



CITY OF LAKE FOREST PARK PLANNING COMMISSION MEETING

Tuesday, June 13, 2023 at 7:00 PM

Meeting Location: In Person and Virtual / Zoom

17425 Ballinger Way NE Lake Forest Park, WA 98155

INSTRUCTIONS FOR PARTICIPATING IN THIS MEETING VIRTUALLY:

Join Zoom Webinar: <https://us06web.zoom.us/j/87464653408>

Call into Webinar: 253-215-8782 | Webinar ID: 874 6465 3408

The Planning Commission is providing opportunities for public comment by submitting a written comment or by joining the meeting webinar (via computer or phone) or in person to provide oral public comment.

HOW TO PARTICIPATE WITH ORAL COMMENTS:

If you are attending the meeting in person, there is a sign-in sheet located near the entrance to the room. Fill out the form and the presiding officer will call your name at the appropriate time. Oral comments are limited to 3:00 minutes per speaker.

If you are attending the meeting via Zoom, in order to address the Commission during the Public Comment section of the agenda, please use the “raise hand” feature at the bottom of the screen. Oral comments are limited to 3:00 minutes per speaker. Individuals wishing to speak to agenda items will be called to speak first in the order they have signed up. The meeting host will call your name and allow you to speak. Please state your name and whether you are a resident of Lake Forest Park. The meeting is being recorded.

HOW TO SUBMIT WRITTEN COMMENTS:

<https://www.cityoflfp.gov/617/Hybrid-Planning-Commission-Meetings> (use CTRL+CLICK to open this link)

Written comments for public hearings will be submitted to Planning Commission if received by 5:00 p.m. on the date of the meeting; otherwise, they will be provided to the Planning Commission the next day. Because the City has implemented oral comments, written comments are no longer being read under Citizen Comments.

For up-to-date information on agendas, please visit the City’s website at www.cityoflfp.gov

AGENDA

1. CALL TO ORDER: 7:00 P.M. (confirm recording start)

2. PLANNING COMMISSION'S LAND ACKNOWLEDGMENT

We'd like to acknowledge we are on the traditional land of a rich and diverse group of Native Peoples who have called this area home for more than 10,000 years. We honor, with gratitude, the land itself and the descendants of these Native Peoples who are still here today. In doing this we aim to illuminate the longer history of this land we call home, our relationship to this history, and the heritage of those peoples whose ancestors lived here before the European-American immigration that began in the 1800s.

3. APPROVAL OF AGENDA

4. APPROVAL OF MEETING MINUTES

A. Approval of May 9, 2023 Planning Commission Meeting Minutes

5. MEETING DATES

A. The next regular meeting for the Planning Commission is scheduled for July 11, 2023

6. CITIZEN COMMENTS

*The Planning Commission accepts oral and written citizen comments during its regular meetings. Written comments are no longer being read during the meeting. Instructions for how to make oral Citizen Comments are available here <https://www.cityofflp.com/617/Hybrid-Planning-Commission-Meetings>. **Comments are limited to three (3) minutes.***

7. REPORT FROM CITY COUNCIL LIAISON

8. OLD BUSINESS

A. Comprehensive Plan Update

i. Evaluate areas of emphasis identified through discussion with other city advisory boards and staff

ii. Consultant selection process update

9. NEW BUSINESS

A. Election of Planning Commission Chair

10. REPORTS AND ANNOUNCEMENTS

11. ADDITIONAL CITIZEN COMMENTS

12. AGENDA FOR NEXT MEETING

13. ADJOURN

Any person requiring a disability accommodation should contact city hall at 206-368-5440 by 4:00 p.m. on the day of the meeting for more information.

City of Lake Forest Park - Planning Commission
Draft Regular Meeting Minutes: May 9, 2023
In-person and Zoom Hybrid Meeting

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

Staff and others present: Steve Bennett, Planning Director; Nick Holland, Senior Planner

Members of the Public: n/a

Planning Commissioners absent: Walter Hicks, Councilmember Lorri Bodi (Council Liaison to Planning Commission)

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

Land Acknowledgement: Cmr. McCartney read the land acknowledgement.

Approval of Agenda

Vice Chair McCartney made a motion to approve the agenda, Cmr. Finazzo seconded, and the motion to approve the agenda carried unanimously.

