



CITY OF LAKE FOREST PARK PLANNING COMMISSION MEETING

Tuesday, January 10, 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.com/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.com.

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 MEETING MINUTES FROM DECEMBER 13, 2022

5. MEETING DATES

A. Next Planning Commission Regular Meeting is scheduled for February 14, 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.**
- o Review of 2015 Comprehensive Plan Transportation Element
 - o Review of 2015 Comprehensive Plan Economic Development Element
 - o Review of draft consultant scope of work for Comprehensive Plan Update

9. NEW BUSINESS

- A.**
- 2022 Planning Commission Annual Report
 - 2023 Planning Commission Work Plan

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: December 13, 2022
In-person and Zoom Hybrid Meeting**

Planning Commissioners present: Vice Chair Lois Lee, Melissa Cranmer, Ashton Alvarez, Meredith LaBonte, Walter Hicks

Staff and others present: Steve Bennett, Planning Director; Nick Holland, Senior Planner; Councilmember Lorri Bodi, Councilmember John Lebo, Former Planning Commissioner Richard Saunders

Members of the Public: n/a

Planning Commissioners absent: Chair Maddy Larson, Ira Gross, David Kleweno

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

Land Acknowledgement: Cmr. Cranmer read the land acknowledgement.

Approval of Agenda

Cmr. Alvarez made a motion to approve the agenda, Cmr. Cranmer seconded, and the motion to approve the agenda carried unanimously.

Approval of Meeting Minutes

Cmr. Cranmer made a motion to approve the November 15, 2022, meeting minutes. Cmr. LaBonte seconded. All voted to approve the minutes and the motion carried unanimously.

Meeting Dates:

The next regular meeting is scheduled for January 10, 2023.

Citizen Comment

None.

Report from City Council Liaison

Councilmember Bodi said the Council adopted the budget for 2023-2024. She mentioned several consulting contracts that the Council had approved for work within the city's adopted budget. Councilmember Bodi said that the Council recently passed a motion directing the City Administration to ask Sound Transit to take a 90-day pause in the project schedule for the 522 re-alignment so that the public can get involved. Councilmember Bodi said that the Council is planning on entertaining the Planning Commission's recommended amendments to the sign code and reasonable use exception process at their early 2023 meetings.

Old Business

• Comprehensive Plan Update

o Discussion with former Planning Commissioners about 2015 Comprehensive Plan Update

Vice Chair Lee turned the floor over to Director Bennett and he introduced former Planning Commission members Richard Saunders and Jon Lebo (current Councilmember). They both agreed to provide some comments on the past experiences while working on Comprehensive Plan updates. Mr. Saunders suggested that Commissioners take the short course in local planning that the Association of Washington Cities

1 provides. Director Bennett indicated that the course is now available as a series of videos that can be
 2 accessed online. Mr. Saunders said that public outreach is an important to the comprehensive plan update.
 3 Councilmember Lebo said he was chair of the Planning Commission for about three years and that his
 4 background is in architecture. He suggested being aspirational and thinking far in advance, about 25 years,
 5 when deciding what to update. He suggested reading the old plan and vision for the community aspirations.
 6 He went onto explain how fast things change, so the current plan may seem outdated. Councilmember Lebo
 7 said that a good consultant is necessary for success in a comprehensive plan update. Director Bennett asked
 8 both former commission members if they thought that the last public engagement process including small
 9 group meetings had been effective. Mr. Saunders said direct citizen input had been valuable.

10
 11 Councilmember Lebo said that a framework for the amendment process is necessary to implement the
 12 direction of the Commission. Councilmember Bodi suggested looking at the vision statements in the various
 13 plans adopted by the city. Vice Chair Lee asked how long the update process took. Mr. Saunders responded
 14 that it was about a two-year process. Vice Chair Lee asked about any potential stumbling blocks that may
 15 have occurred during the update process. Councilmember Lebo said that a good commission chair to lead
 16 the group is necessary to keep the process on track. He again emphasized that a good consultant should
 17 perform most of the writing and organization of what was decided upon at the commission meetings. Mr.
 18 Saunders said he didn't remember many stumbling blocks but did say that Commissioners being prepared is
 19 critical to productive work. Cmr. Cranmer asked if public participation was evident in the process.
 20 Councilmember Lebo said that public involvement was consistent but not in large numbers. Mr. Saunders
 21 said that the comprehensive plan update and planning concepts are sometimes difficult for the public to
 22 comprehend. Councilmember Lebo said that citizens have very strong opinions on what they want changed
 23 and included in certain plan elements.

