

**City of Lake Forest Park
Planning Commission
Regular Meeting Summary
17425 Ballinger Way NE—Forest Room
Date: July 2, 2013**

Commissioners present: Chair Ray Holmdahl; Vice Chair George Piano; Chuck Paulsen; Chuff Barden; Connie Holloway; Richard Saunders; and Joel Paisner

Staff and others present: Steve Bennett, Planning Director; Ande Flower, Assistant Planner; Mayor Mary Jane Goss; Catherine Stanford, Liaison to the Planning Commission; and Jon Lebo, Planning Commission nominee; Matt Wacker, resident; Dan Wacker, resident; Edgar Escandar, resident

Call to order: 7:05 PM

Approval of Meeting Agenda: Cmr. Paisner motioned to approve the agenda. Chair Holmdahl amended the agenda to include an introduction of Jon Lebo, nominee for Planning Commission. The motion was seconded by Cmr. Saunders and approved unanimously.

Approval of meeting minutes: The Planning Commission reviewed the draft minutes from the January 8, 2013 regular meeting. Cmr. Paulsen moved to approve the minutes, Cmr. Barden seconded, and Cmr. Holloway abstained. The Planning Commission also reviewed the June 4, 2013 regular meeting minutes. Cmr. Paulsen moved to approve the minutes, and Cmr. Holloway seconded. Cmr. Piano moved to adopt the minutes as revised. The motion was seconded by Cmr. Barden and approved unanimously. Cmr. Paulsen abstained.

Commissioner Candidate Introduction: Jon Lebo introduced himself and shared his personal and professional experience with the Commission. It was mentioned that the City Council would vote on confirming his nomination to the Planning Commission on July 11, 2013.

Public Comment: The Wackers stated that they were attending the meeting for a Boy Scout requirement.

Old Business:

Giboney Letter regarding City Light pole height

Mr. Bennett described the letter from the Giboneys which had been distributed at the June 6, 2013 regular Planning Commission meeting. Mr. Bennett said that he had visited the site with Building Official, Calvin Killman and that Seattle City Light offered to be more sensitive to view corridors and to shorten the Giboney utility poles.

There was discussion about the possibilities for requiring underground utilities. Mr. Bennett said that this can be required for new construction, but is difficult to require as replacement for existing lines. Mr. Bennett mentioned that these concerns may be raised with future franchise negotiations. Cmr. Paulsen raised the issue that the comprehensive plan language does not appear to be enforceable. Mr. Bennett stressed that this subject is a clear example for why using

1 more direct language in the Comprehensive Plan affects the likelihood for goals becoming
2 enforceable regulations. Chair Holmdahl mentioned that this letter from the Giboneys is also
3 effectively our first public contribution to the Comprehensive Plan 2015 update. Cmr. Saunders
4 said that this has been an inspiration to strive for clarity and intention.

5

6 Comprehensive Plan Update 2015

7 Documents for Review

8 The following documents were distributed to Commissioners:

9 • *Methods for Obtaining Information from the Public and for Informing the Public* (Bennett)
10 • *Periodic Update Checklist for Cities- Updated June 2013* Washington State Department of
11 Commerce (Bennett)

12

13 Vision Statement Response

14 Chair Holmdahl requested that the Commissioners review the Comp Plan Vision statement and
15 to consider what might be missing or require close attention. Chair Holmdahl raised the issue of
16 public safety. Cmr. Piano reminded the Commission that Cmr. Paisner spoke about passive
17 parks. There was discussion about including the concept of economic sustainability and how that
18 ties in with the sense of community. Cmr. Holloway brought up the term “viable routes of
19 business”.

20

21 Councilwoman Stanford suggested that with the public input, this vision statement may shift.
22 Mayor Goss brought up the lack of focus for both youth and the aged. Discussion continued
23 regarding this short list. The decision was to retain these initial thoughts to circle back to this
24 through the process.

25

26 Cmr. Holloway mentioned comments from the public that she has heard recently including
27 people being surprised about density increases and the need for more park-and-ride
28 opportunities. Cmr. Paisner asked about the process for evolving from the Comp Plan to the
29 zoning regulations. Mr. Bennett responded by describing various ways adopted goals and
30 policies could lead to new regulations.

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32 Gap Analysis

33 Mr. Bennett described the *Methods for Obtaining Information from the Public and for Informing*
34 *the Public* hand-out. He requested that the Commission provide feedback on which methods
35 would be the most effective for the City. Councilwoman Stanford stressed how important it is to
36 use multiple tools and to have a consultant who can best assemble a suite of tools. Mayor Goss
37 reminded the Commission that people need to see things at least three times before it registers.
38 Cmr. Paisner said that he wants to hear about the options from an expert consultant before
39 committing to what tools we propose to use for public outreach.

40

41 Chair Holmdahl said the short-term goal is to convince the Council that the Commission knows
42 what it's doing concerning public outreach when the Commission proposes the RFP and that this
43 document is a base list of concepts. It was mentioned that “meeting in a box” could be
44 considered cost-prohibitive, although Paisner suggested that the concept could be more easily
45 distributed via social media.

1 Mr. Bennett suggested that September is a goal for presenting the work-plan to Council and that
2 he would work towards having the RFP for the public engagement consultant ready at the same
3 time. Councilwoman Stanford reminded the Commission that if extra money is needed for a
4 consultant, that those requests would necessarily be submitted before the supplemental budget
5 deadline, which is the end of September.

6
7 Mr. Bennett stated that the work-plan draft would likely be presented to the Commission at the
8 August regular meeting and it would include a consolidation of methods for public outreach.

9
10 Cmr. Piano proposed that the Commission could begin outreach at the Farmer's Market. It was
11 suggested to keep the message simple, to cast a wide net and to collect contact information for
12 those who would like to continue receiving e-mail updates. Discussion continued about whether
13 the Farmer's Market is a viable plan.

14
15 Periodic Update Checklist for Cities

16 Mr. Bennett introduced the checklist and explained that items in yellow highlight represent state
17 legislative requirements that have been adopted since 2003 and may be essential in the gap
18 analysis, therefore, helpful to the City Attorney. Mr. Bennett reviewed the items and mentioned
19 which ones need more focus than others. Councilwoman Stanford mentioned how essential the
20 Comprehensive Plan is to reference when seeking Federal or State funding. She also mentioned
21 that having policies in place could allow the City to be a party to a process. Cmr. Paisner asked
22 for clarification about whether there are issues that are urgent and critical. Mr. Bennett replied
23 that there are many smaller update issues, but that the task is not overwhelming.

24 There was discussion about how to interact with other Commissions and with neighboring
25 jurisdictions. Councilwoman Stanford mentioned that there was a recent joint-Council meeting
26 with Kenmore and there are plans for one with Shoreline.

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28 **New Business:** none.

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30 **Reports/Announcements:**

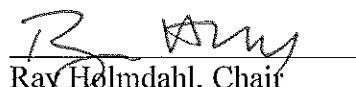
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32 Southern Gateway Plan

33 Mr. Bennett explained that the permit application was received for the Southern Gateway
34 project. He said that PACE Engineering will be assisting the City with the technical review. He
35 went on to state that he would keep the Commission informed about the application process for
36 Intracorp.

37
38 **Adjournment:** 9:00 PM

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40 The next meeting was scheduled for August 6, 2013. Cmr. Saunders stated that he is not able to
41 attend the August regular meeting. Cmr. Paisner stated that he is not able to attend the September
42 regular meeting.

43 APPROVED:
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Ray Holmdahl, Chair

