



City of Lake Forest Park

Planning Commission Special Meeting

Tuesday, March 16, 2021

PROPOSED MEETING AGENDA

Meeting to be Held Virtually

See second page for information about how to participate virtually

City Hall is Closed to the Public

1. Call Meeting to Order—7:00 p.m. (confirm recording start)

2. Land Acknowledgement

3. Approval of Agenda

4. Approval of Meeting Minutes – February 9, 2021

5. Meeting Dates

- Next regular meeting is scheduled for April 13, 2021

6. Citizen Comments (Each speaker has three minutes to comment)

The Planning Commission accepts oral and written citizen comments during its regular meetings.

Written comments are no longer being read during the meeting. Instructions for how to make oral

Citizen Comments are available here: <https://www.cityoflfp.com/617/Virtual-Planning-Commission-Meetings>

7. Report from City Council Liaison

8. Old Business

9. New Business

- Addressing Housing Diversity and Affordability in LFP
 - Relevant LFP Comprehensive Plan Goals and Policies
 - Relevant State Legislation
 - Additional Discussion of “NW Bungalows in the Park” Presentation
 - Recent Residential Development Activity in LFP
 - Discussion of Commission Approach

10. Reports and Announcements

11. Additional Citizen Comments

12. Agenda for Next Meeting

13. Adjournment

Planning Commission's Land Acknowledgement

We'd like to acknowledge we are on the traditional land of a rich and diverse group of Native Peoples who have called this area home for more than 10,000 years. We honor, with gratitude, the land itself and the descendants of these Native Peoples who are still here today. In doing this we aim to illuminate the longer history of this land we call home, our relationship to this history, and the heritage of those peoples whose ancestors lived here before the European-American immigration that began in the 1800s.

Instructions for participating in this meeting virtually:

Please click the link below to join the webinar:

<https://zoom.us/j/92065752570>

Or iPhone one-tap:

US: +12532158782,,92065752570# or +13462487799,,92065752570#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 346 248 7799 or +1 408 638 0968 or +1 669 900 6833
or +1 301 715 8592 or +1 312 626 6799 or +1 646 876 9923

Webinar ID: 920 6575 2570

International numbers available: <https://zoom.us/u/aeCtHaAWpt>



Memorandum

To: Planning Commission
From: Steve Bennett, Planning Director and Nick Holland, Senior Planner
Date: March 15, 2021
Re: March 16, 2021 Meeting Agenda Item: Housing Diversity and Affordability in LFP

This memo is intended to provide some background information that may be useful in the Commission's discussion on possible approaches to increasing housing diversity and affordability in Lake Forest Park. The first item (below this paragraph) is a set of policies from the City's adopted comprehensive plan that pertain to housing diversity and affordability. Below the policies you will find a table summarizing recent residential permitting activity broken down by the types of housing units that have been permitted over the last five years. Below that table is a set of summary outlines of selected, housing-related code provisions from surrounding communities. And at the end of the memo is some information on a pending bill that is moving through the State Legislature that could necessitate a change in the City's ADU regulations.

Relevant 2015 Comprehensive Plan Policies Supporting Housing Diversity and Affordability

- Policy H-1.1 Promote fair and equitable access to housing for all persons.
- Policy H-1.3 Provide for a variety of residential densities and housing types.
- Policy H-1.4 Consider the impact on housing capacity and diversity when making land use policy and regulatory decisions.
- Policy H-1.7 Create opportunities for housing in a variety of settings, sizes, and affordability levels throughout the City.
- 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-3.2 Incentivize development of affordable housing, such as density bonuses, height increases, tax incentives, and simplified design requirements
- Policy H-3.5 Support both rental and ownership forms of affordable housing in a variety of locations, types, and sizes.
- Policy H-3.8 Consider the impacts of City regulations on housing cost and supply and take steps to address impacts.

