

City of Lake Forest Park - Planning Commission
Regular Meeting Minutes: October 12, 2021
Virtual/Zoom Meeting

Planning Commissioners present: Chair Maddy Larson, Vice Chair Rachael Katz, David Kleweno, Richard Saunders, T.J. Fudge, Ira Gross, Lois Lee, Melissa Cranmer

Staff and others present: Steve Bennett, Planning Director; Nick Holland, Senior Planner, Councilmember Lorri Bodie (Planning Commission Liaison)

Members of the Public: Mike Dee, Randi Sibonga

Planning Commissioners absent: n/a

Call to order: Chair Larson called the meeting to order at 7:00 pm.

Land Acknowledgement: Chair Katz read the land acknowledgement.

Approval of Agenda

Mr. Gross made a motion to approve the agenda, Mr. Kleweno seconded. Mr. Saunders mentioned he wanted to thank Mr. Katz for her service. All agreed to thank Mr. Katz at the end of the meeting for her service. All voted and the motion to approve the agenda as amended.

Approval of Meeting Minutes from September 27, 2021

Cmr. Saunders made a motion to approve the September 27, 2021 meeting minutes as and Cmr. Gross seconded.

Mr. Saunders suggested a change to page 6 line 9; where the language should be changed to reflect the “ADU siding requirement” instead of “complimentary appearance requirement.”

Cmr. Katz suggested a change to page 6 where the language should be changed to line 12 should read “short term rentals” instead of “long term rentals”. Page 6; Line 13 should not indicate additional discussions at the Planning Commission level” It was decided to delete that sentence. She suggested a change to line 15 where the language should read, “alternatives to the owner occupancy requirement for ADUs”. She also suggested a change to line 19 to read, “requiring a property owner to live in Lake Forest Park for at least six months.”

Mr. Lee suggested adding the word "have" between "should" and "restriction" on Page 3, line 37.

Mr. Saunders moved to accept the minutes as amended, Mr. Gross seconded, all voted to accept the minutes as amended and it the vote was unanimous.

Meeting Dates: Next regular meeting is scheduled for November 9, 2021.

Citizen Comments: None.

Report from City Council Liaison

Councilmember Bodi said that there wasn't much new to report. She said that she was pleased to see that the Commission is performing good work. She thanked Cmr. Katz for her service.

Councilmember Bodi said that the Parks and Rec board elected a chair and vice chair; and she said that they are looking for additional members including a high school student. She thanked everyone. Cmr. Katz thanked her for her kind words.

1
2 **Old Business**
3

4 *Evaluation of LFP's Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and Accessory Structure (LFPMC Ch.*
5 *18.50.060)*

6 • *Review and discuss latest version of draft amendments to Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and*
7 *Accessory Building (LFPMC Ch. 18.50.060) code provisions and consider making recommendation to Council for*
8 *amending these code sections*

9
10 Chair Larson asked Director Bennett what changes were to be discussed. Director Bennett summarized his
11 understanding of the changes being considered. Chair Larson proposed to go through each item specifically.
12

13 For section 18.50.050 A, Chair Larson asked Commissioners for a “thumbs up” or “thumbs down” letting
14 her know if they agree or disagree with the section as drafted. All agreed with the changes that were drafted.
15

16 For section 18.50.050 B, Chair Larson asked the Commission to agree or disagree with the section as drafted.
17 All agreed with the changes that were drafted.
18

19 For section 18.50.050 C, Chair Larson asked the Commission to agree or disagree with the section as drafted.
20 All agreed with the changes that were drafted.
21

22 For section 18.50.050 D, Chair Larson asked all for a “thumbs up” or “thumbs down” to agree or disagree
23 with the section as drafted. Cmr. Fudge said he thinks it is odd to have “ADU” instead of “Accessory
24 Dwelling Unit” as the subject language. Director Bennett responded that there is a definition of ADU so it
25 should not be confusing. Cmr. Fudge said he could live with the language. Cmr. Katz said that the square
26 footage range of 7200-9999 square feet could have advantages that a 10,000 square foot lot does not possess.
27 Discussion occurred. Cmr. Katz suggested the language read, “on lots of 7,200 square feet and less than
28 10,000 square feet.” Director Bennett asked for clarification on Cmr. Katz concerns. Cmr. Katz said that she
29 doesn’t want restrictions placed on lots above 10000 square feet. Chair Larson provided her perspective.
30 Director Bennett summarized his understanding of the Commission’s direction and suggested language to
31 address it. Cmr. Cranmer said that she would like the section broken into additional sentences with
32 punctuation. Director Bennett responded and suggested a format that could satisfy Cmr. Cranmer’s concerns.
33 Chair Larson summarized her understanding and Cmr. Saunders agreed. All agreed that the language as
34 amended.
35

36 For section 18.50.050 E, Chair Larson asked the Commission if there was agreement on this section. All
37 agreed with leaving the section as is.
38

39 For section 18.50.050 F, Chair Larson asked the Commission if there was agreement on the wording of this
40 section. All agreed with leaving the section as is.
41

42 For section 18.50.050 G, Chair Larson asked Commissioners if they agreed or disagreed with the section as
43 drafted. All agreed with the changes that were drafted.
44

45 For section 18.50.050 H, Chair Larson asked Commissioner if they agreed or disagreed with the section as
46 drafted. All agreed with leaving the section as is.
47

1 Chair Larson asked Councilmember Bodi if she understood the Commission's discussion on the definition of
2 family and Councilmember Bodi confirmed that she did.

