

**City of Lake Forest Park - Planning Commission  
Regular Meeting Notes: April 7, 2015  
17425 Ballinger Way NE—EOC**

**Planning Commissioners present:** Chair Ray Holmdahl; Vice-chair Jon Lebo; Richard Saunders; Semra Riddle; Jean Maixner; Joel Paisner; Connie Holloway; and Doug Gochanour

**Staff and others present:** Steve Bennett, Planning Director; Ande Flower, Assistant Planner; Alan Kerley, Lake Forest Park Water District; Nadene Sammann, Resident

**Planning Commissioners absent:** Rocky Oliver

**Call to order:** 7:00PM

**Approval of Meeting Agenda:** Cmr. Gochanour moved to approve the agenda as amended. The motion was seconded by Cmr. Riddle and approved unanimously.

**Approval of Meeting Notes:**

February 3, 2015 Cmr. Gochanour moved to approve the minutes as presented. The motion was seconded by Cmr. Saunders and approved unanimously.

**Old Business:** Comprehensive Plan Update: Review of April 1, 2015 Compiled Draft

Global Format: Commissioners directed staff to ensure that the Oxford comma rule would be followed, to end each policy with a period, and noted that “Policy” was misspelled throughout the document.

Introduction: See Attachment A for general direction provided and specific amendments made by the Planning Commission.

Land Use Element: See Attachment B for general direction provided and specific amendments made by the Planning Commission, through Policy LU-2.7.

**Adjournment:** 9:00

 Ray Holmdahl, Chair

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## Introduction

### Introduction

The Lake Forest Park Comprehensive Plan looks forward to 2035, provides a vision for the future, identifies goals and policies to achieve that vision, creates a basis for the City's regulations and guides future decision-making.

This plan builds on the City's existing Comprehensive Plan, responds to community needs and fulfills the Washington Growth Management (GMA) requirements for periodic review. It also conforms to ~~King~~ King County's Countywide Planning Policies and guidance from the Puget Sound Regional Council VISION 2040 ~~(please see discussion of VISION 2040 on the following page)~~.

### What is a Comprehensive Plan?

A comprehensive plan is a broad statement of the community's values and vision for its future. It is a policy road map that directs the orderly and coordinated physical development of the City for the next 20 years. It anticipates change and provides guidance for action to address and manage that change. The Lake Forest Park Comprehensive Plan is specifically intended to sustain the attractive residential character and natural environment that are defining features of the city.

The Plan encompasses topics that address the physical, social and economic health of the city. A comprehensive plan takes a long-range perspective. For this reason, guidance is intentionally general, providing broad direction, but not prescribing specific implementation measures or regulatory actions. A plan is also a living document, adaptable to evolving conditions, and offering a framework for the consideration of policy changes.

### How does the Comprehensive Plan respond to Regional Planning and a Vision for 2040? (Text Box)

Lake Forest Park's comprehensive plan advances a sustainable approach to growth and future development. We have incorporated a systems approach to planning and decision-making that addresses protection of the natural environment. The plan commits to maintaining and restoring ecosystems, through steps to conserve key habitats, clean up polluted waterways, and reduce greenhouse gas emissions. The plan includes provisions that ensure that a healthy environment remains available as a legacy for future generations.

**Comment [SB1]:** Alphabetize commission and staff names by last name. Instead of numbering the elements under volume 1, substitute the abbreviation for the element in the same place: "LU", "EQ", etc.

**Comment [SB2]:** Global – in the April 1 draft there are too many hyphenated words. Maintain the left justified format but set hyphenation so that it occurs only rarely.

**Comment [SB3]:** Is this necessary? This space might be better used to say "This update also embraces the City's planning initiatives that occurred since the last update in 2005."

**Comment [SB4]:** The PC wants these paragraphs to appear as regular text not a text box

The comprehensive plan has been updated based on residential and employment targets that align with *VISION 2040*. Through the targeting process we have identified the number of housing units in the city for the year 2035. We have also established a comprehensive and realistic approach to providing affordable housing in our community.

