

**City of Lake Forest Park - Planning Commission**  
**Regular Meeting Notes: May 12, 2015**  
**17425 Ballinger Way NE—Lake Forest Room**

**Planning Commissioners present:** Chair Ray Holmdahl; Vice-chair Jon Lebo; Rocky Oliver; 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; Mark Phillips, Councilman; Diane Pottinger, North City Water District; Sarah Zerkel, Resident; Julie Hungar, Resident; John Cornaby, Resident

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

**Approval of Meeting Agenda:** Chair Holmdahl proposed adding the draft January 20<sup>th</sup> meeting notes to the agenda. Cmr. Saunders asked add a brief discussion of a planning book he had recently read and wanted to recommend to the Commission. Cmr. Saunders also suggested that public comments could occur throughout the meeting. The next meeting date was corrected to read May 26<sup>th</sup>. Cmr. Paisner moved to approve the agenda as amended. The motion was seconded by Cmr. Gochanour and approved unanimously.

**Approval of Meeting Notes:**

January 20, 2015 Cmr. Paisner moved to approve the minutes as submitted. The motion was seconded by Cmr. Gochanour and approved unanimously.

March 17, 2015 Cmr. Riddle moved to approve the minutes as submitted. The motion was seconded by Cmr. Gochanour and approved unanimously.

**Public Comments:** Councilman Phillips shared his appreciation for the Planning Commission in their dedication and commitment to preparing a strong draft of the Comp Plan update for Council to review.

Planning the Pacific Northwest: Cmr. Saunders summarized and recommended a book he had recently read regarding planning for better quality of life and strong community that was specific to the Pacific Northwest.

**Old Business:** Comprehensive Plan Update

Mr. Bennett shared a succinct way he had recently heard to describe the difference between goals and policies: goals are aspirational and policies describe how to get there. There was discussion about adding a memorandum to the introduction, from the Commission, to describe the Commission's approach to the update and how the document is organized. Commissioners Saunders and Riddle volunteered to work together on a draft this memorandum.

Cmr. Saunders suggested sending current drafts of the Economic Development, Environmental Quality, and the Community Services Elements to the commissions that were the initial authors as a means of checking in with them regarding the evolution of these documents.

Review of Compiled Draft Elements: Housing

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

Review of Compiled Draft Elements: Economic Development

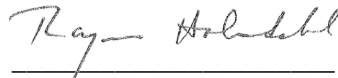
Commissioners agreed that an introduction was needed for this element. See Attachment B for other general direction provided and specific amendments made by the Planning Commission. Cmr. Saunders

offered to review 2005 Comp Plan Economic Development element and bring forward with updated language any concepts that may have been overlooked with this new draft.

Review of Compiled Draft Elements: Community Services

Commissioners agreed to begin review of this element at the next meeting.

**Adjournment:** 8:56

A handwritten signature in cursive script, reading "Ray Holmdahl".

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Ray Holmdahl, Chair

# III. Housing

## Introduction

The Housing Element addresses the preservation, improvement and development of housing; identifies land to accommodate different housing types; and makes provisions for the existing and projected housing needs of all economic segments of the community. Lake Forest Park's housing element ensures that there will be enough housing to accommodate expected growth in the city, and the variety of housing necessary to accommodate a range of income levels, ages and special needs. At the same time, the element seeks to preserve existing neighborhood character by including policies that will keep new development compatible.

Recognizing that housing is an issue in which multiple interests need to be balanced, including community character, demographic characteristics and affordability, the Housing Element is supported by the Housing Element Background Analysis. The background analysis reviews existing and projected housing needs and the housing inventory necessary to accommodate projected growth. This analysis prompts the City to consider the needs of current and future residents, which in turn informs policies that shape the zoning and development standards in place today and planned for the future.

[Add bullets giving brief description of background analysis]

## Goals & Policies

**Goal H-1 Housing Supply and Diversity. Ensure that Lake Forest Park has sufficient quantity and variety of housing types to meet projected growth and needs of the community.**

Policy H-1.1 Promote fair and equitable access to housing for all persons.

~~Policy H-1.1~~Policy H-1.2 Provide an adequate supply of land to meet the city's housing growth target, as established in the King County County-wide policies.~~[side-bar explanation of KCCP and mention LFP growth target]~~

~~Policy H-1.2~~Policy H-1.3 Provide for a variety of residential densities and housing types.

~~Policy H-1.3~~Policy H-1.4 Consider the impact on housing capacity and diversity when making land use policy and regulatory decisions.

~~Policy H-1.4~~Policy H-1.5 Promote residential clustering as a means ~~of to~~ protecting environmentally ~~ly~~ sensitive areas and encouraging infill development.

~~Policy H-1.5~~ ~~Policy H-1.6~~ ~~Consider-Encourage~~ opportunities for mixed use development in areas where a mix of commercial and residential uses would promote desired character and economic vitality, ~~including such areas as Town Center, Southern Gateway and other commercial areas.~~

~~Policy H-1.6~~ ~~Policy H-1.7~~ Create opportunities for housing in a variety of settings, sizes and affordability levels throughout the City.