24
 25 Mr. Saunders said that Commissioners' perspective is key as representative of the overall public opinion. He
 26 spoke about how comprehensive plans are organized and talked about how regional plans affect what occurs
 27 in LFP. Cmr. Cranmer asked if the shoreline master program was going to be amended as a part of this
 28 process and Director Bennett responded and said that the comprehensive plan and the shoreline master
 29 program are separate plans, but that each could drive amendments to the other. Cmr. Cranmer clarified and
 30 said that she was referring to the City of Shoreline community plan. Director Bennett responded and
 31 explained how the update process will occur and mentioned it could coincide with some of the Shoreline plan
 32 elements. Councilmember Bodi asked what five comprehensive plan issues were the most emphasized during
 33 the last update. Councilmember Lebo responded and said that housing, parks, and economics were most
 34 emphasized. Mr. Saunders said that climate was not discussed, and he said that housing and transportation
 35 were something that are of paramount concern now. All agreed that housing, climate, and transportation
 36 updates were key. Vice Chair Lee said that she appreciated the participation of the former Commissioners
 37 and said that the current plan reflects her opinions as an LFP resident. Vice Chair Lee asked what elements
 38 the former commissioners would treat differently. Mr. Saunders responded and said that equity would be
 39 something that he would want to explore. Councilmember Lebo responded that climate should be a priority.

40
 41 Cmr. LaBonte asked what process was used to discuss the amendments. Councilmember Lebo responded
 42 that the community vision is how they organized the discussion on amendments. He again emphasized how
 43 important the consultant for the project will be since they produce the draft chapters and the exact language
 44 based on what is discussed at the commission meetings. Councilmember Bodi said she hopes that a good
 45 consultant is hired for this process. Director Bennett provided an update on the schedule for selecting a
 46 consultant to assist in the comprehensive plan update. Cmr. Alvarez asked how the consultant selection
 47 committee would be selected. Director Bennett responded and said that the Mayor appoints a selection
 48 committee. He summarized how the process for selecting the consultant for the comprehensive plan update
 49 might go. Councilmember Lebo provided some suggestions on selecting the proper consultant. He described
 50 it as looking for the right fit. Mr. Saunders thanked the Commission for their work on the comprehensive
 51 plan update and said that they are an important element of the process. Vice Chair Lee thanked the former

Commissioners for their participation. Councilmember Lebo thanked the Commission for their work on the update.

o Missing Middle Housing – Presentation from Community Land Trust Advocates

It was noted that this presentation would occur at a future meeting.

o Parks, Recreation, Open Space, Trails (PROST) Plan overview

Director Bennett summarized the city's effort on the PROST plan. He talked about a strategy to amend comprehensive plan policies and how to use the PROST plan to contribute to their efforts. Councilmember Bodi said that the Parks and Recreation Board will be doing master plans for all parks in the city, as well as a master plan for the new waterfront park. Director Bennett continued to explain how the PROST plan process led to areas of focus. He summarized some of the details within the plan and indicated that public access to parks was an area of focus that defined some of the policies in the plan. A discussion on how the public access the city's parks occurred between the Commission members and Director Bennett presented a map that illustrated where each park is located. Director Bennett then summarized the parks element in the comprehensive plan. He said that the PROST plan builds on many of the goals and policies in the parks element of the comprehensive plan. There was additional discussion about pedestrian access to parks.