LFP Residential Permitting Activity

The following table summarizes the residential permitting activity data that the Planning Department sends the State Office of Financial Management every April. These figures reflect permitted residential units but not necessarily built or occupied new units.

| LFP RESIDENTIAL PERMITTING ACTIVITY: APRIL 2016 – APRIL 2020 | | | | | | |
|--|------|------|------|------|------|--------|
| Year/Totals | 2016 | 2017 | 2018 | 2019 | 2020 | Totals |
| Single Family Residential (units) | 13 | 30 | 25 | 21 | 5 | 94 |
| Triplex Structures (units) | 3 | 0 | 6 | 0 | 0 | 9 |
| 4-unit Structures (units) | 28 | 16 | 16 | 0 | 4 | 64 |
| Accessory Dwelling Units | 1 | 1 | 0 | 1 | 4 | 7 |
| Multi-family Structures (units) | 0 | 0 | 0 | 0 | 16 | 16 |

Summary of Selected Housing-related Code Provisions from Surrounding Communities

City of Bothell

- BMC 12.07- Affordable Housing
 - Defines affordable housing types
 - Establishes geographical locations for housing type
- BMC 12.14- Accessory Dwelling Units
 - Either unit must be owner occupied six months of the year
 - Occupant cap for single household
 - Separate entrance required for ADU
 - Additional parking space required
 - 40% size maximum (relative to principle dwelling unit)- Detached ADUs limited to 5% of lot area
 - Height limit of 25 feet for detached ADUs
 - Maximum 1 ADU per single family lot
 - Building permit required (only permit requirement)
 - Shall record on title presence of ADU

City of Mountlake Terrace

- MLTMC 19.30.050- Accessory Dwelling Units
 - Purpose: provide affordable housing options, retain single family neighborhood character
 - One ADU permitted for each single family lot
 - Either unit must be owner occupied three months of the year
 - Occupant load may not exceed “household” definition
 - Lot cannot be subdivided if ADU present
 - Square footage of the ADU shall be a minimum of 200 square feet and a maximum of 800 square feet, square footage of the accessory dwelling unit shall not exceed 40 percent of the total square footage of the primary dwelling unit
 - ADU may be added to or included within the principal unit, or located in a detached structure.

- Single-family dwelling containing the accessory dwelling unit shall have only one entrance on each street side of the residence.
- Addition to an existing structure or any newly constructed detached structure, if created for the purpose of developing an accessory dwelling unit, shall be designed and built to be consistent with the existing roof pitch, siding, and windows of the principal dwelling unit.
- Single-family dwellings with an accessory dwelling unit shall meet the parking requirements, one additional parking space shall be required on site for ADUS.
- Building permit required (only permitting requirement)
- Public noticing to neighborhood required
- Record presence of ADU on property title

City of Kenmore

- KMC 18.77- Affordable Housing
 - Defines purpose of affordable housing
 - Establishes geographical locations for housing type
- KMC 18.80- Density Incentives
 - Provides incentives to cluster or increase density of housing units in exchange for public benefits
- KMC 18.73.100- Accessory Dwelling Units
 - One ADU per single family lot
 - No minimum lot size required
 - Either unit must be owner occupied six months of the year
 - Attached ADUs limited to 1,000 square feet
 - Detached ADUs with lots greater than 6,000 square feet limited to 1500 square feet; with lot areas less than 6,000 square feet ADU is limited to 600 square feet
 - 35 foot max height, or no higher than principle dwelling unit
 - No additional parking required
 - Must record presence of ADU on title for property
 - Number of occupants limited to a single family household as defined in KMC.

