

**City of Lake Forest Park - Planning Commission**  
**Approved Regular Meeting Minutes: February 13, 2024**  
**In-person and Zoom Hybrid Meeting**

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

**Staff and others present:** Cristina Haworth, SCJ Consulting (via zoom); Mark Hofman, Community Development Director

**Members of the Public:** Sarah Phillips, Julain Anderson

**Planning Commissioners absent:** Councilmember Bodi, Melissa Cranmer

**Call to order:** Chair Larson called the meeting to order at 7:03 pm. She suggested having Vice Acting Chair McCartney act as Chair for this meeting. All agreed.

**Approval of Meeting Minutes**

Cmr. Castic made a motion to approve the February 6, 2024, regular meeting minutes. Cmr. Lee seconded the motion.

Cmr. Kaje suggested some minor changes and sent them via email.

All voted to approve the February 6, 2024, minutes as amended, and the motion carried unanimously.

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

**Approval of Agenda**

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

**Meeting Dates:**

The next special meeting is scheduled for March 4, 2024. Director Hofman provided guidance on how to schedule special meetings. Cmr. LaBonte indicated she would not attend the March 4<sup>th</sup> meeting. Chair Larson suggested the Commissioners that will be absent from the March 4<sup>th</sup> meeting submit their comments on the material in advance.

**Citizen Comments**

Sarah Phillips said that she is Chair of the Climate Action Committee and that their report is being evaluated and reviewed by their consultants. She said the Committee will integrate pieces of the existing comprehensive plan and then add the climate action chapter content as an amendment to the Comprehensive plan as it is being updated. She mentioned that they group is having trouble finding student volunteers.

**City Council Liaison Report**

Councilmember Bodi was not present.

**Old Business**

**Comprehensive Plan Update**

*Draft Land Use chapter updates*

Chair Larson said that she only received feedback on the draft language from a couple of the Commissioners. She said that the notes from previous discussions detailed several items, but the most impactful thing not resolved were the labels of the land use designations. She suggested hearing from Ms. Haworth on the topic.

Ms. Haworth shared her screen and proposed looking at the land use designations together. She explained the reasons for land use designations. She went over some of the specific designations and suggested some edits. She presented the comments from the other Commissioners on the topic. Cmr. Castic said that the present land use designations are used in the municipal code so changing them may create confusion. Cmr. Kaje clarified his statement on how conservation is used. Ms. Haworth said that the suggestions presented will work just fine. Cmr. Kaje said that the land use designation language and terms were put in place prior to LFP having strong critical area regulations. Cmr. Lee said that she wanted to understand the opinions of city staff and how it might affect the implementation of the new terms. Director Hofman responded and provided his opinion. Chair Larson said the conservation zones were used to discourage subdivisions. She spoke about the potential for development under reasonable use exceptions. Cmr. Lee said that she wanted to remind the group that the comprehensive plan isn't the code itself and that it should be a document that is readable and a policy level document that demonstrates community vision. She said that the Commission should be focused on making the plan accessible to the public. Cmr. Kleweno asked if the term 'conservation' should be retained, and Cmr. Lee said that the language should be readable to the public. Cmr. Lee talked about how the code governs current development and the comprehensive plan shouldn't be the place to regulate development. Chair Larson said that she feels the comprehensive plan is not a community facing document that the public doesn't read, typically, but a policy document that leads to ordinance. Cmr. Lee said that she disagrees and that the population of LFP is educated and feels that the comprehensive plan should be accessible to the city. Chair Larson summarized her understanding of the conversation. Cmr. Finazzo made a motion to include the word conservation in the comprehensive plan. Chair Larson seconded the motion. Cmr. Kleweno summarized his understanding of how to settle on actions when disagreements are involved. A discussion continued regarding the use of the term 'conservation' in the comprehensive plan. Chair Larson said that a motion for this topic is not required, but just a poll for opinion, Cmr. LaBonte provided her perspective. All of the Commissioners provided their opinion when asked by Acting Chair McCartney. It was decided to keep the word 'conservation'. Chair Larson suggested polling each option. Acting Chair McCartney led a poll to explore opinions for each of the four options discussed. It was decided that option four would be the majority option.

#### ***Draft Environmental Quality and Shorelines Element chapter updates***

Ms. Haworth suggested going over the slides that were distributed. Cmr. Kaje said he would appreciate seeing the slides that were available. Ms. Haworth presented the slide show that she prepared and talked about the schedule ahead. She provided clarification on policy framework and goals and policies and how they are used to create the comprehensive plan. She stated the objectives for the Commission through the update process. She provided a summary of the revisions for the land use element chapter and upcoming chapter discussions. She presented the discussion topics posed in the meeting materials and introduced potential update topics as they related to the Environmental Quality chapter.