Councilmember Bodi suggested providing an update on the comprehensive plan to the parks board. She talked about legacy properties and how those properties could be acquired by the city if the owners were to sell. She said that larger parcels could be utilized by the city as open space and that it would be unfortunate if those sites were to become townhomes. Director Bennett said that he views the acquisition framework in the PROST as important to determining whether potential park properties meet the City's park-related goals and needs. Cmr. Hicks asked how the city might consolidate smaller parcels into funds that may be available to purchase larger parcels. Director Bennett responded and indicated how that might occur and offered suggestions on how to acquire and look for parcels that are appropriate to implement the city's goals. Director Bennett noted that the PROST plan process revealed that more active parks weren't necessarily important to the public, a topic that is addressed in a parks and recreation policy. Councilmember Bodi explained how the parks board wants to engage the public on a more regular basis, to understand what the public needs in terms of park facilities and availability. Cmr. Cranmer suggested getting a high school student involved with the Planning Commission and discussed the perspective that a student would bring to the update of the park element in the comprehensive plan.

o Status of State Guidance on Required Updates to Housing Element

Director Bennett provided an update State guidance on required updates to housing element and said that the state hasn't progressed much on this topic. He said that the consultant the city selects for the comprehensive update will assist in determining policy direction on housing. He said that a housing needs assessment study may be an element of the updates to the housing chapter of the comprehensive plan. He said that he wouldn't be surprised if the state changes the rules for affordable housing. Councilmember Bodi said that the city has enough capacity for housing units for the current growth period. She said the City also has tax incentives for affordable housing and described them. She provided her perspective on state mandates to track progress on affordable housing. Director Bennett provided his perspective on the state mandate and how it might be implemented. Cmr. Hicks said he is interested in the economic development chapter and exploring updates to it. Councilmember Bodi talked about some of the city's tax revenue resources. Director Bennett wrapped up his presentation by summarizing other planning efforts that have happen since the last comprehensive plan update, such as the safe streets initiative.

New Business

None.

Reports and Announcements

None.

Additional Citizen Comments:

n/a

Agenda for Next Meeting:

The Commission talked more about the areas of focus for the comprehensive plan updates. Vice Chair Lee suggested that Commissioners read up on both the economic development and transportation elements prior to the next meeting and to come prepared to discuss how to amend those chapters or their vision for those elements.

Adjournment:

Cmr. Hicks made a motion to adjourn the meeting, Cmr. Cranmer seconded, and the motion carried unanimously. The meeting was adjourned at 8:31pm.

APPROVED:

Lois Lee, Planning Commission Vice Chair



Memorandum

To: Planning Commission
From: Steve Bennett, Planning Director
Date: January 6, 2023
Re: January 10, 2023 Meeting Agenda Materials pertaining to Old Business – 2024 Comprehensive Plan Update and New Business - 2022 Annual Report and 2023 Work Plan
Attachments: 1. 2019 Adopted Vision for the Lake Forest Park Town Center
 2. Draft Commission 2022 Annual Report
 3. Draft Commission 2023 Work Plan

At the December 13, 2022 meeting, the Commission began reviewing planning policy documents that have been adopted since the 2015 Comprehensive Plan Update which will inform the 2024 update. The focus at that meeting was the Parks, Recreation, Open Space, Trails (PROST) Plan from 2018 and potential areas for updates in the Parks, Trails and Open Space Element of the Comp Plan. There was consensus to focus on the Transportation Element and the Economic Development Element and subsequent planning documents that are relevant to these elements at the January 10th meeting. Commissioners or members of the public wishing to download the 2015 Comprehensive Update will find it at the following link:

<https://www.cityoflfp.gov/160/Lake-Forest-Park-Comprehensive-Plan>

Transportation Element (Volume 1, p. 83)

Since the 2015 Update, there were a couple of planning initiatives which are relevant to the update of the Transportation Element. The Safe Highways Report and the Safe Street Report identify problems related to vehicular, bike, and pedestrian circulation in the city and propose conceptual solutions to those problems. The Safe Streets Report was followed up by the Safe Streets – Town Center Connections Final Report which focuses on non-vehicular connections around the Town Center. All three reports are available through the City’s website and can be found the following links:

- Safe Highways Report - 2018
<http://www.yourlakeforestpark.com/library-safehighways.html>
- Safe Streets Final Report – 2017 and
- Safe Streets – Town Center Connections Final Report – 2018
<http://www.yourlakeforestpark.com/library-safestreets.html>

Economic Development Element (Volume 1, p. 45)

Since the 2015 Update, the most relevant recent planning policy documents pertaining to the Economic Development Element are those associates with the Town Center visioning and code update process. Attachment 1(2019 Adopted Vision for the Lake Forest Park Town Center) provided guidance from the City Council to the staff, consultants, and Planning Commission in the development of the Town Center zoning code update and the associated design guidelines.