Potential Legislation

Senate Bill 5235 prohibits counties planning under the Growth Management Act and cities within such counties from prohibiting primarily renter occupied housing units on the same lot as an accessory dwelling unit, with exceptions. It also prohibits local governments from limiting the number of unrelated persons occupying a home, with exceptions. Follow this link for more information on the bill and current status:

<https://app.leg.wa.gov/billsummary?BillNumber=5235&Initiative=false&Year=2021>

City of Lake Forest Park - Planning Commission
Regular Meeting Minutes: February 9, 2021
Virtual/Zoom Meeting

Planning Commissioners present: Chair Maddy Larson, Vice Chair Rachael Katz, Steve Morris, Ira Gross, Richard Saunders, Joel Paisner, T.J. Fudge

Staff and others present: Steve Bennett, Planning Director; Nick Holland, Senior Planner; Councilmember Tom French, Councilmember Lorri Bodi; Deputy Mayor Kassover

Members of the Public: Elizabeth Duncan, Mike Dee, Elizabeth Fiene, Don Fiene, Jack Tonkin, Brian Highberger, Corey Brewer, Adam Stoecker

Planning Commissioners absent: n/a

Call to order: Chair Larson called the meeting to order at 7pm.

Land Acknowledgement:

Chair Larson read the land acknowledgement.

Approval of Agenda

Mr. Gross made a motion to approve the agenda, Mr. Saunders seconded, and the agenda was approved unanimously.

Approval of Meeting Minutes from November 10, 2020, December 8, 2020, and January 14, 2021

Mr. Larson asked for comments on all three sets of minutes. Mr. Gross made a motion to approve the minutes from November 10, 2020, December 8, 2020, and January 12, 2021, Mr. Katz seconded, and the motion was approved unanimously.

Meeting Dates:

Next regular meeting is scheduled for March 9, 2021

Citizen Comments:

None.

Report from City Council Liaison

Councilmember French provided an update. He said that the Council received 2 3/4 pages of comments on the town center materials and talked about Council meetings that occurred since the last Planning Commission meeting. He said the track changes version of the town center ordinance is available on the website and he encouraged the public to review it. He said that the regular meeting on 2/25/21 would be where the town center regulations are planned to be adopted. He went on to say that there could be an additional meeting on the topic, if needed. He said that the moratorium for town center expires on March 10th. He thanked staff and the City Attorney for their hard work. Director Bennett said that focus will be on the design guidelines for the Council discussions prior to the 2/25 meeting.

Mr. Saunders asked about developments with Sound Transit. Councilmember French asked Planning Director Bennett if he knew of any updates and Bennett responded that he was not aware of any. Director

1 Bennett added that Sound Transit has commented on the town center regulations. Councilmember French
2 mentioned some geotechnical work performed by Sound Transit for the purpose of the BAT lane widening.
3

4 **Old Business**

5 None.
6

7 **New Business**

8 *“NW Bungalows in the Park” Presentation on Accessory Dwelling Units by Don Fiene and Jack Tonkin with Cory
9 Brewer, Adam Stoecker, and Brian Highberger*

10 Chair Larson introduced Don Fiene and Jack Tonkin, and thanked them for the work that they have done.
11 She indicated that resources have been drafted to support this presentation. She said that this is for
12 informational purposes only, and that no decisions were being made.
13

14 Don Fiene introduced himself and provided his address and Jack Tonkin did the same. Mr. Fiene said that
15 Mr. Tonkin was integral in siting the current City Hall. Mr. Fiene said that in 2018 his group began exploring
16 a way to introduce a more diverse housing type in LFP, like Accessory Dwelling Units (ADU). He indicated
17 that they had drafted an ordinance and then presented the content to the Council in 2018. He indicated that
18 the Council was focused on the big five project list, so this did not become a priority. He explained why they
19 used the term bungalows and mentioned that bungalows can be an alternative housing option. He indicated
20 density would not be a part of his discussion.
21

22 In response to Mr. Fiene’s call for questions, Chair Larson indicated that some of the Commissioners had
23 provided written questions on the material prior to the meeting and that those questions had been forwarded
24 to Mr. Fiene and Mr. Tonkin prior to the meeting. She suggested that those questions be answered first. Mr.
25 Fiene summarized the types of individuals that can utilize bungalows. He went on to say that some segments
26 of the population can move out of urban centers and into the suburbs. He said that ADUs are an alternative
27 for seniors as well. Chair Larson asked Mr. Fiene to speak to the affordable element of the alternative. Cmr.
28 Fudge asked if everyone has seen the questions being discussed. Chair Larson said that the questions from
29 some of the Commissioners were only sent to Mr. Fiene, and that in retrospect, the questions should have
30 been shared with the entire Commission. Mr. Tonkin spoke about the rising housing costs of Seattle and,
31 that in LFP, ADUs as an alternative for those residents. Mr. Fiene indicated that if an ADU is constructed
32 on a single family lot, the property value of that lot will rise, but the affordability can come from rental
33 income for the property owner. He spoke about how ADUs will provide additional housing stock within the
34 City. He spoke about affordable housing as a function of the Council’s tax increment financing plans and said
35 that ADUs would produce affordable rents.
36

