

1 **City of Lake Forest Park – Planning Commission**
2 **Regular Meeting Minutes: January 14, 2025; 7:00-9:00pm**
3 **Hybrid Meeting Held in the Forest Room at City Hall and Virtually via Zoom**
4

5 **Planning Commissioners present:** Chair Ashton Alvarez- McCartney (via Zoom), Vice Chair
6 Janne Kaje (via Zoom), David Kleweno, Meredith LaBonte, Melissa Cranmer (via Zoom), Sam
7 Castic, and Cherie Finazzo
8

9 **Staff and others present:** Mark Hofman, Community Development Director; John Lebo, City
10 Council Liaison; Kirsten Peterson, SCJ Alliance (via Zoom); Andrew Oliver, Leland Consulting
11 Group (via Zoom); David Fiske, Leland Consulting Group (via Zoom)
12

13 **Members of the Public present:** none
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15 **Planning Commissioners absent:** Madlyn Larson
16

17 **Call to order:** Chair Alvarez- McCartney called the meeting to order at 7:00 PM
18

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

21 **Approval of Agenda:** Cmr. Kleweno made a motion to approve the agenda, Cmr. Finazzo
22 seconded, and the motion to approve the agenda was carried unanimously.
23

24 **Approval of Meeting Minutes:** Cmr. Cranmer made a motion to approve the November 12, 2024,
25 Meeting Minutes, Cmr. Kleweno seconded and the motion to approve the minutes was carried
26 unanimously.
27

28 **Public Hearing:** No public hearing.
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30 **Next meeting:** The next meeting will take place on February 11, 2025.
31

32 **2025 Planning Commission Regular Meeting Dates Discussion**

33 The Planning Commission members tabled discussing possible dates for the November 2025
34 meeting due to the Veterans Day Holiday.
35

36 **Public Comment:** Jin Dorson, gave an invitation to Planning Commission on behalf of the Board
37 of the Third Place Commons to attend the Auction Breakfast fundraiser on March 6th.
38

39 **City Council Liaison Report:** Council Member Lebo thanked the commissioners for their work on
40 the Comprehensive Plan and announced that the biannual budget was passed.
41

42 **Old Business:**

43 **Middle Housing Development Regulations with SCJ Alliance and Leland Consulting Group**

44 Mr. Fiske led the presentation on middle housing development. Mr. Oliver discussed location and
45 density, and options as to how they impact housing, tree canopy, critical areas, and environmental
46 impacts. The commissioners discussed the safety concerns with lack of infrastructure including
47 sidewalks and bike lanes and also discussed how an increase in housing can potentially lead to a
48 pathway to increase city infrastructure.

1 Mr. Fiske also discussed typologies and form, specifically how the location of new construction
2 takes place within the lot can help reduce impacts to critical areas and tree coverage.

3
4 Ms. Peterson discussed the gap analysis document and suggested code amendments that SCJ is
5 working on. Ms. Peterson discussed possible changes to the code, for instance changing “single-
6 family” to an example like “low-density” to be able to allow for more permitted uses. Ms. Peterson
7 also discussed examples of allowed types of medina housing from other jurisdictions.

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10 **Parking Lot items of Planning Commission interest or concern – for future meetings/ Work**
11 **Plan**

12 **Economic Development, Business Assistance for Small Businesses and Mixed Use**
13 **Expand Commercial Base, Feedback from Business Representatives**
14 **Reasonable Use Exceptions (RUEs), Revisit and End User Guide**
15 **Housing in Southern Gateway, Incentives**
16 **Tree Canopy Report, Update**
17 **Parks, Recreations, Open Space, & Trails (PROST) Plan, Update**
18 **Education on/of Development**
19 **Perkins Way and 40th Place Impacts, Traffic Calming and Safety, Light Rail**

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21 Mr. Hofman discussed the need of a work plan for the planning commission.

22
23 **New Business:**

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25 **Reports and Announcements:**

26 **Planning Commission Vacancies and Recruitment Reminder**

27 Mr. Hofman stated that an election is scheduled for the next meeting. Mr. Hofman also discussed
28 the need for one to two new commissioners.

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30 **2024 Comprehensive Plan Update Adoption and Closure Discussion**

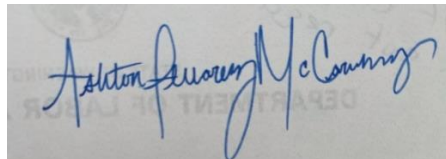
31 Mr. Hofman stated that the Comprehensive Plan was adopted on December 12, 2024.

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33 **Citizen Comment:** No public comments.

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35 **Agenda for Next Meeting:** Additional discussion on middle housing, 2025 work plan, and
36 elections.

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38 **Adjournment:** Cmr. Kleweno made a motion to adjourn the meeting, Cmr. Cranmer seconded, and
39 the motion was carried unanimously. The meeting adjourned at 9:00 PM.

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41 APPROVED:

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Ashton Alvarez-McCartney, Planning Commission Chair