Ms. Haworth solicited feedback from the Commission on some of the topics that relate to the environmental quality chapter. Chair Larson summarized the feedback she received from the Commission on the topic. She asked the Commission if they felt the edits drafted were ok, or if discussion was needed on the draft language. Cmr. Kaje said that the edits provided by Ms. Haworth were generally good. Director Hofman provided a summary of understanding of the language drafted by Ms. Haworth. Each Commissioner provided their feedback on the draft language. Cmr. Kaje shared his feedback on the draft for this chapter and talked about aquatic friendly lighting. She suggested policy direction for waterfront lighting. Ms. Haworth responded and said that she can perform research and draft potential policy language. Cmr. Kaje suggested drafting language, all agreed that would be a good idea. Cmr. LaBonte suggested a policy for trash pick-up.

1 Cmr. Kleweno suggested clarification on the terms ‘preserve’ and ‘conserve’. He suggested consistency  
2 between the two terms. He suggested adding policy statements to support climate resilience. Ms. Haworth  
3 provided some background on how to integrate the climate element chapter in the comprehensive plan. She  
4 talked about an expectation for climate planning to be integrated into other comprehensive plan elements and  
5 expanded on a potential strategy to incorporate climate policy.  
6

7 Chair Larson said that she received feedback from Cmr. Lee on language changes for the chapter. She  
8 responded to Ms. Haworth’s questions on the discussion topics and suggested several options on how to  
9 draft the sections and policies. Cmr. Castic provided his input on the draft language and responded to some  
10 of the questions posed in the draft. Chair Larson clarified that Ms. Haworth was able to incorporate all of the  
11 feedback she received from the various Commissioners in the draft provided. Cmr. Kaje said that green and  
12 open spaces are center to environmental quality as well as several other chapters and asked where to  
13 emphasize its place. Cmr. Lee said that she felt her comments were brushed under the rug and that Southern  
14 Gateway is lacking in open and green spaces. She suggested creating buffers for the road improvements in  
15 that district and emphasized her suggestions for green spaces in the southern gateway district. She also  
16 recommended electric vehicle infrastructure. She said that her comments largely relate to how to create  
17 additional green spaces for those who don’t have access to them. Chair Larson explained her perception of  
18 the comments from Cmr. Lee. Cmr. Castic said that he agrees with the input from Cmr. Lee and Kaje. He  
19 suggested placing equity as a guiding principle in this section. Director Hofman provided his perspective and  
20 guidance on where to emphasize green spaces. Cmr. Lee said that the comprehensive plan needs to have  
21 supporting language for green spaces in the southern gateway and the place where ST3 will occur. She  
22 suggested having language to support green spaces in as many chapters as possible should be the  
23 commission’s strategy. Cmr. Lee said that she is close to withdrawing from the Commission. She said that  
24 she is passionate about how the comprehensive plan is used to shape the community and be a guiding land  
25 use policy document. She said that she is recusing herself and that she is done. She suggested continuing  
26 with everything, but without her participation.  
27

28 Cmr. Kaje recommended talking about wildlife as a part of this section. Ms. Haworth offered to prepare  
29 something to deliberate with. Cmr. Kaje said he was concerned that the salmon recovery plan wasn’t  
30 referenced in the chapter as a guiding document. He recommended adding the plan as a key guiding  
31 document. He emphasized that salmon recovery and stream restoration are an important topic for the tribes  
32 and mentioned the city has been active in the effort. All Commissioners said they agreed.  
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### 35 ***Draft Community Services and Public Safety chapter updates***

36 Ms. Haworth said she appreciated all the feedback provided to this point, she presented information on  
37 community services and safety. She said that there is not a GMA requirement for a chapter on this subject  
38 and that LFP is a leader in adopting a chapter like this. She went over the countywide requirements for such  
39 a chapter. She mentioned that coordination with the County is an emphasis, as well as funding sources. She  
40 talked about Puget Sound Regional Council’s guidance on this topic. She talked about prioritizing investment  
41 to develop these specific resources. She summarized the changes proposed in the draft language for this  
42 chapter. She said additional coordination with Police is needed for data on crime and response times.  
43

44 Ms. Haworth asked how the group wanted to incorporate community resilience. She spoke about equity and  
45 how to potentially incorporate that type of policy. Ms. Haworth invited discussion. Cmr. LaBonte provided  
46 her comments on the content of this chapter and suggested retaining some of the original language for CS  
47 3.6. The Commission provided their input and discussion on the potential change. Cmr. Castic shared a  
48 story about his experience with an LFP police officer and described a scenario where escalation occurred.  
49

50 Cmr. Kleweno asked about the term ‘social cohesion’. He asked for clarity and input from all. Ms. Haworth  
51 explained how this term is used in community planning. She said it is most often used when a community is  
52 recovering from a disaster. Cmr. Finazzo thanked Ms. Haworth for expanding on the topic of social