37 Cmr. Saunders thanked them for their hard work. He asked about what the City can do to encourage
38 homeowners to keep rental rates affordable. Mr. Fiene responded that the City could provide tax incentives
39 to owners of ADUs for providing affordable housing. Mr. Tonkin said that the City could pre-approve
40 standard ADU structures for construction. He said that the City should promote the idea of ADUs and make
41 it easy for people to add them to their property. Cmr. Saunders asked what the cost-revenue balance needed
42 to be in order for the proposal to work. Mr. Tonkin said that Brian Highberger would be the best person to
43 answer that question. Chair Larson mentioned that the Commission received a binder of information
44 describing the topics of discussion. She asked Mr. Highberger to elaborate on how to build a project like this.
45

46 Mr. Highberger introduced himself and said that LFP has many critical areas and they are challenging to
47 develop. He added that the tree code has been difficult to develop under as well. He said that a pre-
48 approved ADU plan would be helpful. He said that permit fees may not be able to be waived, but
49 eliminating the requirement that stipulates detached ADUs must be in the backyard area would make it easier
50 to develop ADUs.
51

52

1 Director Bennett said that pre-approved plans could be an alternative. He brought up the issue of parking
2 for ADUs and adjacent slopes. He said if transit is near-by, a parking space for the additional unit could be
3 waived. Cmr. Katz mentioned a legislative bill that would prohibit requiring off-street parking for ADUs
4 within a certain distance transit routes.

5
6 Cmr. Morris asked if ADUs on smaller lots are feasible. Mr. Highberger talked about lot sizes and ADU
7 feasibility. He spoke of several situations where lot size would influence the size and positioning of an ADU.
8

9 Mr. Fiene said that some lots are much larger than the minimum lot size of the zone. He talked about
10 impervious surface regulations and how relaxing those regulations could provide for more area for potential
11 ADUs. Director Bennett agreed and said that regulations should be added to guide how large ADUs become.
12 Cmr. Paisner talked about his understanding of impervious surface regulations. Mr. Highberger provided
13 insight on impervious surface regulations. Cmr. Paisner said that changes in regulations should be looked at
14 through a cumulative analysis of how lots will be affected by these proposed changes.
15

16 Chair Larson asked Cory Brewer to talk about who is looking for ADUs. Mr. Brewer introduced himself and
17 said that he works for Windermere rental properties which represent single family residences. He said that
18 the pandemic has had an effect on the housing market, and people are wanting to move out of the urban
19 centers. He indicated that a choice for an urban dweller who would like to move to the suburbs could be an
20 ADU in a single family zone. Chair Larson asked about the status of the housing supply in LFP. Mr. Brewer
21 said that there is a shortage of affordable housing. He said that supply and demand before the pandemic was
22 fairly balanced, but has changed since the pandemic. Chair Larson asked what the demand has been for 400-
23 1000 square foot homes in LFP. Mr. Brewer responded by asking if there are any of those size houses in
24 LFP. He said that there probably aren't any houses of that size, so the supply is low. A discussion occurred
25 on housing supply and demand and ADU potential. Cmr. Katz asked about how Mr. Fiene came up with a
26 50% interest level for those owners who desire to construct an ADU. Mr. Fiene provided an explanation as
27 to how he came to the fifty percent number.
28