The comprehensive plan addresses each of the policy areas in *VISION 2040*. We have policies that address habitat protection, water conservation, air quality, and climate change. We advance environmentally friendly development techniques, such as low-impact landscaping. Our plan calls for more compact urban development and supports the City's design guidelines for mixed use development. The housing element commits to expanding housing production at all income levels to meet the diverse needs of both current and future residents. We have economic development policies that support investing in all people, creating great communities, and maintaining a high quality of life. Our transportation element advances cleaner and more sustainable mobility, with provisions for complete streets, green streets, and context-sensitive design. We have programs and strategies that advance alternatives to driving alone. We coordinate our transportation planning with neighboring jurisdictions, including our level-of-service standards and concurrency provisions. We commit to conservation methods in the provision of public services.

The comprehensive plan also addresses local implementation actions in *VISION 2040*, including identification of underused lands and housing targets.

## How does the Comprehensive Plan fit with the City's Legacy 100-Year Vision?

Adopted in 2008, the Lake Forest Park Legacy 100-Year Vision seeks to preserve unique community resources and strengthen the relationship between the natural and built environments over a 100-year time frame. The Legacy Vision recognizes the City's green infrastructure as an essential element for the community's well-being and focuses on strengthening green infrastructure over the long-term future.

The Comprehensive Plan and Legacy Vision share a common vision of sustainability and environmental preservation. The Legacy Vision identifies a number of specific green infrastructure projects that could be implemented over time to achieve this vision. The Comprehensive Plan recognizes and incorporates the importance of environmental preservation in all elements of the plan and highlights specific green infrastructure projects identified in the Legacy Vision next to applicable goals and policies. Together, the Comprehensive Plan and Legacy Vision seek to promote, enhance, and preserve the City's long-term environmental quality and green character.

**Comment [SB5]:** They would like this all rewritten so it does not sound like "lip service". Replace "we" statements with something more like the rest of this section. The "systems approach" statement and sidebar seemed out of the blue to me and commissioners. Have we really need that – where else would we find evidence of that approach being used?

**Comment [SB6]:** Global: use Oxford comma rule throughout entire document – "to promote, enhance, and preserve"

## **How does the Comprehensive Plan recognize the City's other planning efforts since the last update?**

Southern Gateway Subarea Plan adopted in 2013 along with land use regulations and design guidelines and is addressed in LU Element. Community Forest Management Plan was developed in 2010 to guide to updating the City's tree regulations. It is addressed in the Environmental Quality Element. The City's its first city-specific Shoreline Master Plan in 2013 and it is also addressed in the Environmental Quality Element.

**Comment [SB7]:** The PC requested this section be added. I've put the barebones facts here. Format as a text box similar to the way regional planning was in previous draft.

## **What's inside the Comprehensive Plan?**

As established by the GMA, the City is required to include chapters or elements that address land use, housing, transportation, capital facilities and utilities. The City may also include chapters-elements on other topics of local importance. For this plan, the City of Lake Forest Park has opted to include chapters on environment quality; economic development, parks, trails and open space; and community services.

In addition to this introduction, the Lake Forest Park Comprehensive Plan contains eight-nine chapters, or elements, with goals and policies identified for each element. The goals and policies are numbered and labeled according to their respective elements. The contents of each element are briefly summarized below.

[add Economic Development into Element table. Too many ands and not enough commas in Parks(... etc.) row of table – reword so it's not such a jumbled list]

## **A Snapshot of Lake Forest Park**

Lake Forest Park is located in northern King County, adjoining the northwestern shoreline of Lake Washington. Lake Forest Park is almost three and a half square miles in area, bordered by the City of Seattle to the south, the City of Shoreline to the west, the City of Mountlake Terrace and the City of Brier in Snohomish County to the north, and the City of Kenmore to the northeast (see Figure 1 below). Defining natural features include the Lake Washington shoreline, the slopes and watercourses that drain to Lake Washington and the city's extensive forest canopy.

Lake Forest Park has a population of about 13,100 people (2013 estimate, US Census). The City had its beginnings as one of the first planned communities in King County and was platted in 1922 around natural features and existing terrain. The community was marketed as a residential retreat into nature for professionals of nearby Seattle. In 1961, the area was incorporated as the City of Lake Forest Park when residents united in response to increasing development pressure. Today, preservation of the natural surroundings continues to be an important value in Lake Forest Park.

## Vision & Planning Framework

This section contains the City of Lake Forest Park Comprehensive Plan Vision Statement and frameworks for citizen participation and amending the Comprehensive Plan.