Approval of Meeting Minutes

Cmr. LaBonte made a motion to approve the March 14, 2023 meeting minutes; Cmr. McCartney seconded.

All voted to approve the March 14, 2023 minutes and the motion carried unanimously.

Meeting Dates:

The next regular meeting is scheduled for June 13, 2023.

Citizen Comment

None.

Report from City Council Liaison

Councilmember Bodi was not able to attend this meeting.

Old Business

Comprehensive Plan Update

i. Update on Housing Legislation that passed in 2023 Legislative Session

Director Bennett presented a slide show pertaining to the recently passed Washington State Bill 1110. He explained the nature of the bill and its effect on single family zoning for cities in the State. He provided information on the three tiers of density changes for cities within different population categories. He described the changes for the city of LFP and said that LFP is required to allow duplexes on all single family zoned lots. He described some areas where the rules may not apply, such as properties that are encumbered by critical areas, which may not have enough room to accommodate additional units. He talked about the timeline for compliance with the recent legislation and said that new units built must have an affordability covenant recorded upon their title which would last for the next fifty years. He provided some research from Puget Sound Regional Council (PSRC) and talked about which cities were most affected by the legislation. He talked about how LFP is already close to compliance with the statute, because each single-family zone

allows ADUs. He said that PSRC estimated that 100,000 units could be redeveloped within the next 20-30 years.

Cmr. LaBonte referenced a Supreme Court case and asked if States have the right to zone properties as State Bill 1110 specifies. Director Bennett replied that the city attorney could be consulted regarding that specific question, but that other western states have passed similar legislation without legal action at the federal level. She asked if there is any funding attached to the bill, for cities to use which could aid in the adoption of new regulations to support implementation of the bill. Director Bennett replied that the Washington State Department of Commerce has indicated that his understanding was that cities should get some financial assistance to implement the new legislation.

Cmr. Kleweno said that the consultant for the comprehensive plan update should provide some guidance on how to become in compliance with the bill. Cmr. Castic asked how LFP would accommodate the requirement for an affordable covenant. Director Bennett replied that LFP code has some similar provisions, within the critical areas code, that could serve as a template for such a requirement. He said that the Washington State Department of Commerce would be creating a model ordinance which could include a sample covenant for that purpose.

Chair Larson stated that cities could have the ability to adopt more rigorous requirements for housing affordability and asked what occurs when someone wants to take advantage of the new density rules prior to LFP updating its regulations. Director Bennett replied that in a situation like that the model ordinance from the Washington State Department of Commerce could govern. Chair Larson asked what percentage of parcels qualify for this new density opportunity. Director Bennett replied that analysis still needs to be done and that there has been some density analysis was done that could assist in determining those parcels that would qualify. He talked about the potential for reasonable use regulations to change, because of the new base density that applies to single family lots.

A discussion occurred about how common areas are maintained on a lot where ownership of structures is split between two individuals. Cmr. Finazzo said that she understood that a duplex could be built upon a lot with a single family home and asked what the difference is between ADUs and the new density rules. Chair Larson replied and explained that, in LFP, ADUs have size and ownership limitations where the new state density laws may not allow such limitations.

Chair Larson said she wanted to draw the Commission's attention to the provision in the bill for off-street parking requirements. She said that the potential for residential parking permits could be something to consider. Cmr. Cranmer asked about the street parking situation and agreed with Chair Larson's idea for residential parking permits. She said that the lack of pedestrian infrastructure in LFP could create a safety issue for those pedestrians traversing the city. Chair Larson said that the Commission should be prepared to ask deeper questions to the consultant for the comprehensive plan update. Cmr. Kleweno mentioned a book which describes how parking increases the cost of housing. Director Bennett said that the book was called, "Paved Paradise" and that he could send information on it to those who were interested.

ii. Consultant selection process

Director Bennett said that a Request for Qualifications (RFQ) from planning consultants has been published. He said that once a short list of consultants that have the proper qualifications has been selected, additional information can be requested to determine their potential approach to the comprehensive plan update. He went over the timeline for the process and said that the selection committee would review the approaches from the various consultants during the interview process. He described how Commissioners might participate on the selection committee and encouraged Commissioners to look at their schedules prior to volunteering to participate on the selection committee. He said that the initial kick-off meeting with the