29 Adam Stoecker introduced himself and said that he's lived in LFP all his life and that he works for a Seattle
30 based home lender. He said that financing is not the hurdle for housing. There are plenty of financing
31 options. He questions the idea of ADUs creating affordable housing and said that the idea of relatives
32 utilizing ADUs should be focused on and making better use of current properties. Mr. Brewer said that the
33 more housing options that are available, the better the choices the public has, which also would be reflected
34 in prices. Chair Larson said that community diversity is a driver to affordable housing options. Cmr. Gross
35 talked about owners not being involved or living on site for properties with ADUs. Cmr. Morris said that
36 most ordinances have an owner requirement. Cmr. Katz described an ADU that a friend of hers has. Mr.
37 Tonkin talked about how ADUs might change the character of residential neighborhoods in LFP. Cmr.
38 Paisner cautioned Mr. Tonkin about his statement and added that the State could potentially eliminate single
39 family zoning all together because of the barriers it creates to affordability. Mr. Fiene said the goal is to
40 increase affordable housing in LFP. Chair Larson asked how individuals qualify for financing on ADUs. Mr.
41 Stoecker said that there are only small programs where ADU income can be claimed for the purposes of
42 qualifying for a mortgage. Mr. Brewer thanked everyone and left the meeting.
43

44 Cmr. Fudge said he is uncomfortable with conversations that have impacts on individual living situations. He
45 said that the impact of these conversations should be considered. He asked Mr. Tonkin and Mr. Fiene what
46 type of public support exists for the idea of ADUs. He said that this idea seems like cluster housing. Mr.
47 Fiene said that ADUs would not be as disruptive as cluster housing which create greater density. Mr. Tonkin
48 said he has been involved in discussions regarding cluster housing and that cluster housing has a big impact
49 on a neighborhood.
50

1 Chair Larson asked for input on residential density and housing diversity. Mr. Highberger said that ADUs
2 and cluster housing are different. He said that encouraging smaller homes would be a thoughtful way for
3 LFP to accomplish housing diversity. He talked about his various housing projects.
4

5 Chair Larson thanked the guest speakers for their work and for participating in the meeting. Cmr. Katz said
6 that she would be interested in feedback from the Council on potential amendments to the ADU code and
7 thanked the guests for preparing the information presented. Mr. Fiene suggested that the supplemental
8 materials introduced at meeting should be sent to Council. Mr. Stoecker added that, in the last year, four
9 homes with an ADU have been sold in LFP with an average sale price of \$812K.
10

11 Chair Larson said that the Commission needs to understand the numbers and development trends for LFP.
12 Cmr. Saunders said that code revisions to the ADU regulations may be premature and said that he would
13 rather discuss issues at a broader level.
14

15 **Reports and Announcements**

16 None.
17

18 **Additional Citizen Comments**

19 Mr. Tonkin thanked everyone for their participation.
20

21 Mike Dee thanked everyone for participating and said that the legislature was in session and that ADUs were
22 a topic. He described the proposed legislation for ADUs. He also said that King County needs more
23 affordable housing and LFP needs to help with that. He thanked the Commission for the land
24 acknowledgement.
25

26 **Agenda for Next Meeting:**
27

28 Chair Larson reiterated her thought that the Commission needs to understand the numbers and development
29 trends for LFP and suggested adding that topic to the agenda for next meeting. She also said that debrief on
30 tonight's topic could be included.
31

32 **Joel Paisner Recognition**

33 Chair Larson thanked Cmr. Paisner for his service and Commissioners and others added their appreciation of
34 Cmr. Paisner's service on the Commission. Cmr. Paisner said that his time of the Commission has been very
35 meaningful and he thanked staff for all their work and efforts. Cmr. Morris said that he will stay on until they
36 find new members to ensure there would be a quorum.
37

38 **Adjournment:**
39

40 Cmr. Gross moved to adjourn the meeting, Cmr. Saunders seconded, and all voted in favor. The meeting
41 adjourned at 9:10pm.
42

43 APPROVED:
44

45 _____
46 _____
47 _____
48 Maddy Larson, Chair
49 _____
50 _____