**Comment [SB8]:** Break Vision and Planning Framework into two separate sections and reflect that in the TofC.

### Lake Forest Park Vision

A vision statement is an aspirational description of the future that the City is trying to achieve through its plans and actions. For this Comprehensive Plan, the vision statement uses words to paint a picture of the City of Lake Forest Park in 2035.

#### Vision Statement (quote)

In 2035, our balanced approach to environmental preservation, economic vitality and attractive residential character has allowed Lake Forest Park to flourish. We have preserved and enhanced our natural environment and unique residential neighborhoods as defining features of our city. A vibrant Town Center is the cultural heart of our community and, together with other neighborhood centers, fosters a resilient economy and provides a diversity of shopping and entertainment opportunities that appeal to all ages. Our neighborhoods are safe and connected to each other and to community gathering places by well-designed paths, sidewalks and bike lanes. Our legacy of collaboration with neighboring jurisdictions has inspired solutions to our regional needs and issues.

**Comment [SB9]:** Vision statement should be in larger font and more prominent (text box?)

**Comment [SB10]:** This section should proceed the vision like it did in the vision report.

## Citizen Participation

An active public participation program was an essential part of the 2015 Comprehensive Plan update. Public outreach kicked-off with a robust visioning process in summer and fall of 2014. The outreach approach leveraged existing community networks, focusing on meeting people where they already gather—civic groups, schools, community events, and other community meeting places. It sought to engage a broad and representative cross-section of community members. Varied opportunities, including community conversations, a telephone survey, an interactive website, and public workshops, were provided so that people could engage in the ways that worked best for them.

Major components of the City's outreach program included:

1. **Community conversations.** Community conversations were a series of informal, but structured, outreach activities intended to invite community comment on the future of Lake Forest Park and to gather feedback in a consistent manner that allowed comparison of the data between the different events. Community conversations were conducted in about 20

different venues, including community events, community organizations, neighborhood groups and youth and school groups.

2. **Public meetings and workshops.** A total of four public meetings were held to invite input and feedback on the vision statement and the draft Comprehensive Plan. Community meetings were advertised through the City's listserve, twitter, emailed notices and postings at community gathering places.
3. **Web page.** Lakeforestpark2035.com was developed to describe the visioning and Comprehensive Plan update purpose, process and opportunities to participate. Background materials and draft plan elements were posted on an ongoing basis and comments were invited. Web visitors could also sign up for an email update list.
4. **Email updates.** Email updates containing project information, alerting citizens of major events, and inviting comment on draft work products were sent out over the course of the project.
5. **Statistically significant phone survey.** A statistically significant telephone survey of 150 residents in the City of Lake Forest Park was conducted in August 2014. Key questions focused on overall satisfaction with the City, key priorities for public services and funding strategies.

In order to allow more residents to participate in the survey, a shorter online version was linked to the plan website. Although not statistically significant, the online survey provided a supplemental avenue for people to provide feedback and comments to the City.

6. **Planning Commission meetings.** Between mid-2014 and adoption of the Comprehensive Plan in 2015, the Planning Commission met ~~approximately~~<sup>XX</sup>20 times to review information, discuss policy issues and make recommendations on policy direction. All meetings were open to the public and public comment was invited. Planning Commission meeting information was also posted on the City's website.

Other commissions, including the Community Services Commission, Economic Development Commission, Environmental Quality Commission, and Transportation Commission, met numerous times both independently and in joint sessions with the Planning Commission, to provide direct input and guidance to applicable elements of the Comprehensive Plan.

7. **City Council hearings and meetings.** The City Council met X times to review the draft Comprehensive Plan, including two formal public hearings to invite comments.

[Give the image of the comp plan website a title or subtitle and make sure it is not cropped midsentence at the bottom]

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## Planning Framework

### Framework for Citizen Participation

Going forward, active citizen participation remains a vital component of the City's planning process. The framework for citizen participation is shown below.

CP.1 Encourage and facilitate user-friendly public participation in community decision-making.

Comment [SB11]: Deborah, is there a reason to have these numbered like policies? Would bullets be okay?

CP.2 Consider the interests of the entire community in making decisions.

CP.3 Encourage and emphasize open communication between all parties when considering planning issues.