1 cohesion. Director Hofman asked Cmr. LaBonte if she had input and she responded and indicated that she  
2 was still organizing her thoughts. Cmr. Kaje suggested that the idea of social cohesion may be appropriate in  
3 the narrative section, rather than a separate, stand-alone policy. Ms. Haworth said that she agreed. Cmr. Kaje  
4 said that LFP narrative sections within the comprehensive plan are relatively short compared to other plans  
5 he has had experience analyzing. Discussion continued on how to incorporate 'social cohesion'.  
6

7 Ms. Haworth talked about the Planning staff coordination with the Climate Action Committee (CAC), she  
8 mentioned that planning staff will be meeting with the CAC on March 5<sup>th</sup>, at which point the information will  
9 be presented to the Planning Commission. Ms. Haworth said that the city was able to secure a \$500,000  
10 grant for the purpose of drafting the climate element of the comprehensive plan. It will allow for early work  
11 on the chapter. She said that Commerce dictates how the climate chapter needs to be developed. Director  
12 Hofman provided additional information on the comprehensive plan schedule and emphasized that  
13 coordination with all of the other applicable committees is an ongoing process.  
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## 16 **New Business**

### 17 *2024 Planning Commission Work Plan*

18 Acting Chair McCartney presented the draft 2024 Planning Commission Work Plan. Director Hofman  
19 suggested bringing it to Council and getting their approval of the content. He talked about two other  
20 priorities for ordinances that the Council needs to approve, namely wireless code and sign code. He also said  
21 that the critical areas ordinance and the shoreline master program will also need to get Council's approval.  
22

23 Chair Larson asked if the Commission needs to take official action. Director Hofman provided directions on  
24 how to adopt the draft work plan. He said that the comprehensive plan update is the only item on the work  
25 plan for obvious reasons, because it is a large project. Cmr. Castic summarized the content of the draft work  
26 plan. Chair Larson asked if the commission would be working on code updates to supplement the  
27 comprehensive plan updates. Director Hofman responded and indicated that the work plan is a procedural  
28 document that's required.  
29

30 Cmr. Castic made a motion to recommend the draft work plan to the City Council, Cmr. LaBonte seconded,  
31 all voted in favor and the motion passed.  
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### 33 *Election of Planning Commission Chair and Vice Chair*

34 Acting Chair McCartney opened the topic up for discussion. Chair Larson asked for volunteers for these  
35 positions. Director Hofman stated he added this agenda item for procedural reasons.  
36

37 Cmr. Kaje asked about the term limits of the Commissioners. Chair Larson mentioned that she wanted to  
38 give another Commissioner a chance to Chair the Commission. The Commissioners exchanged their  
39 gratitude for each other's service and the positions held. Cmr. Klewen asked Acting Chair McCartney if she  
40 would be willing to chair the Commission. Acting Chair McCartney indicated she was receptive to the idea  
41 but that she has a robust travel schedule. Cmr. LaBonte indicated she would not be willing to chair the  
42 Commission. Discussion continued about the potential of which Commissioner would fill which positions.  
43

44 Cmr. LaBonte nominated Acting Chair McCartney for the position of Chair and Cmr. Kaje for the position  
45 of Vice Chair; Cmr. Finazzo seconded the motion. There were no other nominations. The Commission  
46 voted unanimously to approve the Chair and Vice Chair positions as nominated.  
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## 48 **Reports and Announcements**

49 None.  
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1 **Citizen Comments:**

2 None. Cmr. LaBonte said that she apologized for not getting her comments in on the land use chapter, she  
3 asked for another opportunity. Cmr. Larson said that she would be willing to incorporate her comments.  
4 Discussion continued on how to share information for language updates to the comprehensive plan.

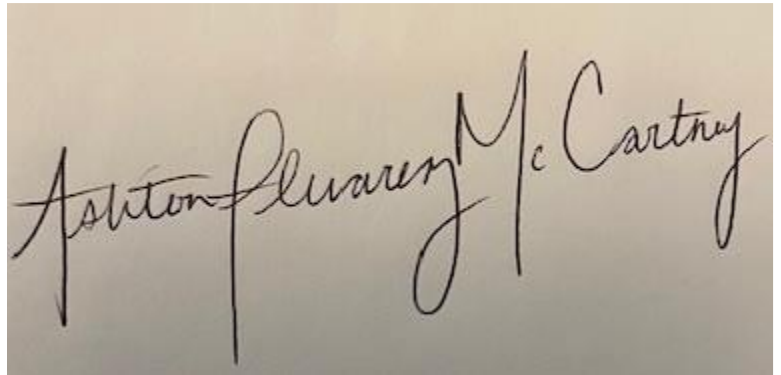
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6 **Agenda for Next Meeting:**

7 Additional discussion on comprehensive plan amendments.

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9 **Adjournment:**

10 Cmr. Castic made a motion to adjourn the meeting, Cmr. Kleweno seconded, and the motion was carried  
11 unanimously. The meeting was adjourned at 9:01 pm.

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13 APPROVED:  
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A handwritten signature in black ink on a light-colored background. The signature is written in a cursive style and reads "Ashton McCartney".

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18 Ashton McCartney, Planning Commission Chair  
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