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3 **City of Lake Forest Park - Planning Commission**
4 **Approved Special Meeting Minutes: July 26, 2023**
5 **In-person and Zoom Hybrid Meeting**

6 **Planning Commissioners present:** Vice Chair Ashton McCartney; David Kleweno; Sam Castic; Meredith
7 LaBonte; Chair Maddy Larson, Janne Kaje, Cherie Finazzo

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9 **Staff and others present:** Steve Bennett, Planning Director; Nick Holland, Senior Planner; Councilmember
10 Lorri Bodi (Planning Commission Liaison)

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12 **Members of the Public:** n/a

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14 **Planning Commissioners absent:** Lois Lee, Melissa Cranmer

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16 **Call to order:** Chair Larson called the meeting to order at 7:01 pm.

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18 **Land Acknowledgement:** Cmr. Kleweno read the land acknowledgement.

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20 **Approval of Agenda**

21 Cmr. LaBonte made a motion to approve the agenda, Cmr. Castic seconded, and the motion to approve the
22 agenda carried unanimously.

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24 **Approval of Meeting Minutes**

25 Cmr. Castic made a motion to approve the June 13, 2023 meeting minutes; Cmr. LaBonte seconded. Cmr.
26 Kaje abstained due to not being present. All voted to approve the June 13, 2023, minutes and the motion
27 carried unanimously

28
29 **Meeting Dates:**

30 The next regular meeting is scheduled for August 8, 2023.

31
32 **Citizen Comment**

33 None.

34
35 **Old Business**

36
37 ***Comprehensive Plan Update***

38
39 ***Introduction of Consulting Team – SCJ Alliance, Leland, Fehr & Peers***

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41 Director Bennett welcomed Cmr. Kaje to the Commission. Cristina Hayward with SCJ Alliance introduced
42 herself and the rest of her housing-based consultant team. David Fiske introduced himself. Andrew Oliver
43 introduced himself.

44
45 Each Commissioner introduced themselves. Cmr. Kaje provided some background on his experience.
46 Introductions continued from the rest of the staff and Commission. Chair Larson talked about her
47 experience in the selection process for the consultant to work on the comprehensive plan. She said that SCJ
48 seemed to be able to align with the community vision. Director Bennett introduced a presentation from the
49 group at SCJ. He said that public engagement and new housing requirements related to income variations
50 will be key in determining how to update the comprehensive plan. Director Bennett started the slide show.
51 Ms. Hayward introduced the topics for her presentation. She talked about the comprehensive plan update
52 schedule and public engagement. She also indicated that the housing consultants will provide an overview on

1 the housing strategy. Ms. Hayward provided a project overview starting with the state Growth Management
2 Act (GMA), trickling down and ending with the local comprehensive plan update. She talked about the need
3 to comply with county wide planning policies. She said that 18 months has been scheduled for the
4 comprehensive plan update. Cmr. Kleweno asked for clarification on the term “working meeting” which was
5 a term presented in the schedule slide by Ms. Hayward. Ms. Hayward replied and provided an explanation.
6 Director Bennett provided his perspective on how the update process will work while coordinating with the
7 consultant.
8
9

10 *Discussion of Public Engagement Approach*

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12 Councilmember Bodi informed the Commission that their role is a statutory role in that they have the ability
13 to have an independent voice to bring issues to the table. She said that the reasonable use exception
14 regulations were a good example of how the Commission created a process to update those regulations. She
15 talked about the definition of high-capacity transit and said that LFP doesn’t necessarily fit in with a high
16 capacity transit city in the traditional sense. She talked about the other boards and commissions and that
17 there could be a joint meeting with those boards when the topics for the comprehensive plan update involve
18 those boards. Finally, she talked about the need for dredging in Lake Washington to restore some habitat and
19 function to the waterfront. Ms. Hayward acknowledged Councilmember Bodi’s recommendation. Cmr.
20 Castic asked if code updates would follow the comprehensive plan update. Ms. Hayward replied and stated
21 the process for how code amendments can follow the comprehensive plan updates. Chair Larson said that
22 the Commission should be mindful that updating regulations should be considered. General discussion
23 occurred on how regulations get adopted after comprehensive plan updates occur. City Manager Hill
24 indicated that housing regulations must be adopted six months after the comprehensive plan has been
25 updated. Cmr. Kaje asked about the timing of updating code, such as critical area code, with the best
26 available science, noting that his King County colleagues are finding this to be a very heavy lift.
27 Ms. Hayward continued with her presentation and talked about how public outreach would occur and how
28 the public would be engaged on certain topics.
29