CP.4 Incorporate a variety of public outreach approaches to oversee major amendments to the Comprehensive Plan.

CP.5 Share information with the public about planning and development processes, how they interrelate and how to provide effective input.

CP.6 Consider the interests of present and future residents over the length of the planning period when making decisions.

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### Amending the Comprehensive Plan

Comprehensive plans are dynamic living documents that require regular review and revision to ensure that they respond to changing needs of the community and respond to new federal or state law.

The city's municipal code is a major implementation tool for the Comprehensive Plan. The code specifies the kinds of uses that are permitted in each zone and sets standards for all new development and re-development.

The Comprehensive Plan also guides the location and sizing of infrastructure and other capital facilities and the implementation of operational activities that affect community health, safety and character.

As noted before, comprehensive plan goals and policies provide guidance, but are intentionally written broadly to allow for flexibility in their future implementation. The City's approach to review and amendment to the Comprehensive Plan is described in the goals and policies below.

## Framework for Implementing & Amending the Comprehensive Plan

- IA.1 Consistent with GMA requirements, develop and document a strategy for implementation of the Comprehensive Plan, including a proposed schedule and priorities.
- IA.2 Maintain the Comprehensive Plan to ensure that changing conditions, including changes in the community and changes to regional, state and federal policies and regulation, are reflected in the plan.
- IA.3 Consider proposed Comprehensive Plan amendments concurrently so that the cumulative effect of the proposals can be determined. Evaluate the following considerations in future proposed amendments to the comprehensive plan:
  - a. Need and rationale for the proposed amendment
  - b. Consistency with GMA goals and specific requirements,
  - c. Consistency with the City's vision,
  - d. Consistency with the balance of the Comprehensive Plan, and
  - e. Public review and comment on the proposed change.
- IA.4 Ensure proposed Comprehensive Plan policy amendments are accompanied by any related and required implementing actions.
- IA.5 Ensure that the Comprehensive Plan amendment process results in decisions that are consistent with other elements of the Comprehensive Plan.
- IA.6 Implement a public participation strategy appropriate for each Comprehensive Plan amendment cycle, as established in the Citizen Participation Framework.
- IA.7 Ensure that the Comprehensive Plan, development regulations, City and other agency functional plans and budgets are mutually consistent and reinforce each other.

**Comment [SB12]:** Same as comment 11: is there a reason to have these numbered like policies? Would bullets be okay?

# I. Land Use

## Introduction

The Land Use Element guides future use of land in Lake Forest Park and helps to ensure the City's high quality of life and community character. The Element includes policies that support compatibility with natural features and environmental protection, foster a sense of community, reflect current and historic character and keep new growth compatible with existing development.

The requirement for a Land Use Element in comprehensive plans is one of the key components of the Growth Management Act (GMA). The GMA requires cities to show how they will be able to accommodate 20 years of growth through sufficient buildable land that is zoned appropriately. In addition to containing growth and avoiding sprawl, the Land Use Element also sets goals and policies for the design and layout of cities. These provide the opportunity to shape communities into more livable, healthy spaces. Regional and county goals promote compact, walkable cities that make it easy to use active transportation and contribute to a sense of community.

The Land Use Element Background Analysis contains the background data and analysis that provide the foundation for the Land Use Element goals and policies. [add bullets here with brief description of what can be found in Background Analysis ]

[**Table 1 Land Use Designations:** define or clarify with footnote or asterisk: "implementing zoning designation". Add \* describing what "multiple" means zoning designation column]

[**Figure 2 Future Land Use:** Can we use "Comprehensive Plan" instead of "Future" as associated with land use designations? Remove parcel lines outside of city limits; differentiate between colors for MF Low and MF high; develop a List of Figures to include in the Table of Contents]

## Goals & Policies

**Goal LU-1 Land Use Pattern. Establish a development pattern that preserves the character of Lake Forest Park while allowing for variety in new development.**

Policy LU-1.1 Designate the general distribution, location and extent of the uses of land for housing, commerce, recreation, open spaces, public utilities and facilities and other land uses.

Policy LU-1.2 Establish the land use designations, densities and intensities shown in Table 1.

