

City of Lake Forest Park - Planning Commission  
Regular Meeting Minutes: April 13, 2021  
Virtual/Zoom Meeting

**Planning Commissioners present:** Chair Maddy Larson, Vice Chair Rachael Katz, Lois Lee, Ira Gross, David Kleweno, Richard Saunders, Melissa Cranmer, TJ Fudge, Steve Morris

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

### **Members of the Public:** Mike Dee

Planning Commissioners absent: n/a

**Call to order:** Chair Larson called the meeting to order at 7:01 pm.

## Land Acknowledgement:

Chair Larson read the land acknowledgement.

## Approval of Agenda

Mr. Saunders made a motion to approve the agenda and Mr. Katz seconded, all of the Commissioners voted and the agenda was approved unanimously.

## Commission Norms/Culture

Chair Larson explained the reasons behind this agenda item. She described some of the typical norms that traditionally lead to good culture. She said that she wants to formalize the process for bringing on new members. She asked for input. Cmr. Saunders said that different viewpoints should be respected, and listening is key. Cmr. Gross said that the Sound Transit garage work is an example of a task that may be too big, and that it should be broken down into smaller parts to handle easier. Cmr. Katz said that the group needs to trust one another and understand that the group is listening to the points made by others. Cmr. Lee said that zoom is not the preferred format for her to interact but wants to see things get done to shape the City. Director Bennett indicated that City Hall may be open in June or July, but until then zoom would be the meeting format used. Cmr. Fudge talked about ground rules used at his organization and suggested some drafts for formal policies. He said focus on ideas, not personal statements, for example. Chair Larson asked for copies of the materials. Cmr. Kleweno said he may have a disagreement with someone, but is always interested in hearing other perspectives. Chair Larson suggested updating the Planning Commission orientation materials with new information. She summarized some of the ideas that were spoke of during this section.

## Approval of Meeting Minutes from March 16, 2021

Cmr. Lee made a motion to approve the March 16, 2021 Planning Commission meeting minutes, Cmr. Saunders seconded. Cmr. Katz suggested changes on page 3 line 28, first word change to “underestimate.” Cmr. Kleweno page 3 line 38 and asked who “he” referred to. It was decided that it represented Director Bennett. All voted and the minutes as amended from March 16 were approved unanimously.

### **Meeting Dates:**

Next regular meeting is scheduled for May 11, 2021. Cmr. Gross said he will not be attending.

### **Citizen Comments:**

n/a

## Report from City Council Liaison

1 Deputy Mayor Kassover said that Council is turning their attention to the next round of strategic planning for  
2 the City. She said that they have reviewed the 2016 plan and reflected on some of the accomplishments. She  
3 thanked the Planning staff for their help with the work. She mentioned the priorities for the next round  
4 which are culverts and sidewalk work. She said that the Council will be looking at the future vision for the  
5 City, and what opportunities and challenges the City has in its future. She said that a work plan will  
6 eventually be developed, which will include ADUs as a priority. She invited all to join and she suggested  
7 attending meetings, because written minutes often do not capture the importance of the topics. Chair Larson  
8 asked if the work sessions are recorded, and it was confirmed that they are being recording. Cmr. Lee asked  
9 how to attend the meeting (via the website).

10

11 **Old Business**

12 "Addressing Housing Diversity and Affordability in LFP

13       **-Continued Discussion of Commission Approach- Public Engagement Strategy**

14 Chair Larson said that changes to the ADU code should involve the community and their input. She asked  
15 for ideas about how to engage the public. Cmr. Lee asked about data that might be available to examine. She  
16 said that the Commission can get out and talk to people. Chair Larson said that in 2020 the State was  
17 encouraging local governments to eliminate parking within transit stations. Director Bennett said that the  
18 State is not proposing anything in 2021 that would make the City out of compliance with State mandates.  
19 Deputy Mayor Kassover said that those who have gone through the process are a good resource for the  
20 Commission to access. Director Bennett said that the Department is researching past ADU project applicants  
21 to recover information on their experience. Cmr. Fudge asked if community outreach strategies are only for  
22 ADUs, or if it is for overall housing strategy. Chair Larson said that all housing should be the focus. Cmr.  
23 Katz said that the Commission's scope should be narrower, and that she is hesitant to tackle broader issues  
24 when it could be easier to perform amendments to the ADU code and accomplish a tangible task that has  
25 been directed by the Council. She said that the comprehensive plan update should be the area to explore new  
26 housing policies for the City. Cmr. Cranmer said that she wants to understand what can be changed in the  
27 code before public outreach is done. Director Bennett said that the current regulations are relatively  
28 restrictive, and that the State is asking local governments to open the regulations to allow for an increased  
29 number of ADUs. He summarized some of the State's proposed legislation. Cmr. Morris said that the  
30 political and cultural goal to increase density and affordability lends to relaxing the regulations. He said that  
31 the Council and Commission should play a leadership role in this issue. Cmr. Kleweno recited some of the  
32 comprehensive plan policies from the housing element. He said he is concerned about looking for a solution  
33 to housing with ADUs as the primary tool. He said that the community should have a conversation about  
34 the future of housing through this exercise. Chair Larson emphasized the role of the Planning Commission  
35 regarding this task. Cmr. Morris summarized his understanding of the Commission's role in the community.  
36 Director Bennett said that public involvement can often complicate priority selection, he explained that  
37 sometimes the Commission works best when solving and working through Council set mandates and goals.  
38 Cmr. Lee talked about how affordable housing is needed in the City. She asked why the ADU regulatory  
39 process is difficult. Cmr. Saunders talked about his view of the Commission's role and indicated that the  
40 Council has asked the Commission to work on the ADU code. He said he agreed with Cmr. Kleweno's  
41 comments. Cmr. Cranmer asked about a map from the last meeting and wanted to know the purpose of the  
42 map. Director Bennett provided an answer to the Cmr. Cranmer's question. Additional discussion occurred  
43 on density and housing policy direction.

