

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

**Planning Commissioners present:** Vice-chair Jon Lebo; Semra Riddle; Joel Paisner; Jean Maixner; Doug Gochanour; and Rocky Oliver

**Staff and others present:** Steve Bennett, Planning Director; and Ande Flower, Assistant Planner; Diane Pottinger, North City Water District

**Planning Commissioners absent:** Chair Ray Holmdahl; Richard Saunders; Connie Holloway

**Call to order:** 6:00PM

**Approval of Meeting Agenda:** Cmr. Riddle requested adding review and discussion of the draft memorandum as written by Cmr. Riddle and Cmr. Saunders. Mr. Bennett suggested reviewing background information for Capital Facilities prior to Utilities since it is a subject more recently discussed and reviewing the Commissioners' draft memo following the Capital Facilities chapter. Cmr. Gochanour moved to approve the agenda as amended. The motion was seconded by Cmr. Riddle and approved unanimously.

**Public Comment:** Ms. Pottinger shared her appreciation for recent communications between the City and North City Water District. She also announced that there will be a School District meeting on July 15 at 5 pm to discuss plans for adapting to growth.

**Old Business: Comprehensive Plan Update**

Planning Commission Annual Report

Ms. Flower offered to e-mail the report once revisions from prior meetings are complete.

Review of draft Comprehensive Plan Update- Volume II, Background Analysis

Global

- Add an introduction specific to Volume II, Background Analysis.
- For each chapter, add a blurb and bullet points for what can be found in each background chapter.
- Use “%” instead of “percent”.

Land Use

- Replace the word “Future” in reference to the Land Use Map with “Comprehensive.”

Housing

- Replace “people” with “persons” for information in Table 5 & 8.

Capital Facilities

- Spell out acronyms within tables.
- Include a total source value of REET I and REET II, in beginning, end, or in sidebar of analysis and show breakdown of anticipated spending, preferably at the beginning. Keep in mind different anticipated timeframes.

- Declare that the dollar amount is 2015 dollars.

Commissioners' Introduction Memo

- Recognize how this document relates to the vision statement and the introduction in general.
- Reinforce language from that document.
- Continue brainstorming observations of themes and tie it back to vision, possibly with prioritization.
- Consider including an example of how to navigate the Comprehensive Plan document in relationship to the big ideas.
- Memo can be useful as a memo to City Council as a transmittal, pieces may be used within the Comp Plan introduction, and the memo could be shared with the public in communications regarding recommendations to Council.
- Narrative can also be used towards drafting a Resolution for Council.

Utilities

Review of Background Analysis postponed until next meeting.

Updates from Liaisons to other Commissions

Cmr. Maixner said that the EDC has suggested edits to

Discussion of Comprehensive Plan Review Schedule

Mr. Bennett described the draft review schedule and requested authority to fast-track recent proposed edits to elements and background analysis chapters. Commissioners agreed to allow for the track-changes to be sent directly to the consultants to be formatted as a full document for Planning Commission by August 4, 2015. Commissioners requested to have a paper copy available at least one week for review prior to meeting, as well as a digital copy of strike-through Word documents.

**Reports and Announcements:** Planning Short Course Offerings

None scheduled in Western Washington currently.

Ms. Flower reported on the recent Tree Ordinance update panel discussion.

**Adjournment:** 9:00



Ray Holmdahl, Chair