

**City of Lake Forest Park - Planning Commission**  
**Approved Special Meeting Minutes: February 7, 2023**  
**In-person and Zoom Hybrid Meeting**

**Planning Commissioners present:** Chair Maddy Larson, Vice Chair Lois Lee, Ira Gross, David Kleweno, Ashton McCartney, Meredith LaBonte

**Staff and others present:** Steve Bennett, Planning Director; Nick Holland, Senior Planner; Councilmember Lorri Bodi

**Members of the Public:** Cherie Finazzo, Casey Sundin

**Planning Commissioners absent:** Melissa Cranmer, Walter Hicks

**Call to order:** Chair Larson called the meeting to order at 7:04 pm. She indicated that the Climate Action Committee and the Planning Commission meeting were taking place at the same time tonight which will not allow for the zoom session to be used for the purpose of broadcasting the Planning Commission meeting. She indicated that an audio recording would be taken in place of a video broadcast. Councilmember Bodi suggested that each speaker recite their name prior to speaking so that the recording can capture the speaker.

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

**Approval of Agenda**

Cmr. Gross made a motion to approve the agenda, Cmr. LaBonte seconded, and the motion to approve the agenda carried unanimously.

**Approval of Meeting Minutes**

Cmr. Gross made a motion to approve the January 10, 2023, meeting minutes. Vice Chair Lee seconded. A discussion of rules of order occurred. Chair Larson asked if there were any needed changes. Vice Chair Lee proposed a change to Page 2 line 4; "Director Bennett said that the council serves as."

All voted to approve the January 10, 2023 minutes as amended, and the motion carried unanimously.

**Meeting Dates:**

The next regular meeting is scheduled for March 14, 2023.

**Citizen Comment**

Casey Sundin said he has been a resident since 1987 and that he is an applicant for the Planning Commission.

**Report from City Council Liaison**

Councilmember Bodi said that there is a lot of legislation at the State level dealing with Sound Transit. She mentioned a request from the City Council to Sound Transit for a 90-day delay and said that Sound Transit denied the request. She said that 100 property acquisitions are scheduled for LFP. She said that the public meeting involving LFP which was to be scheduled by Sound Transit has yet to occur. She indicated that the project is a disappointment because of the environmental impacts that would occur. She spoke about the details of the retaining wall planned for SR522 portion within LFP. She said that the Council would like vegetation on the retaining wall as well as other green amenities, which could better simulate tree canopy and the existing buffer to adjacent single-family homes.

Councilmember Bodi talked about housing legislation being considered in the state legislature. She spoke about height limit changes for multi-family buildings and proposed subdivision law changes. She said that the

1 housing bills are designed to increase housing stock and density, but the bills in place don't have any  
2 affordability provisions. She talked about how the city has lobbyists at the state which will argue for the city's  
3 interests. She also spoke about a bill to alter some Accessory Dwelling Unit (ADU) provisions.

4  
5 Councilmember Bodi said that she has been trying to get the sign and RUE code recommendations on the  
6 Council's agenda. Director Bennett responded that the RUE code recommendations would be introduced on  
7 2/23/2023.

8  
9 Cmr. Gross asked Councilmember Bodi if entire parcels will be condemned by Sound Transit or, if  
10 condemnation would consist of partial sections of properties in LFP. Councilmember Bodi responded that it  
11 was a combination of both scenarios. She talked about the difficulty getting responses from the Sound  
12 Transit Board.

13  
14 Director Bennett talked about the comments LFP has provided on Sound Transit's most recent tree  
15 inventory. He talked about how the tree regulations might be applied to the project. Discussion occurred on  
16 how the project's environmental impacts might be mitigated. Chair Larson said that LFP citizens and elected  
17 officials have repeatedly asked the Sound Transit Board to be more transparent about the project's progress.  
18 She spoke about the inaccurate perceptions of LFP citizens wanting to halt the Bus Rapid Transit (BRT)  
19 project. Discussion occurred on the project's timing. Councilmember Bodi talked about how the Sound  
20 Transit Board usually accepts whatever the Sound Transit staff proposes.

## 21 **Old Business**

### 22 **Comprehensive Plan Update**

23  
24 Director Bennett summarized his memorandum to the Planning Commission and talked about how the  
25 discussions from the previous comprehensive plan update in 2014-15 can provide the Planning Commission  
26 with information to assist in the current update. He talked about how the update process might occur and  
27 how each element's updates are brought together for a final product. Director Bennett spoke about how a  
28 consultant can assist in keeping to a schedule and how to keep the public involved throughout the update  
29 process.