- 2019 Adopted Vision for the Lake Forest Park Town Center – Adopted in 2019 by Resolution 1746 (see Attachment 1)
- 18.42 Town Center zoning regulations – Adopted in 2021 by Ordinance 1217

<https://www.codepublishing.com/WA/LakeForestPark/#!/LakeForestPark18/LakeForestPark1842.html#18.42>

2022 Commission Annual Report

Senior Planner Nick Holland has prepared the attached draft of the 2022 Planning Commission Annual Report for the Commission’s review (see Attachment 2).

2023 Commission Work Plan

The work plan is adopted to give the Mayor and City Council an understanding of the Commission’s priorities. Attachment 3 is a draft of the 2023 Planning Commission Work Plan which assumes the comprehensive plan update is the Commission’s main priority.

2019 Adopted Vision for the Lake Forest Park Town Center

Adopted October 10, 2019 by Resolution 1746

Town Center is the heart of Lake Forest Park. It is home to some of our gathering places and central to our sense of community. It is also our retail and civic core, and anticipated to have housing and be a multi-modal hub for our community's mobility needs. At the time of this drafting, the community is grappling with questions of housing density, building height and stewardship of lands that are largely in private ownership.

This challenge has been one long facing the community - dating all the way back to its incorporation. In 2004, the community went through a process to establish the current Town Center subarea plan and code. In 2016, the voters of the Puget Sound area enacted ST3, which is a Sound Transit funding initiative that will bring bus rapid transit, bus only lanes and a park and ride to Lake Forest Park. This anticipated development sparked a community effort to establish or update creek/culvert, parks, streets, highways and subarea plans for the broader Town Center area.

In 2017 through 2019, the City engaged its citizenry in stakeholder interviews, a community task force recommendation, council deliberations and direct community input to guide the development of this Vision. All of that input refined previous community efforts that described a town center as human scale and providing space to live, shop, work, gather, connect and engage - always with stewardship as a core value.

The region has validated our community's sense of center with its mobility investments and commitments in both roadways and permanent transit systems. This regional recognition and commitment, while validating, comes with the challenge and constant pressures of regional efficiency over community values.

The Tuobeda'bš native people, who originally cared for the lands that became our community, have passed to us the responsibility to care for our lands, water and creatures. As a result, our community's environmental ethic is a living practice that envelops our stewardship of the private and public lands and waters in and around Town Center.

At Town Center, our Vision is clear that the natural environment should be celebrated in the trees, lands, buildings and connections within the site as well as to/from the regional systems. At its core, Town Center and its uses are about and designed for people. And while the area is central to the region, its primary focus is on the people of Lake Forest Park.

Lake Forest Park also believes that Town Center is the hub of mobility for our residents. We recognize and respect that mobility will occur through a variety of modes - and that these modes of travel are constantly evolving. We are committed to a belief that the State Routes that trifurcate our community and bind two of three sides of our Town Center will not define this area as a pass-through community. We further believe that all forms of transit are significant (and growing) ways that the people of Lake Forest Park connect with the region around us. Complementing these trips and the uses of Town Center, facilities for pedestrians, bicycles and light-use electric mobility vehicles are central to and prioritized in, around and to/from the area.

Recognizing that Town Center as a purely commercial hub is inconsistent with the integrated vision and stewardship of Lake Forest Park. We envision people living, as well as working, transacting, engaging and connecting at and around Town Center. Housing should be in alignment and scale with the community and contribute to the stewardship of the land and waters of the area. We welcome developers as partners with the community, openly engaging in how the results of their work contribute to our vision, stewardship and sense of place.

The following future-looking statements articulate aspects of how we envision our stewardship to result in the Town Center as the heart of Lake Forest Park:

PLACEMAKING, VIBRANCY, AND PUBLIC SPACES

GOAL TC-1. The Town Center is a vital community gathering place that provides a sense of place for our residents and the region alike. Civic and public spaces have been added as part of redevelopment and improvements following adoption of this Vision. In concert with the redevelopment or improvement of Town Center, the Farmers' Market continues to be a vibrant element of the community, and Third Place Commons has been made a permanent fixture of Town Center in partnership with the City, Community and the area's primary property owner.

