC adopts the  
30 climate action plan, they are moving to outreach, to educate citizens on the issues of climate change. She  
31 suggested that the city hire a full-time position to progress and lead on the issue of climate change, to develop  
32 policies and ultimately regulations to support the elimination of fuels and ultimately implementation.  
33 Director Hofman said that the community will need to decide how far they want to go on this issue. Cmr.  
34 Finazzo shared an example of using gas to heat themselves during power outages. Discussion continued on  
35 the issue of fuel alternatives. Director Hofman summarized the Commission's responsibility in adopting a  
36 climate action chapter for the 2024 Comprehensive Plan Update. He suggested using portions of the climate  
37 action plan, currently being developed by the CAC. He summarized the process for doing so and complying  
38 with the state mandates as it relates to the comprehensive plan update.  
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41 *Climate Action Plan Policy Memo*

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43 Chair McCartney introduced the various options for climate policy and the table which described where they  
44 could be incorporated into the comprehensive plan and asked for input. Cmr. Larson asked about the best  
45 way to update the draft, and potentially drafting policy that would support the city collecting information  
46 about the best way to go about climate improvements. The group discussed an approach and talked about  
47 how to achieve compliance with state law. Chair McCartney continued the discussion on the various options  
48 for climate policy provided by the city consultant. Various comments were provided by each Commissioner.  
49 Chair McCartney continued to introduce the material provided in the policy memo. She solicited input from  
50 the Commission and talked about electric vehicles and shared transportation options which could be included  
51 in the transportation element. She talked about the acceleration of electric vehicle infrastructure and methods  
52 of public outreach along with installation of electric vehicle infrastructure. Cmr. Larson said she would

1 support a general statement for electric vehicle infrastructure in the transportation element. Cmr. Kleweno  
2 asked if the feedback from tonight will be included in draft language for the March regular meeting. Director  
3 Hofman provided a response and indicated that a more detailed discussion on these topics will occur at the  
4 March regular meeting.

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6 ***Climate Planning Discussion Guide***

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8 Director Hofman summarized the memo provided by SCJ indicated that new legislation has been adopted for  
9 additional goals and targets for local jurisdictions to achieve with their comprehensive plan updates. He said  
10 that additional discussion will occur at the regular March meeting, to determine the Commission's position.  
11 He said that the focus should be on transportation and housing, and that the climate element could be  
12 something that occurs later, given the priority of transportation and housing.

13  
14 Director Hofman talked about the community input survey and said that he wants to ensure that component  
15 is on track for public participation and outreach. He said that the contract with SCJ includes a community  
16 survey component and that it should be discussed at the next meeting. Councilmember Bodi said she  
17 appreciates the dedication of the Commission and Staff in this effort. She said that the Council would  
18 appreciate a public hearing prior to recommending the draft. Chair McCartney said that she looks at the draft  
19 language as a layman and hopes to understand how the document affects the public who cannot participate.  
20 She emphasized the need to inform the public of the progress and work on the comprehensive plan update.  
21 Cmr. Finazzo provided her opinions on how to properly conduct a public survey. Additional discussion  
22 occurred on the public outreach component and the best way to reach out to the community for input on the  
23 comprehensive plan update process. It was decided to add the public outreach plan to the agenda for the  
24 march regular meeting.

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26 **New Business**

27 Not applicable.

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29 **Reports and Announcements**

30 None.

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32 **Citizen Comments:**

33 None.

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35 **Agenda for Next Meeting:**

36 Additional discussion on comprehensive plan amendments, community survey and outreach.

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38 **Adjournment:**

39 Cmr. Finazzo made a motion to adjourn the meeting, Cmr. Larson seconded, and the motion was carried  
40 unanimously. The meeting was adjourned at 8:54 pm.

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42 APPROVED:

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46 Ashton McCartney, Planning Commission Chair  
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