

**City of Lake Forest Park - Planning Commission**  
**Approved Regular Meeting Minutes: September 12, 2023**  
**In-person and Zoom Hybrid Meeting**

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

**Staff and others present:** Nick Holland, Senior Planner; Councilmember Semra Riddle (Planning Commission Liaison-in place of Councilmember Bodi), Councilmember Tracy Furutani; Phillip Hill, City Administrator, Andrew Oliver, Leeland Consulting; David Fiske, Leeland Consulting; Kristina Hayward, SCJ Consulting

**Members of the Public:** Sarah Phillips-Climate Action Committee Chair

**Planning Commissioners absent:** n/a

**Call to order:** Chair Larson called the meeting to order at 7:02 pm.

**Land Acknowledgement:** Chair Larson read the land acknowledgement.

**Approval of Agenda**

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

**Approval of Meeting Minutes**

Cmr. Lee made a motion to approve the July 26, 2023 meeting minutes; Cmr. Finazzo seconded.

A number of small corrections were suggested.

Cmr. Castic voted to approve the minutes as amended; Cmr. Kaje seconded. All voted to approve the July 26, 2023, minutes as amended the motion carried unanimously.

**Meeting Dates:**

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

**Citizen Comment**

Sarah Phillips said that she is the chair of the Climate Action Committee. She said that the Climate Action Committee is excited to work with the Planning Commission on the climate change element of the comprehensive plan. She said that the Climate Action Committee will deliver information to the Council later this year. She said that they have been working with surrounding cities about electrifying the city and reducing dependence on fossil fuels. She emphasized collaboration with the Planning Commission is very much desired.

Discussion continued about the progress of the Climate Action Committee and the report they are creating.

**City Council Liaison Report**

Councilmember Riddle said that the Council was on a break late in the summer. She said that the next meeting is Thursday. She indicated that picnic in the park occurred, and it was attended well.

Councilmember Riddle said that they will be extending the homeless shelter housing regulations which are interim regulations. She said that new officers will be sworn in at the next meeting.

Councilmember Furutani said that there is a work session prior to the Council meeting where the issue of pedestrian safety in traffic will be discussed.

#### **Old Business**

#### ***Comprehensive Plan Update- Housing Needs Assessment***

City Administrator Hill introduced the consultants from Leeland Consulting. Cmr. Kleweno suggested that the Commission hold their questions until the end. Mr. Fiske indicated that questions can be asked during the presentation. The consultants introduced themselves and stated their role in the comprehensive plan update.

Mr. Oliver introduced 'part one' of the housing study. Mr. Fiske said that a study of the current community profile and housing needs is necessary to understand how to plan. Mr. Oliver talked about the current LFP population and how changes to it hasn't increased in the last twenty years. He said that the age of the average LFP resident is older than most of the region. He talked about some of the typical challenges a community faces when the population is older. He discussed race and ethnicity in LFP and indicated that the population is less diverse than most of King County. Mr. Oliver presented a map that illustrates geographic locations of race and ethnicity. He presented a slide that indicated there are more homeowners in LFP than in the region generally. He talked about the LFP Area Median Income (AMI) amounts, which is used to calculate housing affordability. Cmr. Kaje indicated that the term AMI isn't very well defined in the packet. Mr. Oliver continued to discuss the topic of income and presented information on annual household income in LFP. He presented a slide summarizing cost burden which is the amount of the household's income that is spent on housing costs. Cmr. Lee asked how Housing and Urban Development (HUD) calculated the numbers in this study. Mr. Oliver provided an answer and said that census data is used to develop the numbers.

Chair Larson asked if data for disabled households was requested. Mr. Oliver answered and indicated that a Commissioner commented on that section which is on page 24 of the packet. Cmr. LaBonte said she would be interested in an age comparison on owners and renters in the city. Councilmember Riddle asked how the city has changed racially over the years and asked if there can be information presented about how this occurs.