GOAL TC-2. The sense of place, economic vibrancy, environmental sustainability, and community uses are preserved and strengthened at the Lake Forest Park Town Center.

GOAL TC-3. Town Center (with redevelopment) has a network of useable and engaging public open space and amenity areas (parks, plazas, trails, trees, play areas, and other social and recreational areas with amenities) that are well connected to and designed to be appropriately compatible with residential and non-residential uses at the site.

GOAL TC-4. Town Center's sense of place is achieved through high quality design and development that emphasizes the Town Center's role as the place where the community gathers.

GOAL TC-5. Public art and creative expression (which could be stand-alone works or elements integrated into design) are a hallmark of the Town Center.

SUSTAINABILITY

GOAL TC-6. Town Center is a regional model of environmental stewardship that celebrates its natural environment, including through building design, art, wayfinding and ways to provide environmental awareness and education.

GOAL TC-7. Best practices in stormwater management and enhancing water quality are extremely important to the community. Town Center includes a variety of low-impact development measures, green stormwater infrastructure, enhanced tree canopy coverage, and Lyon Creek corridor enhancements which improve ecological functions and water quality in the creeks and lakeshore that surround the property.

GOAL TC-8. The tree canopy, throughout the interior of Town Center, is an important feature of the site. Town Center also features an enhanced Lyon Creek corridor, scenic views, and other natural features within and adjacent to the site as public amenities and protected as environmental resources.

MULTI-MODAL CONNECTIVITY

GOAL TC-9. Town Center is a hub of direct, convenient pedestrian and bicycle access ways to transit and mobility services, including the Bus Rapid Transit (BRT) on Bothell Way NE/SR 522, City bike and pedestrian paths, electric light vehicle mobility, and the Burke-Gilman Trail, as well as retail, commercial and residential uses at the site.

GOAL TC-10. Following the rigorous traffic and pedestrian safety analysis that is required to precede any redevelopment or improvement of the area, Town Center automobile, bicycle and pedestrian circulation is greatly improved over 2019 conditions. Commuters accessing park-and-ride facilities, as a result of Sound Transit investment, have adequate vehicle queuing and throughput to and from the State Routes surrounding the site, as well as safe and distinct bicycle and pedestrian routes. Commuter traffic access has been designed to minimize the use of cut-through routes in local neighborhoods.

GOAL TC-11. Town Center has safe and functional multi-modal access to all uses and locations across Town Center that connects with existing and transit services, adjacent City bike and pedestrian paths, the Burke-Gilman Trail and City parks. Internal movement of automobiles and people through Town Center have been sufficiently redesigned to both increase safety and enhance peak travel conditions.

GOAL TC-12. The City's adopted transportation plans, Safe Streets and Safe Highways, are living plans that have resulted in enhanced multi-modal access to, from, and within the Town Center.

PEDESTRIAN REALM

GOAL TC-13. While recognizing the importance and role of motor vehicles at the site, Town Center is a model for pedestrian safety and pedestrian-friendly design best practices, such as Pedestrian First tools, creating a safe, well-connected pedestrian network across the entire site that is successfully integrated with other modes.

PARKING FOR VEHICLES AND BICYCLES

GOAL TC-14. The right amount of vehicle parking (right-sized) at the site is available to adequately, and in a combined/shared manner, serve all needs, functions and uses without resulting in excess parking or in negative impacts to surrounding neighborhoods. Additionally, bicycle parking is provided as necessary infrastructure to meet the community's needs for retail, commercial, civic, residential and commuter uses. It is also important to note that the site has developed to provide space for new electric light vehicle uses to be integrated with land uses and transit.

GOAL TC-15. Parking has been designed and developed in a way such that parking, particularly structured parking, is integrated with the other uses of the site and blends both with the natural environment and within the site so that it is not a visually predominant element of Town Center.