~~Policy H-1.7~~ ~~Policy H-1.8~~ Support flexibility in zoning that responds to the diverse needs of a range of household sizes, incomes and ages. Consider amending regulations to encourage more accessory dwelling units ~~(mother-in-law units)~~, duplexes, townhouses and other types of housing.

~~Policy H-1.8~~ ~~Policy H-1.9~~ ~~Promote fair and equal access to housing for all persons moved to H-1.1)~~

## **Goal H-2 Neighborhood Character. Protect the identity and character of the City's residential neighborhoods.**

Policy H-2.1 Ensure that new development continues to meet citywide goals related to site standards, landscaping and building design.

Policy H-2.2 Integrate infill development into neighborhoods in a manner that complements surrounding uses and the character of Lake Forest Park.

Policy H-2.3 Promote site planning techniques that create quality outdoor spaces and are in harmony with neighboring properties.

Policy H-2.4 Provide guidelines for transitions and buffers around different types of ~~residential~~ uses, in order to mitigate any negative impacts associated with higher intensity uses, ~~and foster quality living environments for all community members.~~

Policy H-2.5 ~~Support investment in existing neighborhoods and housing in order to~~ ~~p~~Preserve the character and condition of neighborhoods and housing ~~through public and private investment and regulations.~~

## **Goal H-3 Housing Affordability. Provide for a range of housing opportunities to address the needs of all economic segments of the community.**

Policy H-3.1 ~~Encourage preservation of existing~~ ~~Preserve and enhance~~ affordable housing stock ~~by investing in existing neighborhoods.~~

Policy H-3.2 ~~Consider ways to i~~ncentivize development of affordable housing, such as density bonuses, height increases, tax incentives and simplified design requirements.

Policy H-3.3 Support non-profit organizations that construct and manage affordable housing.

Policy H-3.4 Encourage the location of new affordable housing units near community amenities and services.

Policy H-3.5 Support both rental and ownership forms of affordable housing in a variety of locations, types and sizes.

Policy H-3.6 ~~Expand opportunities for affordable housing by ensuring~~Continue to ensure that manufactured housing as defined in the current building code, is allowed in all single family zones and regulated the same as stick-built housing.

Policy H-3.7 Encourage energy efficient design features in new affordable housing units.

~~Policy H-3.8 Coordinate with the King County Housing Authority and other governmental and non-profit groups to explore opportunities to address local affordable housing needs.~~  
(merged with H-6)

~~Policy H-3.7~~Policy H-3.8 Connect residents to programs ~~that~~ providing information on affordable housing, financial literacy and homeownership counseling.

~~Policy H-3.8~~Policy H-3.9 Consider the impacts of City regulations on housing cost and supply and take steps to address impacts.

**Goal H-4 Special Needs. Encourage and support a variety of housing opportunities for those with special needs, including older adults, ~~and~~ people with disabilities, and the homeless.**

Policy H-4.1 Support measures that allow ~~older adults~~those with special needs to remain in the community as their housing needs change, including connecting them with available services and benefits.

Policy H-4.2 Encourage universal design to maximize building lifecycle and accessibility.

Policy H-4.3 ~~Make sure that development regulations allow for and p~~Provide housing opportunity for special needs populations through development regulations.

Policy H-4.4 Incentivize the location of special needs housing near services and public transportation.

Policy H-4.5 Support public and private housing services for people who are homeless.

**Goal H-5 Internal Consistency. Balance and maintain consistency between housing needs and related City policies, including land use, environmental preservation, human services and economic development.~~Integrate and balance housing needs with related City goals and priorities.~~**

~~Policy H-5.1 Balance and maintain consistency between housing needs and related City policies, including land use, environmental preservation, human services and economic development.~~

Policy H-5.1 Provide physical infrastructure and amenities to support attractive residential neighborhoods, consistent with adopted land use designations.

**Goal H-6 Regional Coordination. Collaborate with ~~other agencies with other agencies~~ entities, including governments and non-profits, in efforts to meet regional housing needs and solutions that cross jurisdictional boundaries.**

Policy H-6.1 Collaborate with regional jurisdictions to meet housing growth targets and address housing issues that cross jurisdictional boundaries.

Policy H-6.2 Work with community and regional partners, including the King County Housing Authority, to ~~understand and~~ address the demand for special needs housing and affordable housing in Lake Forest Park and the surrounding area.

## Economic Development **[New text]**

The Economic Development Element includes policies that identify current opportunities and potential prospects for creating economic success. It encourages communication between residents, city officials, and commercial interests. Through organization of stakeholders, including the city's substantial group of home businesses, all parties may become better informed of opportunities for sustained growth and recognition.

The element also promotes economic growth through broadcasting strong community identity as described in the Legacy 100 Year Plan. These policies also local employment and volunteer opportunities for youth, minorities, and seniors, Non-motorized travel options are promoted as a key element in supporting local businesses while also connecting commerce with paths and parks.

The role of technology as a potential determinate of business growth and success is stressed. As the technological infrastructure evolves into a basic need, the City plans to research new approaches to facilitating addressing this need.

