

**City of Lake Forest Park - Planning Commission**  
**Regular Meeting Notes: April 12, 2016**  
**17425 Ballinger Way NE—Forest Room**

**Planning Commissioners present:** Jon Lebo; Richard Saunders; Semra Riddle; Doug Gochanour; Connie Holloway

**Staff and others present:** Jeff Johnson, Mayor; Steve Bennett, Planning Director; Jake Tracy, Planning Technician; Mike Woodbury, LFP City Arborist; Mike Dee, resident; Jean Robbins, resident

**Planning Commissioners absent:** Joel Paisner, Ray Holmdahl

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

**Approval of Meeting Agenda:**

Vice Chair Lebo proposed adding Mayor Johnson to the agenda prior to Elections for Chair and Vice-Chair. Cmr. Gochanour moved to approve the meeting agenda with this change. The motion was seconded by Cmr. Riddle and passed unanimously.

**Mayor Johnson**

Mayor Johnson stated that he is looking for people to apply for the open positions on the Planning Commission. He requested that the Commissioners make recommendations to him of people they know that might be interested in being planning commissioners. The Mayor will conduct interviews. There are two positions to be filled.

In response to a question about the other commissions, Mayor Johnson stated that commissions are likely going toward more of a task force model. In this model, a group would be formed to accomplish a discrete task and then disband when done.

**Elections for Chair and Vice Chair**

Vice Chair Lebo called for nominations for Chair. Cmr. Saunders and Holloway simultaneously nominated Cmr. Lebo for Chair. There were no other nominations. The commissioners unanimously voted to elect Cmr. Lebo as Chair. Mayor Johnson expressed his approval of the Commission's choice.

Cmr. Lebo called for nominations for Vice-Chair. Cmr. Riddle nominated Cmr. Saunders. Cmr. Saunders said he would be vice-chair if there were no other Commissioners who wanted to serve in the position. He went on to state that he had served as Chair previously and would rather serve as a regular Commissioner. Cmr. Riddle then withdrew her nomination. Cmr. Holloway nominated Cmr. Riddle. There were no other nominations. The commissioners then unanimously voted to elect Riddle as Vice-Chair. Mayor Johnson expressed his approval of the Commission's choice.

**Approval of Meeting Notes:**

February 9, 2016

Cmr. Gochanour moved to approve the minutes as presented. The motion was seconded by Cmr. Holloway and passed unanimously.

March 8, 2016

Cmr. Lebo suggested to add "Not a quorum" to "Call to order." Discussion ensued on whether the minutes needed to be approved without the quorum. Commissioners decided to approve the "discussion" as a record of what transpired in that meeting.

Cmr. Gochanour moved to approve the discussion notes as amended. The motion was seconded by Cmr. Riddle and passed unanimously.

1  
2 **Public Comment**

3 Jean Thomas stated that she was a commissioner for five years on the EQC. The EQC spent a lot of time  
4 working on the tree ordinance over the last year. She appreciates the efforts that are being made to simplify  
5 the regulations, but wonders if canopy cover goals are still included in the regulations.  
6

7 Mike Dee stated that there are 30 days until a decision on commissions is due. He went on to state that  
8 believes that Cmr. Holloway term as a Planning Commissioner expired last month and therefore there is no  
9 quorum for the meeting. Cmr. Holloway stated that Mayor Goss sent her a letter one year ago re-appointing  
10 her.  
11

12 **Old Business:**

13 Tree Regulations Update:

14 Steve Bennett informed the commissioners that there will be a joint meeting with council later in April to  
15 discuss the tree regulation update.  
16

17 The Commissioners agreed to recommend deleting section 16.14.010 (Findings) since it is not necessary to  
18 understand the rest of the code section.  
19

20 Jake Tracy discussed the current permit process with four types and the staff proposal to consolidate these  
21 permits into one permit type while keeping the same regulations. There was consensus that this would be a  
22 useful change in the permitting process.  
23

24 Steve Bennett discussed the transfer of sensitive area tree regulations from 16.16 to 16.14. He explained that  
25 the current draft proposes transferring the provisions without any substantive changes. As proposed, removal  
26 of a tree in a sensitive area would require an arborist to find the tree to be a hazard. It was agreed that further  
27 discussion will be needed with Council to determine if this is the policy that should remain. There was  
28 consensus that moving all tree regulations into one section is a good idea.  
29

30 There was discussion regarding the exemption for utilities. Commissioners expressed concern with the  
31 current outright exemption and generally agreed an exception, containing criteria for tree removal in ROWs,  
32 might be more appropriate. Research is needed to determine what federal regulations are involved and if City  
33 Light is required to follow ANSI and ISA best management practices.  
34

35 Jake Tracy introduced the discussion of the relationship between “Development Activity” and “Minor  
36 Development Activity.” Commissioners suggested changing page 9 line 27 of the track changes document to  
37 read “Development Activity or Minor Development Activity,” to clarify that minor development activity still  
38 requires a tree permit.  
39

40 Steve Bennett and Jake Tracy explained the concept of a 5-year Forest Management Plan. Commissioners  
41 were in agreement that the 5-year Forest Management Plan is a good idea and should require arborist review,  
42 but that more detail is needed. They also asked to change the definition to clarify that the 5-year Forest  
43 Management Plan is for existing residential properties and not new development.  
44

45 There was agreement regarding extending the time from issuance to the point at which a tree permit expires  
46 from 180 days to 365 days.  
47

48 Jake Tracy introduced the recommended changes to posting requirements. The commissioners agreed to  
49 change the language to clarify that a permit should be posted where it can be “read from the public street.”  
50 There was also discussion about whether or not the administrative permit should have an extended notice  
51 period. No decision was made on this matter.  
52

1   **New Business:**

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3   **Reports/Communications/Announcements:**

4   Steve Bennett explained that the 155<sup>th</sup> St project is under SEPA appeal to challenge the administrative  
5   determination of non-significance for environmental impacts. A pre-hearing conference is scheduled to occur  
6   later in the month. Mr. Bennett also noted that the 35<sup>th</sup> Ave project is in the SEPA review process and there  
7   has been less opposition expressed.

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9   **Agenda for Next Meeting:**

10   Update to tree regulations LFPMC 16.14 and 16.16.  
11   2015 Planning and Building Department Report

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13   **Adjournment:** 9:00 PM

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15                                   APPROVED:

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18                                   Jon Lebo, Chair  
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