30  
31 Cmr. Gross asked how each consultant is vetted and what the process would be for selecting a consultant.  
32 Director Bennett responded and explained how the selection process would occur. Chair Larson asked about  
33 the current status of the consultant's RFP. Director Bennett responded that his goal is to get the RFP  
34 published in the first quarter of 2023. Chair Larson asked who would be on the selection committee for the  
35 consultant and Director Bennett responded that the Mayor will decide on the make-up of the selection  
36 committee but that it usually would include a Councilmember, a Planning Commissioner, and staff members.  
37 Discussion ensued on how to structure Planning Commission meeting agendas during the coming months  
38 and Director Bennett said that the consultant would likely be on board by June.

## 39 **Review of Land Use and Environmental Quality Elements**

40  
41 Chair Larson began the discussion for this agenda item. Vice Chair Lee provided copies of some of the maps  
42 from Volume 2 of the Comprehensive Plan which illustrated the types of land uses within the city, tree  
43 canopy, and other land use components. Chair Larson asked if the Commission would be changing zoning  
44 designations within the city. Director Bennett responded that comprehensive land use designations would  
45 need to be changed prior to any zoning designation being changed. He talked about how pending state  
46 legislation on land uses could affect which type of land use designations in the comprehensive plan. He said  
47 that the comprehensive plan needs to be consistent with the Growth Management Act (GMA) or the city  
48 could risk being brought before the Growth Management Hearings Board if the plan was challenged.

1 Director Bennett talked about how the housing growth targets are characterized in the comprehensive plan.  
2 Chair Larson asked about how housing equity and diversity is addressed in the comprehensive plan. She  
3 asked about how the Planning Commission prioritizes policy recommendations like the comprehensive plan  
4 updates when also considering code change recommendations. Director Bennett responded and indicated  
5 typically policy recommendations occur prior to code amendment recommendations, but it can sometimes  
6 occur in the reverse, when Council actions require it.

7  
8 Cmr. LaBonte suggested that some of the categories in the comprehensive plan could be combined and  
9 organized differently to streamline the format and reduce redundancies in the goals and policies.

## 10 11 ENVIORNMENTAL QUALITY AND SHORELINES ELEMENT

12 Director Bennett introduced the Environmental Quality and Shorelines element and said that shoreline  
13 master program (SMP), which is chapter of the City code needing updating, will likely occur while the  
14 Commission updates the comprehensive plan. He suggested the Commission think about what kind of  
15 changes might resonate with them and encouraged them to suggest comprehensive plan amendments to  
16 support their and community interests. Councilmember Bodi said that the need for dredging at the civic club  
17 should be addressed in the comprehensive plan. She said that the dredging is a topic of concern and interest  
18 to the community. Discussion continued about the timeline for the SMP update and how it relates to the  
19 comprehensive plan update timeline. Director Bennett noted that the Council is handling the SMP update  
20 the remaining steps of the SMP adoption process but didn't have any specifics when that would occur.

21  
22 Chair Larson said that collaboration with the Climate Action Committee (CAC) may be a good idea for  
23 contribution on the comprehensive plan update and asked for input. Cmr. Kleweno asked what type of  
24 research the Climate Action Committee is performing. Chair Larson responded that they are trying to gauge  
25 what the community wants in terms of climate. Cmr. Kleweno said that he wouldn't be interested in meeting  
26 with them at this point. Vice Chair Lee noted that the Climate Action Committee is creating a climate action  
27 plan for adoption by the Council. Discussion occurred about coordination with the other city advisory  
28 boards for the purpose of updating the comprehensive plan. Chair Larson suggested that each commissioner  
29 research the minutes of the other advisory boards to become familiar with what they are discussing and then  
30 using the information to aid in comprehensive plan update discussions. Director Bennett said that he thought  
31 researching the meeting topics of the other boards and committees was a good idea. He suggested skipping a  
32 Planning Commission meeting cycle and, instead, attend another committee's meeting to become familiar  
33 with how their work may relate to what the Planning Commission is working on related to the  
34 comprehensive plan. Councilmember Bodi said that the Parks Board may not be aware that he  
35 comprehensive plan is being updated and that they could use the opportunity to comment on an amendment  
36 to the parks element in the comprehensive plan. Commissioners agreed to be assigned to specific boards and  
37 committees and to review their minutes and attend a regular meeting. Cmr. LaBonte suggested involving the  
38 police department to create a safety element in the comprehensive plan and suggested that the Planning  
39 Commission coordinate with the police department on safety. Chair Larson summarized the progress of the  
40 discussion to this point.

