

**City of Lake Forest Park - Planning Commission**  
**Draft Regular Meeting Minutes: January 11, 2022**  
**Virtual/Zoom Meeting**

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

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

**Members of the Public:** Randi Sibonga, Jim Bourey, Walter Hicks, Mike Dee

**Planning Commissioners absent:** n/a

**Call to order:** Chair Larson called the meeting to order at 7:03 pm.

**Land Acknowledgement:**  
Cmr. Cranmer read the land acknowledgement.

**Approval of Agenda**  
Cmr. Saunders made a motion to approve the agenda, Cmr. Fudge seconded. All voted and the motion to approve the agenda was carried.

**Approval of Meeting Minutes from October 12, 2021**  
Cmr. Saunders made a motion to approve the December 14, 2021, meeting minutes as drafted and Cmr. Cranmer seconded.

Cmr. Kleweno asked about the content on page 2 line 47 and inquired about the meaning of “missing middle.” Director Bennett responded and said that the term refers to the income gap between single family homeowners and multifamily apartment dwellers. He said that policy to create housing options should be a priority.

Cmr. Kleweno asked about the section on page two where tree regulations were discussed. Director Bennett’s responded and said that the Council will discuss recommendations from the tree board that came through last year.

Cmr Lee clarified her intent for her statement on page 4, line 46. She indicated that the line should read, “changes coming down the pipeline.” She went on to talk about her perspective on what the minutes should reflect.

Cmr. Fudge complimented staff for their work on the minutes and indicated his appreciation for the structure and content of the minutes.

Cmr. Saunders reiterated his motion to approve the meeting minutes for December 14, 2020 as amended and Cmr. Fudge seconded.

All voted and the motion to approve the December 14, 2021, minutes as amended was carried.

**Meeting Dates:**  
Next regular meeting is scheduled for February 8, 2022.

1  
2 **Citizen Comments:**

3 Randi Sibonga said that the LFP stewardship foundation wishes a happy new year to the City Planning  
4 Commission. She said she appreciates the work of the Planning Commission. She stated the LFP  
5 stewardship foundation's mission. Ms. Sibonga said her organization wants to continue to partner with the  
6 city. She said that the foundation is concerned with the use of pesticides in LFP and the approval of RUEs in  
7 sensitive areas. She said that the Council should direct the Planning Commission to research and deliberate  
8 the issues the stewardship foundation has a desire to amend.  
9

10 **Report from City Council Liaison**

11 Councilmember Bodi wished a happy new year to all at the meeting. She said that there are three new  
12 Council members. She said a Council retreat will occur and the election of officers will be discussed. She said  
13 that the two new Planning Commission members will be decided soon. She said that the Mayor will be  
14 looking at members for the new climate action committee.  
15

16 Councilmember Bodi talked about new state legislation for ADUs. She spoke about the timeline for  
17 adoption of LFPs regulations. She said that the Council is committed to acting on the Planning  
18 Commission's recommendations. She said that the Council has received the LFP stewardship foundation's  
19 comments on the issue of herbicides in LFP and that the Council will welcome King County Conservation  
20 District's presentation at a future council meeting on the topic.  
21

22 Councilmember Bodi said that the city of LFP is in a new legislative district starting in 2023 and that the city  
23 will be located in the first legislative district. She said that there are many changes to come. She mentioned  
24 that virtual meetings are going to be the future for some time to come.  
25

26 Cmr. Cranmer asked about the zoning changes and inquired about different zoning regulations for cities with  
27 a population of under twenty-five-thousand residents. Councilmember Bodi said that the Governor was  
28 coming up with his own changes, but that she didn't know about a population capacity. She asked Director  
29 Bennett about his perspective. Director Bennett responded and said that a city's population could determine  
30 if duplexes would be allowed in single family zones.  
31

32 Cmr. Fudge asked about virtual technology and if wireless technology would be available if people were to  
33 attend in person. Councilmember Bodi said that she didn't know but would ask. Cmr. Fudge said that he  
34 will not attend any meetings without wireless access.  
35

36 Cmr. Saunders asked about Sound Transit development. Councilmember Bodi responded and indicated that  
37 Sound Transit is moving forward with improvements and permit applications to apply at the city of LFP. She  
38 said that the city didn't agree with the short timelines proposed by Sound Transit. She went onto talk about  
39 her opinions on the Sound Transit designs and said that negotiations should be difficult.  
40

41 Chair Larson asked about the update to the Comprehensive Plan and asked if the Council would like the  
42 Planning Commission to deliberate on RUE policy. Councilmember Bodi said that the Council has not had a  
43 chance to discuss the two issues. She said that she would relay the concerns the Planning Commission has to  
44 the Council on both topics. Chair Larson said that there should be a priority put on these issues.  
45 Councilmember Bodi said that the City Attorney should be consulted on the topics. She said that changes to  
46 the Comprehensive Plan should not be major given current state mandates. Chair Larson asked about the  
47 membership composition of the climate action committee. Councilmember Bodi responded with her  
48 perspective on representation and discussion topics for the newly formed committee.  
49

