

City of Lake Forest Park - Planning Commission  
Regular Meeting Minutes: January 12, 2020  
Virtual/Zoom Meeting

**Planning Commissioners present:** Chair Maddy Larson, Vice Chair Rachael Katz, Steve Morris, Richard Saunders, T.J. Fudge

**Staff and others present:** Nick Holland, Senior Planner; Lauren Hoerr, Assistant Planner; Councilmember Tom French (Commission Liaison), Councilmember Bodi

**Members of the Public:** Mike Dee, Lois Lee, Tom Hazlet, Tamara Erickson, Reid Templin, David Kleweno, Don Fiene

**Planning Commissioners absent:** Joel Paisner, Ira Gross

**Call to order:** Chair Larson called the meeting to order at 7:04PM

### Approval of Agenda:

Mr. Katz moved to approve the agenda, Mr. Fudge seconded the motion. Chair Larson asked for any discussion. There was none. All agreed to approve the agenda and the agenda was approved unanimously.

### Approval of Meeting Minutes

November 10, 2020

Chair Larson indicated that some Commission members did not receive the email containing the November meeting minutes. Chair Larson asked Mr. Holland to follow up with IT to prevent minutes and other City emails going to the spam folder for Cmr. Saunders and Chair Larson. Cmr. Katz noted that pg 2 lines 42-44 can be deleted as it does not adequately capture what she said. Chair Larson noted that pg 2 line 29 can be deleted as pg 3 line 16 seem to say the same thing. Commissioners agreed to both deletions. Cmr. Morris moved to approve minutes as amended. Cmr. Katz seconded. Cmr. Saunders wanted to abstain, but without his vote it would not be a quorum. Cmr. Katz moved to defer approval of minutes as amended at tonight's meeting to February's meeting. Cmr. Saunders seconded. The motion was approved unanimously. Cmr. Larson requested Mr. Holland to send out revised November minutes.

### **Meeting Dates:**

It was noted that the next regular meeting is scheduled for February 9<sup>th</sup>, 2021.

## Citizen Comments:

None.

## Report from City Council Liaison

Councilmember French welcomed any potential Planning Commission candidates that were in attendance. He said that Council has met 3 times in the last 5 days—Thursday, Saturday, Monday—and a lot of progress was made on many fronts. He indicated that people were able to come together and find common ground despite the volume of information presented. Council has been leaning towards incorporating a mandatory affordable housing component and offering additional units as a bonus incentive, and this will be subject to public comment. Councilmember French said that on

1 Thursday, they will discuss Design Guidelines and supplementary materials regarding Northwest  
2 architecture and other imagery that can influence the looks at Town Center. He said that Council  
3 discussed a maximum of 275 units no matter what bonus incentives are achieved beyond the 70  
4 units/acre, a 60-foot setback from Lyon Creek, and a maximum height of 55 or 58 for anything with  
5 a bonus level, and 38 feet in height would be the highest for anything without a bonus level. He said  
6 Council eliminated enhancements to Lyon Creek from list of bonus enhancements, as they felt that  
7 dedicated community spaces seem to be higher community priorities and Lyon Creek enhancements  
8 can be encouraged separately in different ways.  
9

10 Cmr. Saunders asked if Thursday's event was a public hearing. Councilmember French clarified the  
11 public hearing is next Thursday on the 21<sup>st</sup> and this Thursday is a normal Council meeting. Chair  
12 Larson praised the Council for the collaborative tone and the accomplishments of recent Council  
13 meetings. She noted the draft released to the public before the holidays is what will be discussed  
14 during the public hearing, but she wondered if there would be an introduction at the public hearing  
15 to clarify recent decisions made during the last few Council meetings. Councilmember French said  
16 there may be an updated version that will be made available prior to the public hearing, ideally by  
17 Monday depending on legal constraints. He said that Staff will give a presentation on the material  
18 without taking a position; they will present the material as it stands. He noted that not too many  
19 substantial changes can be made without going in front of the public again because the material is  
20 going through the Department of Commerce. Chair Larson pointed out the land coverage can be  
21 45% but current draft talks about 65% impervious surface, with bonuses allowing for 75%. She  
22 wondered if the site is currently already over 75% impervious surface and is wondering how this  
23 works if development occurs in phases. Councilmember French said that phasing is very much on  
24 the Council's mind and the topic of bonding also came up as a way to hold developers accountable.  
25