44

45 Chair Larson summarized some of the points discussed during this section and talked about a potential  
46 strategy for the Commission to employ while working on this task. Cmr. Katz said that this is the first step  
47 for housing diversity, and there may be more to follow at the Commission level. Cmr. Kleweno said that  
48 ADUs should be separate from overall housing policy for the City. He would like the Commission to state  
49 their direction in a broader sense, and asked do ADUs help create housing diversity in the City? He  
50 suggested sending out a survey to the community to gauge their interest on the ADU topic. Cmr. Fudge said  
51 that ADUs are not exclusively a housing affordability issue, they present challenges to affordability. He talked  
52 about the advantages of ADUs to individual owners. He said that affordability and diversity should be

1 separate from the reasons behind the ADU code update. Cmr. Lee said that she agrees with Cmr. Kleweno,  
2 and asked about some of the past applicants for ADUs and asked if there is a demand for ADU construction.  
3 She also said that she would like to see existing ADU numbers. Director Bennett said that there is demand  
4 for ADU construction, but that there is difficulty within the current regulations as well as cost limitations  
5 related to construction prices. Deputy Mayor Kassover shared information on a study done in Los Angeles  
6 regarding ADU regulations which were relaxed, and the result was an increase in demand to construct ADUs.  
7 Chair Larson asked about the current regulations and said it is important to understand what is not working  
8 with the current regulations. Cmr. Fudge asked about summarizing what has been talked about to this point.  
9 Chair Larson provided a summary of direction to this point. Cmr. Kleweno said that there are two separate  
10 conversations, one for ADUs, one for housing policy. Deputy Mayor Kassover said that the comprehensive  
11 plan revision is coming in 2023, which will include a housing element and she recommended working on  
12 housing policy changes during that update process. Chair Larson said she is in favor of having a conversation  
13 about the larger housing policy issues. Cmr. Fudge asked if the ADU code can be updated to reflect LFP  
14 community values. He said that finding out what the community values should be a priority. Cmr. Katz  
15 suggested exploring the next agenda items. Chair Larson moved the group onto to the next agenda topics.  
16

17 **-Update on Relevant State Legislation**

18 Director Bennett said that it would be good to wait until the State adopts the regulations before exploring  
19 them.

20 **-Review of Current LFP Zoning Provisions related to Accessory Dwelling Units**

21 Director Bennett talked about the memorandum to the Commission and summarized the definitions in the  
22 zoning code. He talked about how the regulations are currently drafted and how lot size dictates which  
23 property can construct ADUs and talked about size limitations for ADUs. He went on to summarize the  
24 requirements for ADUs as currently drafted in the zoning ordinance for LFP. Cmr. Katz asked how  
25 accessory buildings are defined and Director Bennett provided clarity on the definition. Cmr. Lee asked  
26 where the sticking point is with ADUs. Director Bennett said that the main deterrent is height limit and the  
27 rear yard requirement for detached structures. Cmr. Fudge said that the layout of lots in LFP and critical  
28 areas prevent development of ADUs. Director Bennett said that a visual representation of how the  
29 regulations work could be helpful. Cmr. Lee said that getting to know the City through a zoning map and  
30 walkthrough different neighborhoods could be helpful. She talked about how trees are a value in the  
31 community of LFP. Cmr. Gross asked if a walk about by the Commission could conflict with the public  
32 meetings act. Director Bennett said that a special meeting would need to occur for that type of agenda item if  
33 a quorum of Commissioners is present. Chair Larson reminded the Commission that there are a lot of other  
34 considerations from the State level.

35 **New Business**

36 None  
37

38 **Reports and Announcements**

39 The City has hired a new Assistant Planner, Cameron Tuck, who will be starting on April 26, 2021.  
40

41 Cmr. Katz said that the SEPA materials are available to review for the 522 Sound Transit corridor and the  
42 parking garage.  
43

44 **Additional Citizen Comments**

45 None.  
46

47 **Agenda for Next Meeting:**

48 To be determined. Chair Larson asked all to think about context and goals.  
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### Adjournment:

Cmr. Lee moved to adjourn the meeting, Cmr. Katz seconded. The meeting adjourned at 8:59xpm.

APPROVED:

Madlyn Larson

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Maddy Larson, Chair