CIVIC AND PUBLIC SERVICES AND UTILITIES

GOAL TC-16. Public services and utilities services have been proactively planned to accommodate future growth and change at the Town Center. Value is placed on the location of City Hall at Town Center. City hall is visible, accessible and well-integrated into the design of the entire site. City Hall is a model for the civic engagement, service delivery, and as a place of community pride.

MIXED LAND USES AT COMMUNITY SCALE

GOAL TC-17. Town Center is a pedestrian-friendly, vibrant mix of commercial, civic, residential uses, public open spaces, and natural areas at Town Center. Housing and other development is in alignment and scale with the community and contributes to housing availability for diverse ages and needs, as well as the stewardship of the land and waters of the area. While there are areas of the site that emphasize certain types of uses (commercial, residential, civic), the flexibility to align complementary uses has been maintained through master planning. Not only has Town Center developed with this integrated internal uses plan, but its uses are also complementary to adjacent communities and Lyon Creek.

GOAL TC-18. Town Center has become a vibrant hub of activity with land uses and community access oriented toward and taking advantage of transit, bicycle, pedestrian, and other shared or non-motorized trip activity of the greater community.

TOWN CENTER CHARACTER

GOAL TC-19. Town Center evokes a “Village in the Forest” experience and maintains a healthy relationship to the natural surroundings. Development at the site has recognized the value and contribution to a sense of place provided by the scenic views of Lake Washington and Mount Rainier.

GOAL TC-20. The site has unified design elements, including architectural and wayfinding features that contribute to Town Center's character and sense of place.

GOAL TC-21. The site honors and recognizes the Tuobeda’bš native people who first lived here, as well as the vision of Ole Hanson through its design, amenities and educational opportunities.

GOAL TC-22. The site has been redeveloped with the pedestrian experience at its core, including human-scale interactions, and design using high-quality, natural materials representing the Pacific Northwest character and style.

1 **Consultant Scope of Work for 2024 Comprehensive Plan Update**

2 Draft: 1/9/2023

3 **Objective**

4 The City is seeking a multidisciplinary consultant team (which may be a single firm or a
5 consultant team consisting of individuals and/or firms with specialized expertise) to update the
6 City’s Comprehensive Plan. This plan will provide elected and appointed officials, city staff, city
7 residents, and the business and development community with a comprehensive, consistent, and
8 culturally relevant plan to guide the City’s decision-making and development over the next 20
9 years, to the year 2044.

10 **Scope of Work:**

11 The project’s scope of work will continue to be defined as initial phases are completed. The
12 initial scope of work will include the following tasks:

- 13 • Coordinate and support a robust public participation process for this periodic update.
14 Prepare and produce high quality public outreach materials graphically and in writing
15 describing facts, findings, analysis, and alternatives for public meetings, open houses, and
16 webpage.
- 17 • Prepare presentations and supporting materials to present alongside city staff at public
18 hearings, meetings, and workshops. The purpose of these meetings will be to provide an
19 overview of the update process, present progress updates, receive citizen, elected official,
20 commission members, and staff comments, and present the draft and final report and
21 ancillary materials to the Planning Commission and City Council. Consultants should
22 initially plan on meeting with the Planning Commission monthly for 12 months.
23 Additional meetings will be determined under a separate scope of work.
- 24 • Review and update the existing Comprehensive Plan maps and text, and all related
25 documents developed and utilized by the City of Lake Forest Park. (The consultant team
26 will be expected to develop a gap analysis by using the Department of Commerce
27 periodic update checklists to illustrate how Lake Forest Park’s existing Comprehensive
28 Plan compares against the latest requirements of GMA, with PSRC Vision 2050, and the
29 King County Countywide Planning Policies)
- 30 • Update the elements and appendices to reflect the past changes and future trends and
31 desired outcomes of the community, ensure internal consistency with other adopted
32 plans, external consistency with Countywide and Regional goals, and eliminate
33 unnecessary redundancies:
 - 34 ○ Introduction/Vision – Review, update, and revise as necessary and incorporate
35 existing plan documents.