3
4 For section 18.50.060 A, Chair Larson asked Commissioners if they agreed or disagreed with the section as
5 drafted. All agreed with the changes that were drafted.

6
7 Discussion on section 18.50.060 B began and Cmr. Fudge said that parking and storage of motor vehicles
8 may not need to be called out. Director Bennett replied and said that he's included the definition of floor
9 area, as it exists in the zoning code. He explained that the definition would not apply to areas like service
10 corridors and mechanical rooms. He said that the current definition includes parking and storage for
11 vehicles. He asked if Commissioners were comfortable with the way building floor area is being calculated.
12 Cmr. Lee asked about impervious surface limitations, and Director Bennett explained that there were existing
13 limitations in the residential zones. Chair Larson asked about impervious surface maximums and Director
14 Bennett explained how the maximums would be calculated and explained how the regulation is interpreted at
15 the staff level. Cmr. Lee suggested language that could read, "uses such as parking and storage of motor
16 vehicles."

17
18 Chair Larson suggested language for that section that could read, "includes all uses including parking and
19 storage of motor vehicles." Director Bennett provided an explanation to Cmr. Lee on the definition of "floor
20 area". He recited the definition as drafted and said "total floor area within the walls of all buildings on a lot
21 or building site, except those spaces therein devoted to vents, shafts, light courts and except for areas devoted
22 exclusively for loading and unloading and to parking of motor vehicles" He asked the Commission if they
23 wanted to accept the way to count the size of the buildings, as drafted. Cmr. Saunders and Cmr. Fudge said
24 the drafted version would suffice. Chair Larson asked what constitutes an accessory building and asked about
25 a carport as an example. Director Bennett replied and said that it would count as lot coverage but not as
26 floor area because it would not have walls. Councilmember Bodi said she is comfortable understanding and
27 explaining the draft regulation but could use the assistance of Chair Larson and Director Bennett in providing
28 clarity on the regulations.

29
30 For section 18.50.060 C, Chair Larson asked Commissioners if they agreed or disagreed with the section as
31 drafted. All agreed with the changes that were drafted.

32
33 For section 18.50.060 D, Chair Larson asked Commissioners if they agreed or disagreed with the section as
34 drafted. All agreed with the changes that were drafted.

35
36 For section 18.50.060 E, Chair Larson asked the Commission if there was agreement on the wording of this
37 section. All agreed with leaving the section as is.

38
39 Discussion on section 18.50.060 F began with Cmr. Fudge asking why the terms "primary or main building"
40 are used. Director Bennett replied that the definition in the zoning code uses the same terms, so to be
41 consistent, it is being proposed in this location as well. Chair Larson asked about the heights of the structures
42 and Director Bennett replied that if the structure includes a DADU it could be up to 25 feet in height. She
43 asked the Commission if the draft was what was expected. All indicated that they agreed.

44
45 Discussion began on the definition section in 18.08.020. Director Bennett explained his rational for the
46 definitions drafted. He indicated that an ADU can be a part of an accessory structure. Chair Larson asked
47 Director Bennett about the language in lines 27. He replied that if an accessory building is entirely occupied
48 by an ADU, it is still an accessory building. He said that research of the codes of other jurisdictions didn't
49 reveal a better definition but that he welcomes any suggests making it clearer. Chair Larson asked about the
50 drafted language in lines 26-27. Director Bennett responded that there was discussion with the City Attorney

1 about whether a definition of subordinate was needed and that it could be addressed during the Council's
2 review.

3
4 Chair Larson asked if the Commission wanted to consider more changes on page 2. Cmr Saunders asked if
5 the word "detached" could be used or added when referring to accessory buildings. Director Bennett replied
6 that "accessory building" is a defined term that is used throughout the entire code that clearly indicates that it
7 is a building that is not attached to the primary building. After a follow up question from Cmr. Saunders,
8 Director Bennett explained that one zoning definition relies on another in addressing how an accessory
9 structure is differentiated from a primary structure. Cmr. Gross asked Director Bennett about a situation
10 where the primary structure could become an accessory structure if a larger structure was constructed.
11 Director Bennett responded that a scenario like that could occur. All agreed to accept the section as drafted.
12

13 Chair Larson congratulated all on their work. Cmr. Katz said that she had sent a suggested change to the
14 18.50.050 C language and requested that Director Bennett share a screen shot of the language. She provided
15 explanation of her suggested revision language. Director Bennett asked if Commissioners wanted to accept
16 the language as shown on the screen and all agreed. Cmr. Lee said she was in support of the ideas and
17 thanked Cmr. Katz.