50 **Old Business**

- 51  
52
  - *Sign code update- Status report*

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2 Chair Larson indicated that the city attorney is working to identify areas of the current sign code which out of  
3 compliance with federal law. She asked Director Bennett's input on the task. Director  
4 Bennett responded and said that the main task would be to bring the sing code into compliance with areas  
5 that need to be changed to comply with federal law and cases such as Reed vs. Gilbert.  
6

7 Chair Larson asked the other Planning Commission members what they viewed as the main issues in the sign  
8 code. Cmr. Saunders said that the town center should be considered and that the internal businesses don't  
9 have signage outdoors. He said there might be a need to have permanent rules for signage to advertise for  
10 those types of business owners.  
11

12 Cmr. Fudge asked if businesses have been consulted for input on revisions to the sign code. Chair Larson  
13 provided her perspective. Cmr. Lee said that the sign code updates constitute a legal matter. She asked for  
14 Cmr. Saunders to elaborate on his perspective of needed updates. Cmr. Saunders provided additional  
15 reflection on the needed changes. Cmr. Lee said that the Commission's work plan for 2022 should be  
16 prioritized. Cmr. Fudge provided his opinion on changing the sign code. Chair Larson asked if the Planning  
17 Commission wants to spend a significant amount of time exploring changes to the sign code. Cmr. Kleweno  
18 asked if the Planning Commission is trying to come to a decision on a direction for the sign code. Chair  
19 Larson replied and provided her opinion on the issue. Cmr. Kleweno asked how the community feels about  
20 changes to the sign code. Cmr. Saunders said that he has experienced a lot of support for changes to  
21 commercial signage regulations. Director Bennett provided his perspective on the interim signage regulations  
22 that had been recently developed during the pandemic and talked about a potential strategy involved business  
23 owners in potential changes to the sign code. Chair Larson summarized action for the next meeting on this  
24 topic.  
25

26 Councilmember Bodi said that the emergency ordinance change for outdoor signs were easy changes. She  
27 said that the size and magnitude of signs should be used to support small business. She said she agreed with  
28 Director Bennett's idea to involve business owners in the potential for signage code updates.  
29

30 • *Adoption of 2022 PC work plan*  
31

32 Chair Larson called for discussion on the topic. Director Bennett suggested the plan function as  
33 communication with the City Council. He provided a history and purpose of the Planning Commission work  
34 plan. He said that the draft was designed to create a discussion on all the work plan items. He provided some  
35 background on the comprehensive plan discussion. He summarized his perspective on the potential  
36 comprehensive plan changes based on current policy direction of the City. He also said that a growth  
37 management plan gap analysis is always performed with comprehensive plan updates. He asked the Planning  
38 Commission what the priorities would be for the comprehensive plan updates. Director Bennett mentioned  
39 topics where consultants may need to be involved because the city doesn't have internal expertise for some  
40 amendment topics.  
41

42 Chair Larson asked how the gap analysis would take place within the Planning Commission group. Director  
43 Bennett responded and explained his strategy for presenting the gap analysis for the planned amendments.  
44 Cmr. Saunders provided some ideas on how to produce a gap analysis for discussion. Director Bennett  
45 indicated that agenda item for GMA consistency could play into any one of the topics considered. Cmr.  
46 Kleweno said that the overall objective is to recommend a scope to the Council. He said that the group  
47 should be selective on what they work on. Cmr. Saunders suggested that the policy for reasonable use should  
48 be discussed at the comprehensive plan level. Cmr. Lee said that the signage conversation could align with  
49 the comprehensive plan updates. Cmr. Cranmer said that the missing middle policy might take some  
50 additional time.  
51

Chair Larson asked Director Bennett about the next steps in the process. Director Bennett responded and said that the work plan is just a draft and welcomed any updates that the Planning Commission might have. Chair Larson suggested sending the current draft of the work plan to the Council for input. Cmr. Kleweno said that the draft is ready to be sent to the Council. Cmr. Saunders said that he agreed but welcomed the time allocation changes to reflect some of the additional topics. Chair Larson indicated that she would send the work plan draft as discussed to the Council.

#### **New Business**

None.

#### **Reports and Announcements**

##### ***• Commissioner terms and election of officers***

Director Bennett recited where each commissioner is currently placed within their term. He said Cmr. Saunders last meeting will be February 2022, but Cmr. Cranmer and Cmr. Kleweno will need to communicate to the Mayor if they want to remain on for another three year term. He provided instructions on how to communicate with the Mayor. Chair Larson asked for clarification on the reasons for renewal and Director Bennett clarified that each commissioner was within a partial term. Chair Larson indicated that each commissioner is only allowed to serve two consecutive terms. Director Bennett provided the status of all other terms for each commissioner. He said that the new commissioners will be confirmed at the next study session for the Council. He said that recruitment for new commission positions should be done soon.

Director Bennett said that various types of individuals can contribute to the Planning Commission work, those with land use experience, those without, and those with a position on any issue.

Cmr. Saunders said that the annual report for 2021 should be adopted and sent to the Council. Director Bennett said that he would be able to assist with the timing of the report.

#### **Citizen Comments:**

None.

#### **Agenda for Next Meeting:**

Similar to this agenda.

#### **Adjournment:**

Cmr. Lee made a motion to adjourn the meeting, Cmr. Cranmer seconded, and the motion carried unanimously. The meeting was adjourned at 8:33 pm.

APPROVED:



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Maddy Larson, Chair