Policy LU-1.3 ~~Establish and m~~Maintain a Comprehensive Plan ~~Future~~Land Use Map that designates the future distribution, ~~extend extent~~ and location of the generalized land uses described above, (see Figure 2: ~~Comprehensive Plan Future~~Land Use Map).

Policy LU-1.4 Manage and maintain the City's Official Zoning Map to ensure continued consistency with the Future Land Use Map.

**Policy LU-1.5** Implement land use designations through a clear regulatory process that ensures transparency, fairness and predictability in the land development process.

**Policy LU-1.5Policy LU-1.6 : add policy regarding considering opportunities for additional density or subarea studies.**

**Goal LU-2 Community Character. Promote and strengthen Lake Forest Park's identity, vision and values through the future land use pattern.**

Policy LU-2.1 Ensure that land use policies and regulations reflect the importance of the city's natural environment, tree cover and Lake Washington shoreline in community identity.

Policy LU-2.2 Encourage a high quality pedestrian environment, walkable community.

Policy LU-2.3 Consider entry and gateway features as a way to enhance community identity and highlight community assets.

Policy LU-2.4 Preserve a sense of place through consistent and compatible development character, while also recognizing the variety of unique neighborhoods in the City.

Policy LU-2.5 Provide for a smooth transition between differing land uses through landscape buffers, site and building design measures or other appropriate techniques.

Policy LU-2.6 Foster a sense of community through support for formal and informal gathering places, such as in Town Center, local ~~coffee shops~~businesses and public open spaces.

**Policy LU-2.7** Assure that community values and aspirations are reflected in the City's plans.

[On April 7<sup>th</sup>, the Planning Commission ended its review of this document at this point. The changes reflected in the rest of the document were made on May5th]

**Goal LU-3 Compatibility with Natural Environment. Promote design and development that respects and preserves the natural environment.**

Policy LU-3.1 Encourage the integration of natural landscape in new development by including both natural and compatible ornamental plants, shrubs and trees.

Policy LU-3.2 Provide design flexibility to preserve desirable existing site features, including clusters of trees, watercourses, slopes, open spaces and similar assets.

Policy LU-3.3 Recognize and support tree preservation as an integral part of community character

Policy LU-3.4 Identify and preserve scenic vistas and water access as development occurs.

Policy LU-3.5 Consider implications of land use decisions on stormwater patterns and support low impact development measures

Policy LU-3.6 Promote the natural drainage and green infrastructure concepts and projects identified in the Legacy 100-Year Vision Plan.

**Goal LU-4 Residential Neighborhoods. Promote the quality, character and function of residential neighborhoods.**

Policy LU-4.1 Reflect natural constraints, surrounding development, proximity to services and facilities in establishing residential densities

Policy LU-4.2 Provide flexibility for innovative design options in order to preserve significant natural features, to provide transitions between different types of uses or to meet other community objectives.

Policy LU-4.3 Identify underused land and encourage infill development that is compatible with the scale and character of surrounding development.

Policy LU-4.4 Encourage higher-intensity multifamily development in areas nearest to transportation facilities, commercial services, open space and other amenities.

Policy LU-4.5 Encourage a compatible mix of residential densities in the city's neighborhoods.

**Goal LU-5 Town Center. Support Town Center in reaching its potential as a vibrant mixed use center.**

Policy LU-5.1 Work in partnership with the property owner and interested stakeholders to support Town Center in achieving its future vision as a vibrant mixed use center.

Policy LU-5.2 Evaluate the potential of the Town Center and whether current policies and regulations enable and encourage quality redevelopment.

Policy LU-5.3 Promote a mix of uses in Town Center, including residential, retail, office and community gathering places

Policy LU-5.4 Support development features that reinforce Town Center as a distinctive landmark

Policy LU-5.5 Encourage pedestrian-oriented uses, building design and amenities in Town Center.

Policy LU-5.6 Support public and non-motorized transportation systems to and within Town Center.

Policy LU-5.7 Encourage ground floor commercial or public uses in all development.

Policy LU-5.8 Explore opportunities for public spaces and recreation facilities.

Policy LU-5.9 Ensure design standards address building façade articulation, entries, landscaping, buildings, pedestrian amenities and building height.

**Goal LU-6 Economic Vitality. Support the long-term economic vitality of commercial development that meets the needs of the City and its residents.**

Policy LU-6.1 Provide for a mix of uses in commercial zones that meet the daily needs of residents and the traveling public.

