

**City of Lake Forest Park - Planning Commission**  
**Regular Meeting Notes: October 3, 2017**  
**17425 Ballinger Way NE—Forest Room**

**Planning Commissioners present:** Chair Jon Lebo; Vice-Chair Joel Paisner; Connie Holloway; Richard Saunders; T.J. Fudge; Ray Holmdahl; and Rachael Katz

**Staff and others present:** Semra Riddle, Liaison; Ande Flower, Principal Planner; Mike Dee, resident; Max (last name unknown), resident; Courtney Siebken, Planning Intern

**Planning Commissioners absent:** none

**Call to order:** 7:03 PM

**Approval of Meeting Agenda:**

Comr. Paisner made a motion to approve the agenda. Comr. Holmdahl seconded the motion. It was approved unanimously.

**Approval of Meeting Minutes:**

Comr. Holmdahl mentioned that Comr. Riddle was listed twice in last month's minutes under two different titles. She will be referred to as "Liaison" going forward, no longer "council member." Ms. Flower mentioned that the commission may want to approve the minutes until the next meeting as there was one part of the discussion from the last month's minutes she was not able to get to.

Comr. Holmdahl asked if the confidential memo from last month's "Agenda for next meeting" section would be addressed. Ms. Flower responded that the confidential document will remain confidential. Comr. Lebo recommended that line 48 be struck from last month's meeting minutes so they could be approved. Comr. Saunders moved to approve the minutes, as amended Comr. Holmdahl seconded the motion. It was accepted unanimously.

**Next meeting:**

There was consensus that the next meeting be moved to Wednesday, November 15<sup>th</sup>, 2017

**Public Comment**

Mike Dee

Mr. Dee stated that he was glad the November meeting was moved, as too many meetings are conflicting. For instance, on Oct. 18<sup>th</sup>, Third Place Commons is hosting a voter's forum as well as the SR104 event. He noted that Council made an agreement with the LFP Stewardship Foundation to help pay for Five Acre Woods. He said that residents of the Brookside Triangle and other communities are concerned with what is going on at the mall area. He also conveyed his concerns with the cottage housing.

Max (Resident)

Reiterated that residents of the Brookside Triangle (generally located between the mall and 2 creeks) are concerned about the mall area - especially zoning, and parking structures.

**Old Business:**

Subdivision Regulations Update - Sections 17.04 & 17.06

Ms. Flower introduced the proposed subdivision regulation to see if there were any comments on the draft. She clarified that subdivision is different from short plats (four or fewer parcels). She noted that the current regulations are over 40 years old and not consistent with state code. This document will incorporate certain specifications about how subdivisions will benefit the community.

51 Cmr. Saunders asked if there was a previous version of this that had been given to the Commission. Cmr.  
52 Katz and Ms. Flower said there was, but it was never a clean draft.

53  
54 There was discussion about the purpose statement drafted by the City Attorney. There was also discussion  
55 about which contents were legally required. Ms. Flower explained that the “purpose” outlined in the  
56 document is the purpose of the code itself, not the purpose of subdivisions, and that nothing in the statement  
57 is legally required. Ms. Riddle mentioned that the main use of the purpose is for future edits. Ms. Flower  
58 said it also helps with appeals and establishing intent.

59  
60 Cmr. Holmdahl disliked the use of “overcrowding,” and noted it should be framed positively such as  
61 “encourage effective use of land.” Cmr. Katz asked to clarify if this document will also apply to the other  
62 types of land use, not just subdivisions, and Ms. Flower said it would.

63  
64 There was consensus that much of the content could be made clearer and less redundant. Cmr. Lebo asked  
65 for a volunteer to work on a cleaner draft of the purpose section for next meeting. Cmr. Katz volunteered.

66  
67 Ms. Flower noted that, globally, “boundary line adjustments” be changed to “lot line adjustments” as that is  
68 the current industry standard.

69  
70 Cmr. Lebo asked for clarification on “testamentary descent.” Ms. Flower agreed to get clarification on that  
71 for the next meeting.

72  
73 Cmr. Holloway and Cmr. Fudge thought the exemptions were unclear, such as those for mobile homes. Ms.  
74 Flower said most of them were from state code, and that the city may have other types of exemptions that  
75 could be substituted (i.e. conservation cluster housing). Cmr. Paisner mentioned the city might use a binding  
76 site plan in place of other such codes that the city does not have, such as a condominium code.

77  
78 Cmr. Lebo pointed out that the pronouns should be changed to gender neutral, globally.

79  
80 Cmr. Lebo said that SEPA will need to be defined, as the current SEPA codes aren’t until after Ch. 17.

81  
82 Cmr. Katz asked if contiguous parcels would be in short plat or subdivision, and didn’t think it should be in  
83 definitions. Lynwood code states that, “Contiguous parcels of land in the same ownership and having  
84 boundaries in common shall be presumed to be a single parcel in determining whether or not a division of  
85 land should be considered a subdivision.” Ms. Riddle noted that that would be consistent with the city’s  
86 intent for conservation cluster housing.

87  
88 Ms. Flower said that industry standard terminology is missing from much of the road standards definitions  
89 and needs to be updated.

90  
91 Ms. Flower said septic tank language can be removed as well, as we do not have septic tank permits, and do  
92 not allow septic tank installations.

93  
94 Cmr. Lebo asked for clarification on 17.04.040. Cmr. Paisner said he believed it might be in regard to land  
95 that had been misrepresented as eligible for subdivisions prior to its acquisition.

96  
97 Cmr. Katz requested a new draft of the document, with specific guidance questions, to help focus the  
98 commission’s efforts. Ms. Flower agreed to work with the attorney on a cleaner draft, and possibly to have  
99 her come in to walk through what is mandated and what is optional.

100  
101 Ms. Flower agreed to have the draft sent out on November 8th, at the latest.

102  
103 Ms. Riddle mentioned that Steve would appreciate not being put in a position to act as a deciding voice, and  
104 to keep that in mind while writing a new draft.

105  
106 **New Business:**  
107 No new business

108  
109 **Reports/Communications/Announcements:**

110 Central Subarea Plan Workshop 1  
111 Wednesday, October 11th - 5:15 at City hall wood fired pizza, followed by 5:30 training, and 6pm public  
112 engagement - town center and values discussion, followed by group results.

113  
114 Ms. Flower will send out a reminder email for Commissioners to contact council and deputy mayor about  
115 Wednesday's event.

116  
117 Ms. Riddle informed the Commission that the city has signed an agreement with SOJ to act as project  
118 manager, overseeing "the big six"

119  
120 **Agenda for Next Meeting:**  
121 New draft of Subdivision Regulations Update

122  
123 **Adjournment:**  
124 Cmr. Holloway made a motion to adjourn, Cmr. Fudge seconded, and it was approved unanimously at  
125 9:07pm

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128

129 APPROVED:

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133 Jon Lebo, Chair