30 Cmr. Kleweno asked if input is welcomed, and Ms. Hayward replied and indicated that she would welcome
31 any input the Commission would provide. Ms. Hayward asked for the Commission’s thoughts. Chair Larson
32 provided ideas and feedback on how the website could be designed to help the public understand the process.
33 She talked about potential ways that the city can share information with the community, such as the citywide
34 mailing. Discussion occurred on public engagement and how it can occur. Cmr. Kleweno said he doesn’t
35 want to spend a lot of time on the vision process because it has been well established and thought out. Ms.
36 Hayward replied and provided her impression on how the vision has been established. Chair Larson said that
37 the housing portion could be an educational portion of the update. She said that the community has adopted
38 several community vision documents over the years and that they have informed the comprehensive plan.
39 Discussion continued on how the Commission can approach the comprehensive plan update. Director
40 Bennett suggested using the report card approach; the idea that tracks what has been done and what needs to
41 be done. Councilmember Bodi provided her perspective as a Council candidate and said that people generally
42 want to tell the city about what they want out of a process. Cmr. Kleweno suggested that the Commission
43 should be involved in the major comprehensive plan update events. Ms. Hayward continued with her
44 presentation and talked about the minor events where the event is already planned, and comprehensive plan
45 update discussions occur in addition to what event is occurring. She talked about a comprehensive plan kit
46 that anyone could utilize if they wanted to provide information on the comprehensive plan. Councilmember
47 Bodi provided some ideas about non-profit organizations that could help to get information out to the public.
48

49 Ms. Hayward asked what the Commission’s priorities for public engagement. Chair Larson welcomed Cmr.
50 Finazzo who had joined via zoom connection. Cmr. Kaje said he’d like to understand how residents in
51 southern gateway will be engaged, an area of the city which is comprised of citizens who belong to a more

1 diverse income group. The group discussed strategies on how to engage that portion of the community.
2 Chair Larson recommended going to Local 104 in the morning to talk to community members.
3

4 *Discussion of Approach to Address Housing Requirements* 5

6 Ms. Hayward introduced David Fiske and Andrew Oliver of Leland, Fehr & Peers consulting, she indicated
7 they are the housing consultants who have teamed with SCJ and they have prepared their own presentation.
8 Mr. Fiske introduced the topics of the housing analysis and indicated that target numbers have been
9 established for housing, but the type of housing units is also now a regulated element in the housing policy.
10 Councilmember Bodi said that the city has an abundant supply of multi-family housing, ADU opportunities,
11 and affordable housing. She said it is important to emphasize that LFP currently has those types of housing
12 units. Mr. Fiske said that current housing stock and its composition are a part of the analysis which will
13 inform the housing policy that gets updated through the comprehensive plan updates. Mr. Fiske emphasized
14 the challenges that are faced with meeting the housing requirements in a way that LFP sees fitting with their
15 community. A slide with target unit counts was presented. Councilmember Bodi said that this slide should
16 contain the capacity numbers, so that the community understands that LFP has enough capacity to meet the
17 housing growth targets. Mr. Oliver provided an explanation as to why the capacity isn't included which is
18 because the target capacity could change. Chair Larson asked if the housing numbers include ADUs. Mr.
19 Fiske responded and said that it does include ADUs. Chair Larson asked if there is a way to track the
20 number of ADUs and Director Bennett responded and said that permits can be counted.
21

