

**City of Lake Forest Park - Planning Commission**  
**Regular Meeting Notes: February 14, 2017**  
**17425 Ballinger Way NE –Forest Room**

**Planning Commissioners present:** Chair Jon Lebo, Vice-Chair Joel Paisner, Connie Holloway, Rachael Katz; Richard Saunders

**Staff and others present:** Steve Bennett, Planning Director; Jake Tracy, Assistant Planner; Mike Dee, resident

**Planning Commissioners absent:** Ray Holmdahl

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

**Approval of Meeting Agenda:**

Mr. Paisner moved to approve the meeting agenda. The motion was seconded by Mr. Katz and passed unanimously.

**Recognition of New Planning Commissioner**

Chair Lebo welcomed Mr. Katz and the other commissioners introduced themselves.

**Approval of Meeting Notes:**

January 10, 2017 - Mr. Katz pointed out that her name was spelled incorrectly in the minutes. Mr. Paisner moved to approve the minutes as amended. The motion was seconded by Mr. Saunders and passed unanimously.

**Next meeting:**

The next regular meeting occurs on March 14, 2017.

**Public Comment :**

Mike Dee - Mr. Dee noted that a meeting time is not listed on the Planning Commission website and that there were broken links on the page. He thanked the commissioners for attending the recent Council Meeting. He stated that he was concerned about the public hearing for the tree regulations and whether the regulations were ready. He also stated that he was concerned about the appropriate notice being given on tree removals. He encouraged the City to hire a full-time, on-staff arborist. He went on to state that, while he appreciates the effort being made on updating the Critical Areas Ordinance, he recommends removing the cluster housing provisions.

**Old Business:**

Subdivision Code

Assistant Planner Jake Tracy introduced a table of suggested cities' subdivision regulations and explained that the recommended next step in the process was for commissioners to research other cities' subdivision codes and look for model provisions that would be appropriate for LFP's code update. Planning Director Steve Bennett discussed design standards, utilities, and other topics that could be addressed in the update.

Mr. Katz asked what other parts of code are likely to be connected to the subdivision code, given that other cities have a variety of code structures. Mr. Bennett stated that the land use element of comp plan, drainage code, road standards, critical areas ordinance, and tree regulations should all be in sync with the regulations.

Cmr. Paisner asked for clarification on the term “design standards.” Mr. Bennett explained that this would include sidewalk width, driveway standards, lot shapes, among other things, and suggested looking to Municipal Research Service Center (MRSC) for guidance and ideas.

Cmr. Katz asked what information would be needed when the Commission takes its proposed scope of work to Council. Mr. Bennett explained that problem areas and potential solutions should be included as well as overall goals.

Mr. Bennett then discussed the calendar. He stated that in the next two meetings, commissioners will develop the proposed scope to take to council. After an initial joint meeting, the timeline may be extended based on direction received from Council.

**New Business:**

None.

**Reports/Communications/Announcements :**

Cmr. Bennett gave reports on the status of the CAO and tree regulations updates which were expected to be adopted in early March.

Cmr. Saunders asked about the number of potential lots in the city that could be developed under the proposed cluster housing amendment. Mr. Bennett stated that there was no minimum lot size in the current draft so it would be a challenge to determine the number of lots that would be eligible.

A question was raised about other projects the commission may be looking at in the near term. Mr. Bennett stated that review of a Parks, Recreation and Open Space plan will likely happen later in the year. In addition to the work on a Town Center Sub-Area Plan, there might be some minor updates to the zoning code.

Cmr. Saunders reminded the commissioners of the Third Place Commons annual breakfast on February 16<sup>th</sup> from 7 to 8:30 am.

**Agenda for Next Meeting:** Subdivision code update.

**Adjournment:** 8:45 PM

APPROVED:

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Jon Lebo, Chair