- 1 ○ Land Use Element - update as necessary, including the land use capacity analysis
- 2 and growth projections to ensure relevance of existing policies and recommend
- 3 new policies if gaps are identified. Review, update, and revise as necessary and
- 4 incorporate existing plan documents including Town Center planning documents
- 5 and regulatory criteria.
- 6 ○ Environmental Quality and Shorelines Element - Review, update, and revise as
- 7 necessary and incorporate existing plan documents. Coordinate with Climate
- 8 Action Committee to ensure continuity with the Committee's Climate Action Plan
- 9 initiative.
- 10 ○ Housing Element – Prepare a housing needs assessment (HNA) addressing
- 11 housing needs in the City based on the forecasted growth, existing housing stock
- 12 and land use assumptions. HNA will include a plan for accommodating the
- 13 projected growth through the planning horizon, including housing needs for
- 14 people across all income levels. Update element to be consistent with the HNA,
- 15 any new requirements from the Department of Commerce, as well as any new
- 16 requirements in the Countywide Planning Policies.
- 17 ○ Economic Development – Review, update, and revise as necessary and
- 18 incorporate existing plan documents including Town Center planning and
- 19 regulatory documents.
- 20 ○ Community Services & Public Safety Element – Review, update and revise as
- 21 necessary.
- 22 ○ Capital Facilities Element – Review, update, and revise as necessary, with input
- 23 from Public Works Department staff.
- 24 ○ Parks, Trails, & Open Space Element – Work with Public Works department staff
- 25 and Parks and Recreation Advisory Board to update this element to ensure
- 26 continuity with Parks, Recreation, Open Space, and Trails (PROST) Plan and
- 27 concurrent planning initiatives related to the Lakefront Park property.
- 28 ○ Utilities Element – Review current plans to determine consistency and
- 29 recommend changes to ensure consistency with other plan elements while paying
- 30 attention to potential growth and infrastructure needs. Consider potential utility
- 31 investment and carrying capacity in the context of housing goals.
- 32 ○ Transportation Element – Review, update, and revise as necessary to be consistent
- 33 with Safe Highway and Safe Streets planning initiatives and with input from
- 34 Public Works Department staff.
- 35 ○ Appendices – Review, update, and revise as needed.
- 36 • Review the Critical Areas Ordinance and draft a memo addressing recommended and
- 37 required changes necessary to be consistent with comprehensive plan policies,
- 38 Department of Ecology requirements, and Department of Commerce guidance.
- 39 Depending on recommended changes, city staff may finalize the code amendment or add
- 40 additional services to consultant scope of work.

- 1 • Undertake the primary responsibility for editing and writing a cohesive, comprehensive
2 plan document. This will include editing existing text or drafting new clear, concise text
3 and policies supported by information in existing records, new plans and studies, data
4 analysis, public input, best practices, and successful application in other jurisdictions.
- 5 • Preparation of a SEPA Checklist that summarizes the potential impacts of the 2024
6 Comprehensive Plan.
- 7 • Assisting with PSRC and DOC Certification of updated and adopted Comprehensive
8 Plan.

9

DRAFT



Planning Commission 2022 Annual Report

City of Lake Forest Park

Introduction

This report summarizes the work conducted by the Planning Commission for calendar year 2022 as well as the current commissioner term status.

- The Lake Forest Park Planning Commission provides recommendations to the Mayor and City Council for changes and updates to the Comprehensive Plan, zoning code, and land use policies.
- As citizen representatives, commissioners recommend programs and policies according to the needs and values of the community.
- The Planning Commission is required by law and receives authority through state statute and city ordinance.

Planning Commissioners

Commissioner	Term Expires	Status
Meredith LaBonte	TBD	Active
Ashton Alvarez	TBD	Active
T.J. Fudge	2/28/23	Resigned in 2022
Ira Gross	2/28/23	Active
Maddy Larson (*)	2/28/24	Active
Lois Lee(**)	2/28/24	Active
Walter Hicks	2/28/24	Active
David Kleweno	2/28/25	Active
Melissa Cranmer	2/28/25	Active

* Chair

** Vice-Chair

Planning Staff & Council Liaison

Staff Member	Title
Steve Bennett	Planning Director
Nick Holland	Senior Planner

City Council Liaison	Title
Lorri Bodi	Councilmember

2022 Summary

This year the Planning Commission focused on its review and recommendations for updates to the Lake Forest Park Municipal Code (LFPMC) governing the sign code and reasonable use exception regulations. After a series of meetings, the Planning Commission forwarded a set of recommendations for the sign code amendments (zoning code chapter LFPMC 18.52) to City Council following its June 14, 2022 regular meeting.

