

**City of Lake Forest Park
Planning Commission
Regular Meeting Summary
17425 Ballinger Way NE—Forest Room
April 9, 2013**

Commissioners present: George Piano, Ray Holmdahl, Chuck Paulsen, Debra Born, Chuff Barden, Connie Holloway

Commissioners absent: none

Staff and others present: Steve Bennett, Planning Director; Ande Flower, Assistant Planner; Mayor Mary Jane Goss; and Doug Gochanour

Call to order: Since the position of Planning Commission Chair was currently unfilled, Dir. Bennett called the meeting to order at 7:00 pm and asked for a motion to elect an interim chairperson to run the meeting. Cmr. Paulsen moved to nominate Cmr. Piano as Interim Chair. The motion was seconded and approved unanimously.

Approval of Meeting Agenda:

The Planning Commission reviewed the draft agenda. Cmr. Piano asked for a motion to adopt the agenda as it stands. A motion to approve the agenda was made by Cmr. Paulsen seconded by Cmr. Barden and approved unanimously.

Approval of meeting minutes:

Approval of meeting minutes:
There were no minutes to review.

Public Comment:

Public Comment:

Documents For Read

Documents For Review

The following documents were distributed to Committee:

- Department of Commerce update Comp Plan info (provided by Cmr. Piano)
- Sample GMA update work schedule (provided by Cmr. Piano)
- Basic GMA information (provided by Cmr. Piano)
- Community Forest Management Plan

Discussion about nominations for Chair and Vice-Chair

There was discussion regarding Cmr. Born's impending move out of state and whether it would be most appropriate to vote for a regular or interim Chair position. Discussion ensued. Some commissioners expressed a desire for consistency and to vote once more positions were filled.

42
43 Commissioner Born made a motion that the Commission elect an Interim Chair until more
44 positions are filled. Mayor Goss reminded the Commission that there is no provision for an
45 Interim Chair. Mr. Bennett clarified that the idea was only considered to be a temporary solution

1 for this evening's meeting. Interim Chair Piano then opened the floor for Chair nominations and
2 and stated that he did not want to be considered for nomination.

3
4 Cmr. Barden nominated Cmr. Paulsen as Chair, Cmr. Piano seconded. Cmr. Born nominated
5 Cmr. Holmdahl, Cmr. Paulsen seconded. There were two votes for Cmr. Paulsen, one vote for
6 Cmr. Holmdahl, with one abstain. Interim Chair Piano declared that Cmr. Paulsen was elected
7 Chair. Mayor Goss stated that she would not approve Cmr. Paulsen's election as Chair.

8
9 Discussion ensued about process for electing a Chair. Cmr. Holmdahl made a motion to elect an
10 Interim Chair. Cmr. Born seconded the motion. The motion failed. Director Bennett pointed out
11 that Cmr. Paulsen had been elected as chair and that, if the Mayor had not been present at the
12 meeting, he would have continued as Chair for the entire meeting. A lengthy discussion on what
13 the proper process should be ensued.

14
15 Chair Paulsen opened the floor for nominations for Vice Chair. Cmr. Born nominated Cmr.
16 Holmdahl. Cmr. Barden nominated Cmr. Piano. One vote for Cmr. Holmdahl and two votes for
17 Cmr. Piano. Cmr. Chair Paulsen declared that Cmr. Piano had been elected Vice Chair.

18
19 **Old Business:**

20 **Southern Gateway**

21 Chair Paulsen commended the Commission for their hard work in creating the regulations for the
22 Southern Gateway Sub Area. Mr. Bennett mentioned some changes to language in the
23 regulations which include the following provisions:

24 • Councilmember Wright's 12-foot mandatory buffer along Bothell Way; and
25 • Specific criteria for credit between the SG-SF and SG-T including language that requires
26 the shared elements to be complete before it can be counted as fulfilling requirements in
27 the other zone.

28
29 **New Business:**

30 **Comprehensive Plan Update**

31 The deadline is July, 2015 for required comprehensive plan updates. Reading the Legacy Plan
32 and the Community Forest Management Plan was recommended to determine if changes and
33 updates to the Comprehensive Plan are necessary for consistency with those plans.

