

**City of Lake Forest Park  
Planning Commission  
Regular Meeting Summary  
17425 Ballinger Way NE—Forest Room  
May 28, 2013**

**Commissioners present:** Ray Holmdahl, Chair; George Piano, Vice-Chair; Debra Born; Chuff Barden; Connie Holloway; Joel Paisner; Chuck Paulsen; Richard Saunders

**Staff and others present:** Steve Bennett, Planning Director; Ande Flower, Assistant Planner; Mayor Mary Jane Goss; Catherine Stanford, City Council Member and Liaison to Planning Commission; and Jon Lebo

Call to order: 7:06 PM

**Approval of Meeting Agenda:** Cmr. Paulsen moved to approve the agenda. The motion was seconded by Cmr. Saunders, and approved unanimously.

**Welcome New Commissioner:** The Commission welcomed the new member, Joel Paisner.

**Approval of meeting minutes:** Following a brief review of the draft minutes from the April 9, 2013 meeting, the Cmrs. suggested revisions. Cmr. Paulsen moved to adopt the minutes as revised. The motion was seconded and approved unanimously, Cmr. Saunders abstained.

**Meeting Dates:** Chair Holmdahl stated that regular meeting dates from this time forward will be set for the first Tuesday of each month. For summer 2013, the dates will be June 4, July 2, and August 6.

**Public Comment:** John Lebo expressed his interest in becoming a Planning Commissioner and provided information regarding his professional and personal background. Mayor Goss described the process for applying to a Commissioner position. Chair Holmdahl encouraged Mr. Lebo to attend upcoming meetings.

## Old Business:

## Southern Gateway Subarea

Mr. Bennett discussed the Growth Management appeal of the Southern Gateway Sub Area EIS. News was shared that the appellant will likely withdraw the appeal. In response to questions from Cmr. Born, Mr. Bennett discussed issues related to road maintenance and public spaces.

## New Business:

## Comprehensive Plan Update

## Documents for Review

The following documents were distributed to Commissioners:

- *Keeping Your Comprehensive Plan and Development Regulations Current* Washington State Department of Commerce (Chair Holmdahl)

1     • *The Goals of Growth Management Planning* Washington State Department of Commerce  
2     (Chair Holmdahl)  
3     • *Comprehensive Plan Update Study Session October 14, 2004* Power point slides (Bennett)  
4     • *Comprehensive Plan Visioning* Scoping sample from Inova dated September 5, 2012  
5     (Bennett)

6     Chair Holmdahl stated that two important areas of focus he gleaned from readings distributed at  
7     the April 9, 2013 PC meeting is the public participation and the gap analysis.

8     Gap Analysis

9     Mr. Bennett addressed the issue of gap analysis and mentioned how the new Southern Gateway  
10    Sub Area helps LFP achieve the target numbers for density.

12    Public Participation

13    Mr. Bennett encouraged the Commission to consider public participation as the first step, and  
14    said that the funding is currently available to hire a consultant to begin the visioning process with  
15    the public. Councilwoman Stanford stated that the visioning process helps the Planning  
16    Commission focus on the components once the visioning with the public is articulated.

18    Mr. Bennett explained that it is the consultant's job to help design the public process and come  
19    up with tools to elicit public response. The goal of visioning is to gather data about how the  
20    public envisions LFP for the next 20 years. Councilwoman Stanford added that one goal in  
21    working with a consultant is to be provided with a menu of different tools for outreach and  
22    gathering information.

24    There was discussion about starting the public process and Mr. Bennett mentioned that the  
25    Commission will need to get direction from the Council. Councilwoman Stanford suggested that  
26    the Council may be able to establish that direction at the July 2013 meeting.

28    Cmr. Piano reminded the Cmrs. that with the Southern Gateway Sub Area that the outreach was  
29    localized and specific and this needs to be broad. Cmr. Paulsen suggested going into separate  
30    neighborhoods. Mr. Bennett distributed a sample scope from Mr. Joe Tovar (Inova) for the same  
31    dollar amount available for visioning (\$25,000).

33    Inova Scope Example

34    Mr. Bennett pointed to the Inova suggestion in their report to engage all LFP Commissions as a  
35    focus. He then explained that a major challenge with initiating the public process is finding ways  
36    to explain complicated concepts succinctly, and mentioned that one idea is to have the consultant  
37    train visioning leaders. Other Cmrs. offered that online surveys and a webpage can also be  
38    useful. Mr. Bennett then stated that the documentation of the public process will become part of  
39    the Comprehensive Plan update.

41    Cmr. Holloway asked about legal issues. Mr. Bennett said that the City attorney will address  
42    specific legal questions that may come up in the process of discovering what people would like  
43    to see happen.

1 Cmr. Saunders asked if there are visioning things that the King County has done that we can  
2 integrate (vision 2040 for example) into the LFP planning process. Mr. Bennett mentioned that  
3 the PSRC and Sound Transit have regional plans with a focus on transportation, that we can use  
4 those plans to potentially support the public vision, and that he doesn't see that the LFP goals  
5 will be in conflict with the regional plans. Discussion continued about the importance of  
6 documenting the LFP goals in the Comprehensive Plan and how that can influence grant  
7 opportunities for the City in the future. Mr. Bennett explained that the City looks to the  
8 Comprehensive Plan when applying for grants and for reviewing conditional use applications.  
9

10 Mr. Bennett discussed lessons the Commission learned in the past regarding check-in with  
11 Council often and throughout any process that involves Council adoption, and how past lessons  
12 initiated the role of the liaison.

13  
14 *2005 Comprehensive Plan Policy Summary PowerPoint* Mr. Bennett stated that there are  
15 differences between this document and the subsequent Comprehensive plan. Some of the policies  
16 in the PowerPoint were not adopted.

17  
18 Mr. Bennett suggested that when reviewing the 2005 Comprehensive Plan, that it is the policies  
19 and goals that are the important things to consider. He suggested going policy by policy to  
20 determine what to keep and what not to keep. He then stated that the most important thing is to  
21 be conversant in the policies. Mr. Bennett added that once the Commission looks at the land-use  
22 issues and considers the overall long-term picture, the program will be clearer. Mayor Goss also  
23 stated that corroboration among our regional neighbors is important and that working together  
24 will help us know where changes are possible.  
25

26 **Announcements:** Chair Holmdahl mentioned that volunteers are wanted to staff the Zero Waste  
27 Station each week at the LFP Farmers Market. Councilwoman Stanford mentioned the Council  
28 Retreat, Saturday, June 1<sup>st</sup> 8:30-3:00.

29  
30 **Adjournment: 8:58 PM**

31 The next meeting was scheduled for June 4, 2013.

32 APPROVED:  
33  
34  
35

  
Ray Holmdahl, Chair