**[New text below in yellow]**

### Goals and Policies

**Goal ED-21 Support Current and Potential Economic Success.** Actively support the economic success of the Town Center and other LFP business centers. (goal 2)

**Policy ED-21.1** Maintain a supportive working relationship with the Town Center's owners and regularly coordinate with them about promoting business and economic growth of the Town Center. (commerce 2)

**Policy ED-21.2** Consider studying the aspects of desirable and undesirable town centers and discuss these aspects with the LFP Town Center's owners. (commerce 2)

**Policy ED-21.3** Examine the potential for development of the main economic centers of LFP and try to create zoning, policies and process to optimize their development. (commerce 3)

**Policy ED-21.4** Identify properties that would be ideal for economic development and ~~if possible consider capital campaigns to purchase the property.~~ work with other entities to facilitate beneficial development of those properties. (goal 3?)

**Goal ED-12 Communicating with Community.** Create a more resilient LFP economy through communications ~~between~~ among city officials, business owners and the community. (goal 1, goal 4)

**Policy ED-~~12~~.1** Strive to have regular town hall meetings, online forums and other communications avenues for residents to interact with city officials regarding the LFP economy and business growth. (community 1, Commerce 7)

**Policy ED-~~12~~.2** Strive to keep residents updated with ongoing communication through the use of printed notices, online information and other multimedia forums. (community 2)

**Policy ED-~~12~~.3** Improve the City website to make it more ~~readable and searchable~~accessible and useful for LFP businesses and residents. Information for current and potential LFP businesses should be readily apparent. (community 2)

~~**Policy ED-1.4** Foster the development of entry level job opportunities for LFP residents, including public and private internships. (commerce 12)~~ [Move to Goal ED-3]

**Goal ED-3** Improve employment, small business, and retail opportunities. (goal 3) Seek opportunities to improve access to business centers and support the growth of emerging industries.

**Policy ED-3.1** Consider streamlining city regulations, ~~and~~ permitting and compliancy policies and processes to make it easier for businesses to locate in LFP. (community 8, commerce 11)

**Policy ED-3.12** Work to enhance access to ~~LFP local major~~ business centers through improvements of routes ~~to the centers~~, including ~~the~~ non-motorized routes. (community 7, goal 5)

**Policy ED-3.23** Promote a variety of transportation connections to the LFP major business areas ~~through methods such as a shuttle service~~. (community 7)

**Policy ED-3.34** Consider ~~a~~ community ~~barter~~ programs, ~~such as the Backyard Barter chapter in Shoreline~~, to engage residents, leverage financial means, raise awareness of local businesses, citizen's services and talents. (community 5) [barter and free-cycle programs to be listed and defined in background as examples].

**Policy ED-3.45** Research the benefits and feasibility of a LFP business incubator. [include side-bar definition of business incubator] (Commerce 10).

**Policy ED-3.56** Research the feasibility of a LFP chamber of commerce or regional chamber of commerce that would include LFP. (Commerce 10)



**Policy ED-3.6** Study LFP's home business segment and look for ways to support and help grow these cottage industries. (commerce 9)

**Policy ED-3.8** Study LFP's medical business segment and look for ways to support and help grow this industry.

**Policy ED-3.9** Foster the development of entry-level job opportunities for LFP residents, including public and private internships. (commerce 12)

**Goal ED-4** **Increase Awareness of Local Businesses.** Encourage and support the creation of promotional business elements such as signage and marketing tools.(goal 5)

**Policy ED-4.1** Review current signage policies in respect to concerns communicated by residents, business owners, and city event planners. (commerce 4)

**Policy ED-4.2** Develop a signage policy that clearly promotes business interest as well as respects the character of LFP. (commerce 4)

**Policy ED-4.3** Welcome and inform new residents about local businesses. Create a "Resident Information Packet" for new LFP residents, and make the packet available at popular LFP gathering places as well as online. (community 6)

**Policy ED-4.4** Encourage the development of a business directory and make it available in printed and electronic versions. (commerce 8)

**Goal ED-5** **Capitalize on Character of Lake Forest Park.** ~~Develop a strategic plan to r~~Raise the profile of and increase interest in LFP. (goal 2)

**Policy ED-5.1** Develop a strategic plan to increase community identity through the branding of LFP's Character including creating a city wide marketing plan with a logo, tagline and informational materials to promote LFP's character to the LFP citizens, business owners and potential LFP business owners. (community 3)

**Policy ED-5.2** Compile information such as community character, demographics, current businesses, and economic opportunities, and have the information readily available for current and potential business owners, residents and city departments to use. (Commerce 6)

**Goal ED-6 Explore Technological Opportunities.** Investigate the establishment of technological systems that will promote robust and efficient work environments. (goal 6)

**Policy ED-6.1** Research LFP's current technology infrastructure, as well as, future technology and the programs of other municipalities that could ~~provide~~ foster better ~~and more efficient~~ services for businesses and citizens. (commerce 5)

~~**Policy ED-6.2** Study the plans and programs of other municipalities to provide a more robust technology infrastructure for their business as well as their citizens; for now and for the future. (commerce 5)~~