1 consultant could occur as early as July. Cmr. McCartney asked if there was any concern that there may not be
2 enough consultants to assist with the LFP’s comprehensive plan update. Director Bennett replied that he was
3 a bit apprehensive that the number of consultants responding would be limited.
4

5 Chair Larson asked if there was something the Commission could work on between now and July when the
6 consultant would start. She asked if a break in meetings for June would be appropriate. Director Bennett
7 replied that a break could be appropriate for June, given the current schedule. Cmr. Kleweno suggested
8 bringing on the other commissions/boards, to facilitate a working relationship which might aid the
9 comprehensive plan update. Director Bennett suggested taking the June meeting off, so that Commissioners
10 can engage with other city advisory boards and commissions. He said that such engagement would likely
11 facilitate progress on the update to the comprehensive plan. He mentioned that a more surgical approach to
12 the update would probably be advisable since the comprehensive plan is in pretty good shape, but there are a
13 few things, such as climate change and housing that need to be addressed in the update. Cmr. Lee suggested
14 comparing notes and preparing for upcoming meetings with the consultant so that the Commission is on the
15 same page when the consultant comes on board. Discussion continued on how to best utilize the
16 Commission’s time prior to having the comprehensive plan consultant on board. Director Bennett suggested
17 that each Commissioner provide three points of emphasis from the boards they have been working with by
18 June 9th, so that they can be included in the packet for the June meeting. Cmr. Lee suggested discussing each
19 Commissioner’s points of emphasis and preparing a common message for the comprehensive plan update
20 consultant. Chair Larson reminded each Commissioner what city advisory committee/board they were the
21 liaison to. Cmr. Kleweno said that we cannot forget that we are hiring a consultant for a lot of this work and
22 to be mindful of the time the Commission spends.
23

24 **New Business**

25 None.
26

27 **Reports and Announcements**

28 None from staff.
29

30 **Additional Citizen Comments:**

31 None.
32

33 **Agenda for Next Meeting:**

34 Evaluate points of emphasis identified by each Commissioner through their work with city advisory boards
35 and committees.
36

37 Chair Larson asked if there was any additional business that should be discussed. There was none.
38

39 **Adjournment:**

40 Cmr. McCartney made a motion to adjourn the meeting, Cmr. Finazzo seconded, and the motion carried
41 unanimously. The meeting was adjourned at 8:06 pm.
42

43 APPROVED:
44

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47 _____
48 Maddy Larson, Planning Commission Chair
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51

The notes below outline the conversation I had with Richard (Tree Board Chair) in April. I will provide updates when we meet together at our next Planning Committee meeting.

Current Activities:

- The Tree Board has not been as active this past year as it has over the past few years for a few reasons
- including the turnover in City staff (we've had 3 different arborists and 2 staff liaison persons, and turnover in the Board, including the sudden departure of our Chair.
- The big McAleer Creek invasive plant removal and native replanting is about wrapped up and Julia Bent

Workplan:

- We recently completed our 2023 work plan and our 2022 annual report.

On the horizon:

- We're gearing up for the Transit plan's impact and mitigation, which will have a significant impact on trees in LFP.
- The City is finally having the Tree Inventory completed
- When data is available, they plan to address a couple of remaining issues with the tree code that the Council set aside for the time being.
- One large tree planting effort is planned, to depend on what occurs with the mitigation funds for the transit plan.
- Considering a tree planting activity as a collaborative effort with the Climate Action Committee and the LFP Stewardship Foundation is to try to increase tree plantings in the big, paved parking lots at the Town Center.

Interesting: Addresses this idea of "Tree Equity"

- The plan is to identify an area in the city that has a below average tree canopy and offer trees to homeowners to plant in their yards.
- We've identified an area, with help from canopy maps of the City, in the NW corner of LFP.
- The area has mostly small homes on small lots and low canopy coverage.
- Without having data to confirm, my suspicion is that this is also a relatively low socio-economic part of the City, where cost is likely a barrier to adding more trees to home properties. We hope this will have an impact. Still a lot of details to work out, but now that we have a new City liaison and arborist, I'm hopeful that we can move forward.