34
35 Dir. Bennett reviewed a draft schedule document and steps to take based on last year's initial
36 outline:

37 • Visioning
38 • Public involvement
39 • Comp plan research & review
40 • Working with other Commissions
41 • Working with Council

42
43 Mr. Bennett suggested that the Commission should focus on consistency with other city-wide
44 plans, consider surrounding jurisdictions and potential conflicts. Prioritization will be an
45 important first step. Last year it was determined that visioning and public outreach should
46 happen as soon as possible and the Council made \$25,000 available for this. Once a scope of

1 work is prepared, it will be necessary to develop an RFP (request for proposals). Cmr. Born
2 clarified that mailing costs are not included in the projection of use for that money.
3

4 In response to Cmr. Holmdahl's request for some basic information, Dir. Bennett explained that
5 this update is mandated by the State. Every 7-10 years jurisdictions are required to update
6 comprehensive plans according to the GMA. During the last update in 2004 and 2005, there was
7 a lot of discussion about density. The fact that LFP has so many sensitive areas has contributed
8 to the need for larger lots and helps explain why LFP has limited density in certain areas.
9

10 Mr. Piano distributed documents that he said may help to answer basic questions. Cmr.
11 Holmdahl asked if we could simplify our updates, and why it is essential that we focus on the
12 Legacy Plan (a capital facilities plan without a capital facilities program attached to it) and the
13 Community Forest Management Plan (CFMP). Mr. Bennett explained how the Council had
14 adopted the Legacy Plan and accepted the CFMP and that these act as guides for planning the
15 City's future. There was discussion of the need to understand the Council's directives on how to
16 use these documents and a Council resolution was distributed as an example of Council
17 direction.
18

19 Cmr. Born asked about how all of the details of the SG Plan get integrated. Mr. Bennett stated
20 that, with the adoption of the Plan and regulations by the Council, the Plan is integrated through
21 the city code. Cmr. Born then asked about equity throughout the City concerning the SG
22 regulations. Mr. Bennett explained that seeking equity is a primary reason to update the
23 Comprehensive Plan, and to look at other potential subareas that may be explored through this
24 process.
25

26 Mr. Bennett offered to provide the recommendations for Legacy Plan related amendments to the
27 Comp. Plan that Planning Commission had made in 2008. Chair Paulsen asked about the closest
28 next steps. Mr. Bennett suggested that the May meeting be used to firm up the schedule and that
29 a goal for June would be to assemble a scope of work for visioning and public involvement.
30

31 Mr. Bennett indicated that there is funding available for gap analysis and suggested that the
32 Commission may want to hire a consultant to address such concerns. Gap analysis was defined
33 by Mr. Bennett as ensuring that the comp plan is consistent with current case law and that data-
34 intensive elements have been updated.
35

36 There was discussion of public involvement to raise awareness about the process and why
37 citizens should be interested and the use of visual surveys. Continued public interaction is
38 essential, including checking back to see if what we heard is what they said. Cmr. Born suggests
39 that we find ways to involve more aspects of the public, and that she prefers hard-copy surveys.
40 Cmrs. Piano and Holmdahl agreed with Cmr. Born that mailings are needed to reach out to every
41 address in the city. Cmr. Holloway asked if census demographics are available. Mr. Bennett said
42 that recent census information is available.
43

44 Mr. Bennett also suggested that a video for either direct presentations or house meetings could be
45 developed. Cmr. Holmdahl reminded the Commission that we are tasked with bringing together

all of the public input and these foundational plans to present a future that is agreeable to most. It was not known whether money from the State is available to support this planning effort.

Mr. Bennett suggested that a power point of all the existing goals and policies could be provided and he pointed out that all the other pages in the Comp. Plan are all about supporting these policy statements. He then listed the priorities for reading as follows:

- The Legacy Plan
- The Community Forest Management Plan
- Land Use Chapter/Element
- Open Space & Recreation Chapter/Element
- Environmental Quality Chapter/Element

Announcements:

There were no announcements.

Adjournment: 9:10 PM

The next meeting was scheduled for May 7, 2013.

APPROVED:

Ray Holmdahl, Chair