The Planning Commission also held several meetings discussing reasonable use exception regulations (environmental code chapter LFPMC 16.16.250). The Planning Commission forwarded a set of recommendations for the reasonable use exception code amendments to City Council following its September 13, 2022 regular meeting.

The Planning Commission also started work on the city's Comprehensive Plan update. Initial discussions were started on the scope of the update during the October, November, and December meetings. Meetings were held virtually from January to May and meetings from June to December were held in an in-person and virtual hybrid format.

The table on the following pages provides a chronological summary of the Planning Commission's work at each meeting during 2022.

Chronological Summary

Date	Event/Topic	Description
January 11, 2022	Sign Code and Work Plan (Regular Meeting)	<ul style="list-style-type: none"> • Sign Code Update – status report • Adoption of 2022 Commission Work Plan
February 8, 2022	Sign Code and Work Plan (Regular Meeting)	<ul style="list-style-type: none"> • Sign Code Update – review City Attorney's draft amendments • Adoption of 2022 Commission Work Plan
March 8, 2022	Sign Code (Regular Meeting)	<ul style="list-style-type: none"> • Sign Code Update – Second review of City Attorney's draft amendments
April 12, 2022	Sign Code (Regular Meeting)	<ul style="list-style-type: none"> • Review new draft language in response to Commission discussion and proposal for temporary sign criteria
May 10, 2022	Sign Code (Regular Meeting)	<ul style="list-style-type: none"> • Sign Code Update - Review revised draft language in response to Commission discussion at last meeting and set date for public hearing
June 14, 2022	Sign Code and Reasonable Use Exceptions (Regular Meeting)	<ul style="list-style-type: none"> • Sign Code Update - Review revised draft language in response to Commission discussion at last meeting, discuss public comments, and consider making a recommendation to City Council

		<ul style="list-style-type: none"> • Reasonable Use Exception- Discussion of review process and post construction compliance
July 12, 2022	Reasonable Use Exceptions (Regular Meeting)	<ul style="list-style-type: none"> • Reasonable Use Exceptions - Review draft code amendment developed in response to Commission discussion at last meeting.
August 17, 2022	Sign Code and Reasonable Use Exceptions (Special Meeting)	<ul style="list-style-type: none"> • Sign Code Update - Review of draft memorandum to Council to accompany recommended code amendments • Reasonable Use Exception Code Update – Review draft code amendment revised in response to Commission discussion at last meeting
September 13, 2022	Reasonable Use Exceptions (Regular Meeting)	<ul style="list-style-type: none"> • Reasonable Use Exception Code Update – Review draft code amendment and consider recommendation to City Council
October 18, 2022	Comprehensive Plan Update (Special Meeting)	<ul style="list-style-type: none"> • Initial Discussion of Comprehensive Plan Update <ul style="list-style-type: none"> o Major Areas of Emphasis o Schedule • Commission memorandum to accompany recommendation to Council
November 12, 2022	Comprehensive Plan Update (Special Meeting)	<ul style="list-style-type: none"> • Comprehensive Plan Update <ul style="list-style-type: none"> o Review of 2015 Comprehensive Plan
December 13, 2022	Comprehensive Plan Update	Comprehensive Plan Update

	(Regular Meeting)	<ul style="list-style-type: none">• Discussion with former Planning Commissioners about 2015 Comprehensive Plan Update• Parks, Recreation, Open Space, Trails (PROST) Plan overview• Status of State Guidance on Required Updates to Housing Element
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Planning Commission Work Plan— 2023

Project Summary	Focus as a % of estimated time that will be devoted to each project.
<p>1. Preparation for 2024 Comprehensive Plan Update</p> <ul style="list-style-type: none">• Review of 2015 Update and planning policy documents adopted since 2015• Recommend Update Scope of Work to Council• Host in Public Engagement Activities• Coordination with City Council and other advisory boards• Review of Planning Consultant drafts of Housing Action Plan and draft updates to comprehensive plan policies and background materials• ???	90%
<p>2. ???</p>	10%