Recent NPR story connection:

- That's what a group of researchers did, and they found that neighborhoods with higher temperatures were often the same ones subjected to discriminatory, race-based housing practices nearly a century ago.

LU, EQ, H, ED, CS, CF, PT, U, T

Background: 2023 Climate Commitment Act (WA)

Jan 23: Shoreline School District

Transportation- safe walking routes to school

Feb 23: ** CAC 2022 Survey Results (Powerpoint Slide)

What strategies/actions city should prioritize

March-April 23: Develop Draft Plan for Council, based largely on City of Shoreline CAP and City of Kenmore CAP

May 23: Draft Plan for Council: Strategies and Actions

Transportation Component-

- 1) Reducing Green house gas emission through promotion of electric vehicles and multi modal transportation.
- 2) Zoning: building code reqts for wiring/install
- 3) Charging stations to reduce anxiety

Build Environment

Mandate New Green Buildings- Electric heating/cooling

Retrofitting existing buildings

Consumption

Prevent unnecessary waste, reduce food miles, electric garden tools/reduction of gas powered

Challenges

Solid Waste

Strategy: Increase Composting and recycling, reduce waste

Municipal Operations

Electric fleet, energy efficient building/facilities

Natural Environment

Conserve/develop/support streams and canopy

Community Resilience and Preparedness

Planning policies to reduce impacts, equite/engagement

Parks and Recreation Advisory Board Notes

Link to Parks and Recreation Advisory Board 2023 Work Plan

<https://www.cityoffp.gov/DocumentCenter/View/11012/PRAB-Work-Plan-2023>

Past Projects

Pickleball Project: The Parks Commission has fundraised and purchased pickleball nets and painted pickleball courts on the tennis courts at Horizon View Park.

Current Policy pertaining to this project: CS 1.2, 4.1, 6.3; PT 5.1

Current Projects/Focus

1. Lake Front Park Property Project- The group is seeking a consultant to initiate the lakefront park's planning phase. After the consultant is chosen, they will begin a public outreach effort.
Current Policy pertaining to this project: PT 1.2, 1.5, 1.8, 5.1, 8.3, 9.7; CS 1.1 EQ 2.1, 2.2
2. Yoga in the Parks- Last year Yoga in the Parks was a huge success! 6 weeks at Animal Acres Park with different instructors every week. 40-60 people participated each week. This year they are duplicating the program. This would be a great place for us to do Community outreach!
Current Policy pertaining to this project: PT 5.3, 8.2 CS 1.2, 4.1, 6.1, 6.3
3. Welcome Eric Zhang as a Highschool member of the Advisory Board
Current Policy pertaining to this: PT 5.2; CS 3.1, 3.2, 3.3, 3.9
4. Creating a walking map that connects various parks
Current Policy pertaining to this project: PT 2.1; CS 4.1, 6.3
5. Provide guided or self-directed walking routes with educational materials about trees/birds of Lake Forest Park
Current Policy pertaining to this project: PT 4.3

Future Projects/Goals

1. Multicultural Event
Current Policy pertaining to this project: PT 7.1, 8.2; CS 1.2, 6.1
2. Bike racks in all parks
Current Policy pertaining to this project: T 1.12

Other Groups involved in Parks and Recreation and Environmental Quality and Shoreline Vision

Lake Forest Park Stewardship Foundation- <https://lfpsf.org/>-

- Recovering Kokanee in McAleer and Lyon Creeks
- Restoration of 5 acre woods and Grace Cole Nature Park
- StreamKeepers
- Salmon in Schools
- Impacts of Habitat and Urbanization on Avian Biodiversity and Behavior

Lake Forest Park Maintenance Department- <https://www.cityofflp.gov/588/Maintenance>

- Park Maintenance
- Surface Water: Operations and Maintenance
- Streets: Operations and Maintenance

Police Department
Link to 2023 Operational Plan

<https://www.cityofflp.gov/DocumentCenter/View/10912/2023-Operational-Plan?bidId=>

On March 21st I had a conversation with Police Chief Mike Harden. We have a wonderful group of men and women daily protecting and serving Lake Forest Park. I am very grateful for their service to our city.