Mr. Oliver provided information on the existing housing types in LFP. Mr. Fiske said that the type of housing is often driven by regulation. Mr. Oliver presented information on housing unit sizes that are currently in LFP. He said that a lack of smaller housing units may reflect the lack of supply in the community. Cmr. LaBonte asked if the documents presented in the slides will be contained in the comprehensive plan and Mr. Oliver answered and said that these are drafts that will likely end up in the comprehensive plan. Cmr. Castic asked if there is a method to obtain information for actual numbers. Mr. Oliver said that the census does have that data. Chair Larson said that the housing unit size slide is a good example to illustrate how smaller housing units are needed in LFP.

Mr. Oliver talked about the LFP housing market and housing development trends in LFP. He presented a slide that illustrated permitting for housing in LFP over the last twenty years. He said that single family construction is mostly what LFP has been experiencing. Councilmember Riddle said that the multi-family boom was a result of zoning changes. Cmr. Castic asked about accessory dwelling unit construction, and City Administrator Hill replied and said that those units are contained in single family housing numbers. Cmr. Kleweno asked if there has been an increased interest in ADUs and Senior Planner Holland answered him and said yes. Mr. Oliver presented a slide illustrating housing costs in LFP. He indicated that the market has cooled down a bit, due to interest rates rising. City Administrator Hill provided information on ADUs and said that additional ADUs have been constructed since the new ADU regulations were adopted. Discussion occurred on how to promote ADUs as a housing option. Mr. Oliver presented a slide that compared housing prices and incomes in LFP. He indicated that the gap between incomes and housing prices are rising.

1 Councilmember Riddle asked if interest rates is a factor in how housing needs gets determined. Mr. Oliver  
2 discussed how housing is difficult to afford in LFP due to the gap in income and housing prices.

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4 Mr. Oliver discussed work force in LFP and provided data on employment in LFP. He said that there are not  
5 too many jobs in LFP, but most jobs exist in the service industry. He provided data on surrounding  
6 communities and the county. Cmr. Kaje asked if working from home is accounted for in the data for LFP,  
7 and Mr. Fiske answered that the job is captured in the location where the employer is based. Mr. Fiske said  
8 that some of the work from home numbers can be captured, but it would be an unofficial number. Chair  
9 Larson asked what how the workforce data is interpreted. Mr. Oliver answered and said that the workforce  
10 data is used to illustrate transportation trends and economic development trends. He said that the data serves  
11 to aid in development of some other chapters within the comprehensive plan. Discussion continued on the  
12 topic of employment and how it influences the community. Mr. Fiske said that the work from home group  
13 isn't accounted for in the traditional numbers, but that those numbers will need to be included for future  
14 analysis. Mr. Oliver summarized the gaps for housing opportunities in LFP that were discussed in tonight's  
15 presentation. The overall theme is that housing in LFP is too expensive for the typical income amounts.  
16 There is also a lack of vacant parcels for new development of affordable housing units. Cmr. Kleweno said  
17 that he isn't comfortable that the data presented are final numbers. He said that state law must be satisfied as  
18 well as the community need. He said he would be more comfortable using the words conclusions rather than  
19 gaps identified. Mr. Fiske said that the data presented is to aid in the comprehensive plan amendment  
20 process. He said that the information helps identify the next steps for LFP housing policy. Cmr. Lee said  
21 that she feels that the current comprehensive plan is a good identifier for this community. She said that the  
22 current plan should be modernized, but not changed in character. Councilmember Furitani asked if there  
23 were any surprises from this version of the data and the 2015 comprehensive plan update. Mr. Fiske said  
24 generally no, they basically expected what they found. The same trends are occurring in LFP as they are in  
25 the region. City Administrator Hill said that the data supports what the Council is attempting to create,  
26 which is more affordable housing. Cmr. Kleweno said that development codes (such as the tree code and  
27 environmental ordinance) may impact the way that housing units can be constructed in LFP because those  
28 codes restrict development on large square footages of land on private parcels. Cmr. Finazzo said that there  
29 are a lot of short-term rentals in the city and she asked how those get counted in the housing data. Cmr. Kaje  
30 said that data on short term rentals is needed and that a registration program could begin so that data for  
31 short term rentals can be obtained. Cmr. Castic asked for clarification on the hosing target slide, and Mr.  
32 Oliver provided a response. Discussion continued on general housing policy in LFP.