Policy LU-6.2 Preserve and expand the current economic base for long-term economic sustainability.

Policy LU-6.3 Recognize the importance of a healthy natural environment as a significant economic amenity and attraction.

Policy LU-6.4 Establish standards to enhance visual interest of commercial areas and to ensure long term compatibility with surrounding area. For example, consider building height, bulk and orientation, landscape improvements, signs and hardscape improvements, parking lot orientation and non-motorized access.

Policy LU-6.5 Enhance street-level interest and liveliness through enhancements for pedestrians and bicycles, and ground floor commercial or public uses.

Policy LU-6.6 Encourage amenities, such as the inclusion of open space, water features, public art, planters and courtyards, to enhance vitality and visual interest.

Policy LU-6.7 Support incubator and home-grown economic development opportunities, such as compatible home occupations in residential areas.

Policy LU-6.8 Inventory and encourage the redevelopment of underutilized commercial areas through regulatory techniques and incentives.

Policy LU-6.9 Foster public/private partnerships to implement economic development programs and projects.

**Goal LU-7 Public Uses. Ensure that public uses support and strengthen community character.**

Policy LU-7.1 Create community landmarks and promote identity through public/semi-public the development process.

Policy LU-7.2 Encourage joint siting of public facilities to increase convenience for the public and promote efficiency in public investments.

Policy LU-7.3 Recognize that the character of public rights-of-way play a role in determining community character. Wherever feasible, promote complete streets and incorporate streetscape improvements, such as wayfinding signs, lighting, public art, enhanced landscaping and street furniture, to enhance community character.

**Goal LU-8 Healthy communities. Establish a land use pattern that supports community health.**

Policy LU-8.1 Promote neighborhood connectivity through connections to the existing and planned trail system, residential neighborhoods and commercial centers.

Policy LU-8.2 Encourage pedestrian scale improvements, focusing on color, materials, form, functional utility, on streets and trails.

Policy LU-8.3 Support safe walking and bicycling routes to schools.

Policy LU-8.4 Within commercial centers, provide attractive street fronts and connecting walkways to accommodate pedestrians as the priority.

Policy LU-8.5 Encourage retail uses that expand options and access to healthful foods.

Policy LU-8.6 Promote community gardens and other small-scale agricultural activities, farmers' markets and other activities that access to healthyhealthful foods.

**Goal LU-9 Historic Preservation. Protect and preserve historic, cultural and archaeological resources.**

~~Policy LU-9.1 Support the preservation of the City's rich history through identification, protection, preservation and adaptive reuse of historic landmarks, including buildings, sites and districts.~~

~~Policy LU-9.2 Participate in regional efforts to identify and preserve historic and cultural sites~~

~~Policy LU-9.3 Support community organizations dedicated to preservation of historic and cultural resources.~~

~~Policy LU-9.4 Encourage development of a historic preservation program~~

Policy LU-9.1 Pursue King County Historical Preservation Program interlocal agreement, consider adoption of an ordinance, and implement administrative procedures as appropriate to support preservation of the City's history.

Policy LU-9.2 Participate in regional efforts to sustain historic community character through identification, evaluation, protection, adaptive reuse, and enhancement of historic landmarks, including buildings, sites, lands, and districts.

Policy LU-9.3 Consider implementation of educational and outreach programs to inform residents about incentives and resources available through interlocal agreement participation.

Policy LU-9.4 Support community organizations dedicated to preservation of historic and cultural resources.

**Goal LU-10 Regional Issues. Participate in inter-agency partnerships to address regional planning issues.**

Policy LU-10.1 Develop long-term plans in coordination with neighboring special districts and general purpose governments. Strive to achieve balance in addressing differing needs.

Policy LU-10.2 Work with regional transportation bodies to ensure that highways of statewide significance are maintained and modified in conjunction with the City's vision and adopted plans.

Policy LU-10.3 Develop and maintain franchise agreements with utility providers to ensure that utilities are installed and developed in a manner consistent with the City's vision and adopted plans.

| **Side bar definition (page 25):**

*The Legacy 100-Year Vision Plan identifies several possible **street greening projects**, including NE 197th, NE 178th, and NE 158th streets.*