The department has twenty four full-time staff including patrol, traffic unit, criminal investigation detectives, and support staff. It is a great idea for the Planning Commission to keep in communication with the department and hear their feed-back regarding where city code makes enforcement difficult or unclear. From our conversation it seems that the *parking code* might be something for us to look into.

As our community grows there are needs that will continue to expand that need to be addressed in future budgets or through alternative funding.

Current Needs

- 1-3 additional full time officers. These officers are required for the department to provide robust 24/7 public safety to our community and prevent burn-out. Additionally, compensation for our police force should be re-evaluated and re-aligned with comparable local communities to ensure we are able to recruit and retain quality professionals for our city and prevent parallel bleeding.
- Replacement of current vehicle fleet. The ideal fleet would have no vehicle older than 5 years to prevent coverage gaps caused by maintenance issues. Our current fleet is composed entirely of vehicles 5 years or more in age. Long term planning is necessary to effectively maintain the fleet to optimal standards. A 10 year plan to move from the current fleet to hybrid to fully electric is desired by the department.

Future needs

Public safety funding to accommodate the expansion of personnel, training, and equipment will be required for a Lake Forest Park Lakefront park.

Policing Goals as stated in the 2023 Operational Plan followed by some items in each category that pertain to Comprehensive plan policies.

1. Reduce Crime and Collision Loss in our Community
 - Crime prevention/new resident information on website Policy CS 7.1, 7.2, 7.3
 - meetings with business owners CS 7.3
 - Participate in the city's traffic calming program T 2.16, 3.1
2. Provide Quality Service and Innovative Policing Strategies Delivered Through Excellent Customer Service

- Coffee with cops/traffic officer CS 1.1, 7.1
- Chief for a Day/Special Olympics/ Shop with a Cop CS 3.1, 3.3, 3.5, 3.7
- 3. Provided Appropriate resources to Employees that foster a safe, ethical, innovative, knowledgeable, and healthy workforce.
- 4. Provide Emergency Management Oversight for the Northshore emergency Management Coalition
 - CS 7.3

See notes below from Melissa and Sam:

Melissa and Sam met for a preliminary discussion with Public Works Director Jeff Perrigo and Steve Bennett. Here is their summary of what was discussed.

Jeff was not deeply familiar with the existing comprehensive master plan and has not been through a comprehensive master plan update. He welcomed collaboration and continued conversation about the plan and his department's work and priorities. Melissa and Sam noted that many aspects of Public Works department operations appear to be relevant to different sections of the existing comprehensive master plan.

Jeff mentioned that NPEDS requirements are a big focus for environmental work for his department. These requirements relate to a stormwater permitting process via the federal government, and it is possible this may need to be taken into account in the comprehensive master plan. A consultant is helping with this, and must check catch basins through whole city every two years to develop asset management program. The city would like to do more but limited staff limits what can be done.

For community services, the public works department's main focus is on traffic flow. The police department focuses on public safety, and the city and public works department tend to cooperate with regional agencies for social services as few are provided directly by our small city government.

In the area of Capital Facilities, Jeff remarked that many of our facilities are aging and will need maintenance and replacement. In the near term he mentioned specifically culvert replacements under Ballinger.

For Parks, Jeff hopes his department will be developing a parks master plan in upcoming years, which will include documenting them all, promoting access to all of them, and addressing safety considerations in going to and from are parks.

In the area of Utilities, Jeff remarked that we don't provide many utilities directly, but his department is looking into solar power for municipal buildings. It is a long process as there needs to be coordination with SPU, and we would need grants to fund. They may also explore electric vehicle charging capabilities, perhaps at City Hall.

Overall goals for the public works department in the next few years include: (1) developing master plans for sewer and stormwater systems, and (2) developing and deploying an asset

management program for whole city. These goals will inform what other priorities exist for the public works department for the future.

With regard to increased density, most of LFP is built out with single family homes in mind, so if there is increased density, the sewer lines and storm drains may not have the necessary capacity. We also have some smaller facilities for drainage and sewer, including ditches. With more density there will be more wear and tear on roads. We also don't really have a lot of sidewalks so increased density may be a challenge in this regard. Part of this is because there are many ditches that would need to be addressed.