18 Chair Larson asked the Commission if they would like to vote on recommending the draft discussed tonight
19 to the City Council. Cmr. Katz made a motion to recommend the amendments to Chapters 18.08, 18.50.050
20 and 18.50.060 of the municipal code as amended at this meeting to the City Council for consideration. Cmr.
21 Gross seconded and the motion passed unanimously.

22

- 23 • *Discuss and finalize draft Planning Commission memorandum to accompany recommendation to Council*

24 Chair Larson suggested discussion on the memorandum language. Cmr. Saunders recalled that the language in
25 line three of the memorandum should read, "community feedback demonstrated" instead of "the ADU
26 survey showed." Cmr. Fudge agreed. Cmr. Saunders suggested changing the language on line 5 to read the
27 "rear yard restriction." Cmr. Katz indicated that it could be a typo. Chair Larson asked about item two and
28 Cmr. Fudge suggested deleting it; all agreed. Cmr. Kleweno suggested including, as separate language, the
29 core principles of the Commission related to the regulation recommendations. Chair Larson shared her
30 screen with suggested language. Cmr. Lee noted that the entire community wasn't included in the research.
31 Cmr. Fudge said that he was satisfied with the community input component. Chair Larson added that a public
32 hearing was conducted on the proposed changes. The Commission continued to refine the language of the
33 core principles. It was suggested to read:

34

- 35 • Ensuring long term, affordable and diverse housing options
- 36 • Respecting the LFP quality of life, e.g., privacy, environmental stewardship, safety
- 37 • Valuing community participation and input
- 38 • Importance of collaboration

39 All thanked Chair Larson for her leadership on this issue.

40 Chair Larson called for a vote. Cmr. Fudge made a motion to approve and forward the Planning Commission
41 memo to the City Council as amended at this meeting along with the recommended amendments to the code
42 sections. Cmr. Gross seconded. All voted and the motion passed unanimously.

43 Chair Larson thanked all for their work on this topic. Councilmember Bodi congratulated the Commission.
44 Chair Larson thanked Don Fiene and Jack Tonkin for their work on the project. Cmr. Saunders and Chair
45 Larson thanked staff for their help on the project. Chair Larson said that Director Bennett has been valuable
46 in his efforts for this project. Cmr. Kleweno complimented Director Bennett on his patience.

1 Councilmember Bodi said she plans to bring to the Council the idea of standardized plans for ADU
2 structures. Chair Larson said that the Commission would like to be a part of that process. Chair Larson
3 asked for Director Bennett to provide input. Director Bennett replied that information the Commission
4 provided along with the minutes provide a great record of the process.
5

6 **New Business**

7 Chair Larson asked Director Bennett about the next steps for the Commission. Director Bennett replied that
8 he would need to consult the Deputy Mayor and the Department of Ecology about the Shoreline Master
9 Program (SMP) update. He said that the Town Center regulations had taken priority and delayed the
10 completion of the SMP update process. He added that since the SMP is a rather technical document that has
11 to be adopted jointly by the State and the City, the Commission may find it frustrating to review and it may
12 make sense to just let the Council complete the review since they have to adopt it. He said that there are other
13 projects like the sign code update, which are more suited for the Commission's role in molding the character
14 of LFP. Director Bennett said in summary that the sign code and wireless code changes could be potential
15 projects for the Commission.
16

17 **Reports and Announcements**

18 None from staff.
19

20 Cmr. Kleweno said that Councilmember Bodi mentioned a commitment to generating more business in LFP.
21 Councilmember Bodi said she didn't remember making a comment like that but said that the Town Center
22 should be maintained as a goal. She suggested that she was referring to the new comprehensive plan policies
23 given by King County and said she was talking about capacity for housing units and job targets. Cmr.
24 Kleweno suggested that LFP strive to be at the cutting edge for teleworking policies. Councilmember Bodi
25 asked about when the next set of comprehensive plan updates would occur, and Director Bennett said that it
26 would be in 2024.
27

28 Chair Larson mentioned the potential state legislation aimed at the elimination of single-family zoning and
29 asked the Commission about interest in that topic.
30

31 Cmr. Saunders congratulated Cmr. Katz, all thanked her for her service. Cmr. Katz said that she is thankful
32 for all the comments.
33

34 Chair Larson asked about having a youth representative on the Commission. Director Bennett replied that
35 City code states that there be a youth member for the parks board but that the Mayor would have the final
36 decision. Councilmember Bodi provided background on the history of the youth member for the parks
37 board.
38

39 **Agenda for Next Meeting:** Similar to this agenda.
40

41 **Citizen Comments:** None
42

43 **Adjournment:**

44 Cmr. Katz moved to adjourn the meeting, Cmr. Cranmer seconded, and the motion carried unanimously.
45 The meeting was adjourned at 8:42 pm.
46

47 APPROVED:
48

Maddy Larson

50 _____
51 Maddy Larson, Chair
52