41  
42 Chair Larson reminded others that this was Cmr. Gross' last meeting and she said that she was very  
43 appreciative of his work on the commission. She summarized some of the projects he worked on and  
44 indicated that his work was invaluable to the efforts of the commission. Cmr. Gross said thanks to all and  
45 that he has enjoyed his time on the commission. Councilmember Bodi expressed her thanks to Cmr. Gross  
46 for his on the commission. Director Bennett thanked Cmr. Gross for his work and dependability as a  
47 commission member.

## 48 49 New Business

50 Election of Chair and Vice Chair

1 Chair Larson said that it was time to Commission officers for the upcoming term and asked Director Bennett  
2 to explained and lead the process of officer elections.

3  
4 After a brief explanation, Director Bennett asked for nominations for Chair. Vice Chair Lee nominated Cmr.  
5 LaBonte for Chair, Cmr. McCartney seconded. Cmr. LaBonte said that she wasn't sure if she could assume  
6 the responsibilities of Chair. Chair Larson suggested delaying the election of officers until next meeting, so  
7 that the full commission can be present for voting. Cmr LaBonte asked what the specific duties and  
8 responsibilities are for each position. Director Bennett stated the responsibilities of each officer. Vice Chair  
9 Lee nominated Cmr. McCartney for Vice Chair. Councilmember Bodi spoke about her perspective on officer  
10 duties and what a chair and vice chair for the Planning Commission will typically do. Chair Larson said that  
11 the chair should ensure each commissioner's voice is represented. Cmr. Kleweno nominated Vice Chair Lee  
12 for Chair and Cmr. McCartney for Vice Chair.

13  
14 Discussion occurred on potentially delaying the selection of officers so that the full commission can be  
15 present for voting. Vice Chair Lee suggested proceeding and all agreed. Cmr. LaBonte suggested that Chair  
16 Larson continued with performing the duties of Chair. Chair Larson said that she has confidence in each  
17 commissioner to perform the role of Chair. Cmr. McCartney nominated Chair Larson to continue as chair.  
18 Chair Larson said that she would be happy to continue on as chair. Director Bennett noted that the rules  
19 dictate that any one chair can only serve 36 consecutive months in a 48 month period. Chair Larson  
20 nominated Cmr. McCartney for chair. Cmr. McCartney accepted the nomination. Cmr. Kleweno made a  
21 motion to close nominations, Gross seconded, and the motion passed unanimously.

22  
23 Cmr. Lee, Kleweno, McCartney, and Labonte voted for Chair Larson to retain the position of Chair.

24  
25 Cmr. Gross and Larson voted for Cmr. McCartney for Chair.

26  
27 With four votes for Chair Larson it was determined that she would continue as the Planning Commission  
28 Chair.

29  
30 Director Bennett asked for nominations for Vice Chair. Chair Larson nominated Cmr. McCartney for Vice  
31 Chair; and Cmr. Labonte made a motion to close nominations which passed unanimously.

32  
33 All voted for Cmr. McCartney to be Vice Chair.

34  
35 There was additional discussion about who would assume chair duties when Chair Larson's term as chair  
36 expired.

### 37 38 **Reports and Announcements**

39 Director Bennett said that the RUE code update that the Planning Commission recommended will be  
40 scheduled for introduction to Council on February 23<sup>rd</sup>. Chair Larson asked for additional commissioners to  
41 be present at that Council meeting.

42  
43 Director Bennett talked about a set of design guidelines for retaining walls that are under consideration by the  
44 Council. He said that Council would be considering these standards as well at the meeting on the February  
45 23<sup>rd</sup>.

### 46 47 **Additional Citizen Comments:**

48 None.

### 49 50 **Agenda for Next Meeting:**

1 Comprehensive Plan updates. Talk about what was learned at the city committee meetings that were  
2 attended. Housing trust group presentation. Updates on RFP consultant process. Updates on RUE code  
3 recommendations at Council.  
4

5 Ms. Finazzo asked how many commissioners are needed for a quorum. Director Bennett responded that five  
6 are required.  
7

8 **Adjournment:**

9 Cmr. Gross made a motion to adjourn the meeting, Cmr. Lee seconded, and the motion carried unanimously.  
10 The meeting was adjourned at 9:03 pm.  
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12  
13  
14

APPROVED:

*Madlyn Larson*

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Maddy Larson, Planning Commission Chair

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