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34 Mr. Oliver presented information on housing targets for LFP. He said that map showing the location for re-  
35 developable parcels can be generated. He clarified that the employment targets will be studied as well.  
36 Councilmember Riddle said that during the last comprehensive plan update environmentally sensitive areas  
37 were most of the vacant land in LFP. Mr. Fiske said that only a small portion of a technically re-developable  
38 parcel can be built on due to environmental laws. Chair Larson asked how the group can solve the housing  
39 challenges that LFP has currently. She said that progress needs to be made on middle income housing stock  
40 as well as housing diversity should be a priority. Cmr. Kleweno asked when and how the community will be  
41 brought into the update process. Ms. Hayward said that at the next meeting she will be prepared to provide a  
42 plan on getting the community engaged. She said that a tentative plan to engage the public for the first time  
43 could be scheduled for the fall. She said that the message in the initial meeting will be to introduce the  
44 comprehensive plan update process and how it relates to the average person. Cmr. Kleweno asked when the  
45 land capacity analysis may be available and Mr. Oliver responded and indicated it would be in November,  
46 prior to the holiday.

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48 Mr. Oliver provided information on how compliance with state mandates will occur for LFP and the update  
49 process. He talked about the state legislation that affects the comprehensive plan update and what will be  
50 considered during the update process. He talked about how the city might achieve community goals and  
51 satisfy state mandates. Mr. Oliver presented a summary of each state bill that has been passed and how it  
52 relates to LFP housing policy. He indicated that guidance from state Commerce on how the ADU housing

1 policy and requirements can be applied is being anticipated and how it might impact LFP. Councilmember  
2 Riddle asked about how a reasonable use exception would be applied and if a duplex will be considered the  
3 minimum reasonable economic use. Mr. Oliver indicated that there is not yet any guidance from Commerce  
4 on that topic. Councilmember Riddle asked for them to present that question to Commerce for an answer.

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6 Chair Larson asked if anyone had any additional questions. Ms. Hayward said that she can be contacted with  
7 any follow up questions.

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9 **New Business**

10 None.

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12 **Reports and Announcements**

13 City Administrator Hill provided an update on staffing levels in the planning department. Cmr. Kaje asked  
14 how to submit an agenda item for the meeting. Chair Larson indicated that a suggestion can be provided in  
15 the next meeting agenda section.

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17 **Agenda for Next Meeting:**

18 Additional comprehensive plan update topics.

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21 Cmr. Kaje said that he would likely decline to read the Commission's land acknowledgement because he  
22 wasn't a part of the discussion on the topic when the language was adopted by the Commission. He said that  
23 he would like to be a part of a discussion that focuses on the intent of the land acknowledgement so that he  
24 can appropriately align with the statement and understand how the Commission intends to apply the meaning  
25 of the acknowledgment to its work program. Cmr. Lee said that she respects his opinion and statement.  
26 Cmr. Kleweno said that the statement is typically made so that white people feel better. Chair Larson said  
27 that she would like to put the discussion of the land acknowledgement on a future agenda, so that discussion  
28 can occur. She provided some background on why the Commission adopted the statement.

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30 **Additional Citizen Comments:**

31 None.

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33 **Adjournment:**

34 Cmr. Castic made a motion to adjourn the meeting, Cmr. Kaje seconded, and the motion carried  
35 unanimously. The meeting was adjourned at 9:00 pm.

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37 APPROVED:

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39 See minutes from 10/10/2023 for approval

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42 Ashton McCartney, Planning Commission Vice Chair  
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