



**City of Lake Forest Park  
City Council Communications Committee**

**Monday, June 19, 2017**

**4:30 p.m.**

**Lake Forest Park City Hall  
Lake Forest Room  
17425 Ballinger Way NE  
MEETING AGENDA**

**Committee Members:** **Phillippa Kassover, Chair; Mark Phillips, Tom French**

**4:30 p.m.** **Call to Order**  
**Adoption of Agenda**  
**Approval of Meeting Notes – May 22, 2017**

**Committee Discussion Topics**

1. Debrief on June 12, 2017 Town Hall
2. Review Upcoming Public Outreach for “Big Five” Projects
3. Website Redesign Update
4. Other Business

**6:00 p.m.** **Adjourn**

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**Council Communications Committee Notes**  
**Lake Forest Room**  
**May 22, 2017**

**Councilmembers Present:** Phillipa Kassover, Chair; Mark Phillips; Tom French

### **Councilmembers Absent:** None

**Staff Present:** Pete Rose, City Administrator; Jennifer Martin, Records Management Specialist

Visitors: 2

Chair Kassover called the meeting to order at 4:30 p.m.

### Approval of Agenda

*French moved, Phillips seconded, to adopt the agenda as presented. The motion carried unanimously.*

## **Approval of Meeting Notes – April 24, 2017**

*Phillips moved, French seconded, to approve the meeting notes of April 24, 2017 as presented. The motion carried unanimously.*

## Review "Big Five" Document

The Committee discussed the first draft of the "Lake Forest Park and The Big Five" document. The introduction and each section (Safe Streets; Safe Highways; Healthy Creeks; Parks, Recreation, Open Space and Trails; Central Subarea Plan) were reviewed for content, to adjust language as needed, and to fill in blank spots. For the introduction section, Cmbr. Phillips suggested adding "natural environment" to the first bulleted question. There were questions on why the "Funding Sources" sections were included. Cmbr. Kassover thought that it was important for the community to know where the funding was coming from for each project. For the Safe Highways section, City Administrator Rose clarified that the Sound Transit 3 Bus Rapid Transit improvements were the minimum baseline, and that it was up to the City to propose other improvements and add the City needs to the project. For the Central Subarea Plan section, Cmbr. Kassover will add wording about the proposed parking structure.

Cmbr. Kassover indicated that the document was a very preliminary draft and that she would work on modifications this week. Cmbrs. French and Phillips thanked her for putting together the draft document.

## Planning for June Town Hall

The Town Hall was set for Monday, June 12, 2017, from 7:00-9:00 p.m. There will be a motion at the May 25 City Council meeting to adopt this date and time. Cmbr. Kassover described a draft layout of how the Town Hall would run: presentation at the beginning, possibly with an introduction by the Deputy Mayor, each Councilmember would speak for a few minutes about the topics, then questions and comments would be taken by citizens. There would also be a moderator to keep the Town Hall on track. Cmbrs. French and Phillips agreed with this structure. The Committee agreed that each

1 Councilmember would speak for themselves, not on behalf of the whole Council. Cmbr. Phillips offered  
2 to supply light refreshments for the Town Hall.

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4 Comments were then taken from the two visitors.

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6 **Adjournment**

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8 There being no further business, the meeting was adjourned at 5:40 p.m.

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10 Respectfully submitted:

11

12

13 Jennifer Martin

14 Records Management Specialist

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