## 26 **Old Business**

### 27 Planning Commission Work Plan for 2021

28 Cmr. Katz said that some items in Director Bennett's work plan memo will require consultant  
29 assistance, and with budget constraints, there may be delays to when these consultants can be hired.  
30 Mr. Holland said that staff came up with the first three items, but he would need to check with Mr.  
31 Bennett as to what would be prioritized based on budget constraints. Councilmember French said  
32 that sign code edits came up during Town Center discussion, but it will be more efficient for sign  
33 code edits to be written for all zones so that it can be a stand-alone sign code chapter and the Town  
34 Center code can reference it. He also said that Accessory Dwelling Unit (ADU) has been a very  
35 compelling discussion. He indicated that he can't speak to the Shoreline Master Program (SMP) and  
36 Wireless Cell Facilities (WCF) code updates and those priorities.  
37

38 Cmr. Katz presented the edit that the sign code asterisk probably is only applicable to the WCF  
39 work, so the asterisk can be deleted.. For item three, she would like to add "and other missing  
40 middle housing types" to the title, and in bullet " to consider other amendments in zoning code to  
41 increase affordable housing options." She would like redistribute percentages to item one as 15%,  
42 item two as 25%, and item three as 30%. She indicated that citizens have done a lot of work lately  
43 on ADU code and that will need to be reviewed and discussed. She noted the redistribution allows  
44 more time to be dedicated to low hanging fruit within existing footprint constraints, where can we  
45 potentially allow more flexibility in housing types.  
46

47 Cmr. Saunders suggested 20% for item two and 30% for item three. He commented that if item six  
48 is important to how we look at other work items, it may need to be integrated earlier into work

1 plan.Cmr. Fudge suggested making the sign code a priority, noting if current Town Center can be  
2 made more vibrant through a sign code update, it will be helpful for businesses in recovering from  
3 pandemic impacts. Councilmember French thanked Cmr. Fudge and noted that Council did pass an  
4 emergency sign code ordinance that is in effect indefinitely.

5  
6 Cmr. Fudge said we should not add to scope of ADU work, as it may make it about putting multi-  
7 family homes into single-family zoned areas, and this discussion may take away from progress to be  
8 made in ADU discussion. Cmr. Morris said that ADU should be first priority and that discussing  
9 other low-hanging fruit would be a good way to explore options. Cmr. Katz clarified that she is okay  
10 with ADU code updates happening first and then being able to address other missing middle  
11 housing—duplex, triplex, and fourplexes that may be the same size as single-family homes—later  
12 on. She noted she is not trying to diminish ADU efforts, but feels strongly the missing middle is an  
13 area where the City can help with efforts on sustainability, equity, and diversity as well.

14  
15 Cmr. Fudge asked if Chair Larson could share the picture he sent to her. The picture was shared.  
16 Cmr. Fudge said he is worried about not learning from the early mistakes of the Town Center code  
17 process, where community support was lacking for the code changes being proposed. He wants to  
18 be sure there is buy-in from the community before discussing missing middle options. Chair Larson  
19 clarified she thought Cmr. Katz's suggestions seemed to be more aligned with general discussion  
20 than getting to potential code regulations. Councilmember French recommended topically  
21 considering the breadth of opportunity but focusing on what there seems to be good support for,  
22 noting that the City has to find a way to successfully incorporate the missing middle. More  
23 discussion was had. Cmr. Larson suggested that “Housing—The Missing Middle” first bullet can be  
24 “learning about housing options that address missing middle,” second bullet can be “consider  
25 potential amendment...” and third bullet can be “recommendations for PC 2022 work plan”. Cmr.  
26 Katz said item three can be 40% and then item six can be an overlay.