22 Mr. Fiske presented employment capacity and growth charts in a slide. Mr. Oliver said that there isn't a large
23 gap between allocations and trends of the future. Councilmember Bodi said that LFP objected to the County
24 on some of the employment numbers because it doesn't account for workers from home and self-employed
25 people which are different than traditional commercial spaces. Mr. Fiske talked about what is included in a
26 housing needs analysis. He said that by establishing what is currently occurring, we can begin to understand
27 where the gaps are occurring. He said that there is enough research to determine how many and who is
28 working from home at this point. Mr. Fiske talked about how the new State level legislation will drive the
29 type of planning and capacity numbers in LFP. Councilmember Bodi described development trends in
30 Shoreline where infill townhome development creates more density, but not affordability. She said that LFP
31 does not want that type of development, development that takes away affordability. Chair Larson provided
32 her perspective on how current development trends favor developers. She said that LFP housing policy
33 should favor those who do not have an endless supply of money to overbid potential middle income property
34 owners. Mr. Oliver talked about his perspective on unit size and how it correlates to the middle-income
35 housing market. He talked about a potential cap on new single family home size to drive prices down,
36 something that is occurring in some Portland neighborhoods, based on a study he described.
37 Councilmember Bodi talked about the idea of community land trusts. She asked how that idea gets promoted
38 and included in planning policy. Chair Larson described her time in Park City, Utah, where interesting
39 planning policies were implemented to favor affordability. Discussion continued on how to create affordable
40 housing policy. Cmr. Castic suggested including short term rentals in the housing stock that LFP currently
41 counts.
42

43 Mr. Oliver presented the details of State HB 1220 which contains housing capacity and adequate provision
44 elements. Councilmember Bodi said that LFP does have permanent supportive housing units and asked
45 Director Bennett to provide the number of units. Director Bennett replied and said that the city adopted
46 regulations for permanent supportive housing, and that the code allows for creation of those type of units,
47 but he doesn't know how many units are present in LFP. Discussion occurred on how to provide emergency
48 shelter housing opportunities and how zoning regulations can be changed to account for the emergency
49 housing requirement.
50

51 Mr. Oliver presented the details of State HB 1110 and 1337 and indicated that guidance will soon be provided
52 on these bills from the Washington State Department of Commerce. He indicated that after the

comprehensive plan is updated, code requirements should be adopted within six months, otherwise a state model code will be implemented. Discussion occurred on how to accommodate ADUs and duplexes within the community.

New Business

None.

City Council Liaison Report

Councilmember Bodi said that yoga in the park has started, along with picnic in the park and the battle of the bands is upcoming, which is an annual event. She said that local engagement needs to occur with local property owners, so they know what is going on. She mentioned that a potential final vote of the retaining wall regulations could occur tomorrow and that a public hearing will occur before a decision. She talked about Sound Transit's opinion on the regulations. She said that she continues to lobby the Council for the RUE and sign code updates. City Manager Hill said that the RUE and sign codes will be discussed at an upcoming meeting. She talked about a public meeting on August 2nd from Sound Transit and LFP. Discussion continued about the Sound Transit BRT project and overall schedule. Councilmember Bodi said that residential parking programs could be discussed and having a process for a community to petition for that program should be in place.

Reports and Announcements

A recognition of Director Bennett's time with the city occurred.

Agenda for Next Meeting:

Chair Larson urged the Commission to watch the most recent Sound Transit meeting and review LFP community comments. City Manager Hill emphasized that the contract with SCJ has not yet been approved by Council. Discussion occurred about potentially cancelling the regular meeting and setting up a special meeting. Comprehensive plan update discussions are scheduled for the next Planning Commission meeting.

Additional Citizen Comments:

None.

Adjournment:

Cmr. Kaje made a motion to adjourn the meeting, Cmr. LaBonte seconded, and the motion carried unanimously. The meeting was adjourned at 9:09 pm.

APPROVED:



Maddy Larson, Planning Commission Chair