27  
28 Cmr. Fudge commented on keeping SMP at 20%, depending on the details of what is being  
29 proposed and asked if anything is going to be added regarding lighting or Civic Club dredging. Chair  
30 Larson asked Mr. Holland if he has a sense of what is being proposed in SMP. Mr. Holland said the  
31 changes are largely technical in nature as recommended by Ecology, but if other substantive changes  
32 like Cmr. Fudge discussed want to be considered, then it would take more time. Chair Larson said  
33 not to focus too much on getting the percentages accurately. Cmr. Morris said to focus on the intent  
34 of what the Commission wants to work on. Cmr. Saunders asked if the work plan is just considering  
35 staff time versus the budget needed for some items. Discussion was had and it was decided to make  
36 the percentages for item one as 15%, item two as 25%, item three as 40%, item four as 10%, and  
37 item five as 10%. Cmr. Katz suggested turning item six into a statement saying “the Planning  
38 Commission is committed to considering environmental and equity impacts of all  
39 recommendations.” Cmr. Morris moved to accept the Work Plan as amended. Cmr. Katz seconded.  
40 The motion was approved by all except for Cmr. Fudge who abstained.

41  
42 2020 Annual Report

43 Cmr. Katz suggested moving Steve Morris note to Joel Paisner on page one, and Councilmember  
44 French has been formal liaison for a while, so no need to have (Interim). Cmr. Saunders moved to  
45 approve 2020 Annual Report as amended. Cmr. Fudge seconded. The motion was approved  
46 unanimously.

47  
48 Native Land Acknowledgement

1 Chair Larson provided a summary of her research on this topic. Cmr. Katz suggested adding it to  
2 the agenda as part of a regular way to start the meetings. Cmr. Morris said was opposed to it being  
3 read at every single meeting, but suggested reading it at the start of each new year. Cmr. Fudge said  
4 he was okay with it being monthly, but suggested just the first two sentences to keep it shorter and  
5 focus the intent. He noted he supports it in full, so he does not feel strongly. Cmr. Saunders agreed  
6 something shorter would be more appropriate for a monthly meeting, and agreed that the first two  
7 sentences would be appropriate. Chair Larson said maybe the last sentence is just information  
8 provided on the agenda, but not read aloud to serve as an explanation of the purpose. The full text  
9 would be a footnote on the agenda. Commissioners agreed. Councilmember French commended  
10 the Commission for doing this and strongly supports including it in the Design Guidelines for Town  
11 Center as well. Cmr. Fudge moved to adopt the land acknowledgement as amended. Cmr. Saunders  
12 seconded. The motion was approved unanimously.  
13

14 **New Business**

15 None.  
16

17 **Reports and Announcements**

18 None.  
19

20 **Additional Citizen Comments**

21 Mike Dee

22 Mr. Dee said that the sign code does need an asterisk as it is unconstitutional as there are currently  
23 different rules for signs depending on content. He gave his perspective on the history of ADU code,  
24 noting that the new ADU work would be to make it easier to implement and easier for staff. He  
25 gave his perspective on the cottage housing history, including the Carrie Lewith amendment and  
26 conservation cluster housing. He noted there are two cottage houses behind the Burke Gilman Trail  
27 across from City Hall. He noted that the proposed Land Acknowledgment has left out certain  
28 people, including the undocumented.  
29

30 Tamara Erickson

31 Ms. Erickson thanked the Commission for the opportunity to listen in and noted she is one of the  
32 applicants for Planning Commission role. She said it was great to be a part of the meeting and to  
33 hear that the missing middle is a priority. She noted she works for a company that owns and  
34 manages WCF, and one of the services the company offers is to review any draft ordinance and  
35 work with the City to make it robust and efficient and meeting City's needs and priorities. She  
36 offered to help the Commission in its efforts.  
37

38 **Agenda for Next Meeting:**

39 Chair Larson noted that Don Fiene will likely be on February meeting agenda, otherwise she will  
40 work with Cmr. Katz and Mr. Bennett to confirm the agenda.  
41

42 Cmr. Saunders moved to adjourn the meeting and Cmr. Morris seconded. The motion was  
43 unanimously approved and the meeting was adjourned.  
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45 **Adjournment: 8:52pm**  
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APPROVED:

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*Madlyn Larson*

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Maddy Larson, Chair