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# Planning Commission 2021 Annual Report

*City of Lake Forest Park*



## Introduction

This report summarizes the work conducted by the Planning Commission for calendar year 2021 as well as the current commissioner term status.

- The Lake Forest Park Planning Commission provides recommendations to the Mayor and City Council for changes and updates to the Comprehensive Plan, zoning code, and land use policies.
- As citizen representatives, commissioners recommend programs and policies according to the needs and values of the community.
- The Planning Commission is required by law and receives authority through state statute and city ordinance.

## Planning Commissioners

| Commissioner            | Term Expires | Status |
|-------------------------|--------------|--------|
| <b>Richard Saunders</b> | 2/28/22      | Active |
| <b>Jim Bourey</b>       | 2/28/23      | Active |
| <b>T.J. Fudge</b>       | 2/28/23      | Active |
| <b>Ira Gross</b>        | 2/28/23      | Active |
| <b>Maddy Larson (*)</b> | 2/28/24      | Active |
| <b>Lois Lee</b>         | 2/28/24      | Active |
| <b>Walter Hicks</b>     | 2/28/24      | Active |
| <b>David Kleweno</b>    | 2/28/25      | Active |
| <b>Melissa Cranmer</b>  | 2/28/25      | Active |

\* Chair

\*\* Vice-Chair

| Retired Commissioner     | Served Through: |
|--------------------------|-----------------|
| <b>Rachael Katz (**)</b> | 10/12/21        |
| <b>Steve Morris</b>      | 3/16/21         |
| <b>Joel Paisner (*)</b>  | 2/9/21          |

## Planning Staff & Council Liaison

| Staff Member         | Title             |
|----------------------|-------------------|
| <b>Steve Bennett</b> | Planning Director |
| <b>Nick Holland</b>  | Senior Planner    |
| <b>Cameron Buck</b>  | Assistant Planner |

| City Council Liaison | Title         |
|----------------------|---------------|
| <b>Lorri Bodi</b>    | Councilmember |

## 2021 Summary

This year the Planning Commission focused on its review and recommendations for updates to the Lake Forest Park Municipal Code (LFPMC) governing development in residential zones, specifically for Accessory Dwelling Units (ADU) and accessory buildings. After a series of meetings, which also included an opportunity for the public to provide input during the September 14, 2021 meeting, the Planning Commission forwarded a set of recommendations to City Council following its October 12, 2021 regular meeting. These recommendations were for changes to the ADU portion of the zoning code (LFPMC Ch. 18.50.050), the accessory building section of the zoning code ((LFPMC Ch. 18.50.060), and a few definition changes (LFPMC Ch. 18.08) to support the other proposed amendments. The Planning Commission also finalized a land acknowledgement to be recited at each meeting and began discussions of potential amendments to the City's Signage regulations (LFPMC 15.52). All meetings for the year were held virtually with the exception of the November meeting, which was cancelled.

The table on the following pages provides a chronological summary of the Planning Commission's work at each meeting during 2021.

## Chronological Summary

| Date             | Event/Topic   | Description  |
|------------------|---|--|
| January 12, 2021 | Accessory Dwelling Unit/Accessory Building code amendments<br>(Regular Meeting) | <ul style="list-style-type: none"> <li>• Planning Commission Work Plan for 2021</li> <li>• 2020 Annual Report</li> <li>• Land Acknowledgement</li> </ul>   |
| February 9, 2021 | Accessory Dwelling Unit/Accessory Building code amendments<br>(Regular Meeting) | <ul style="list-style-type: none"> <li>• “NW Bungalows in the Park” Presentation on Accessory Dwelling Units by Don Fiene and Jack Tonkin with Cory Brewer, Adam Stoecker, and Brian Highberger available for questions</li> </ul>   |
| March 16, 2021   | Accessory Dwelling Unit/Accessory Building code amendments<br>(Regular Meeting) | <ul style="list-style-type: none"> <li>• Addressing Housing Diversity and Affordability in LFP           <ul style="list-style-type: none"> <li>• Relevant LFP Comprehensive Plan Goals and Policies</li> <li>• Relevant State Legislation</li> <li>• Additional Discussion of “NW Bungalows in the Park” Presentation</li> <li>• Recent Residential Development Activity in LFP</li> <li>• Discussion of Commission Approach</li> </ul> </li> </ul> |
| April 13, 2021   | Accessory Dwelling Unit/Accessory Building code amendments<br>(Regular Meeting) | <ul style="list-style-type: none"> <li>• Addressing Housing Diversity and Affordability in LFP           <ul style="list-style-type: none"> <li>• Continued Discussion of Commission Approach – Public Engagement Strategy</li> <li>• Update on Relevant State Legislation</li> </ul> </li> </ul>  |

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|                 |   | <ul style="list-style-type: none"> <li>• Review of Current LFP Zoning Provisions related to Accessory Dwelling Units</li> </ul>  |
| May 11, 2021    | Accessory Dwelling Unit/Accessory Building code amendments<br><br>(Regular Meeting) | <ul style="list-style-type: none"> <li>• Addressing Housing Diversity and Affordability in LFP</li> <li>• Review single family zoning (map and regulations)</li> <li>• Review Comp Plan housing and land use policies</li> <li>• Discuss policy questions related to ADU code update</li> </ul>  |
| June 8, 2021    | Accessory Dwelling Unit/Accessory Building code amendments<br><br>(Regular Meeting) | <ul style="list-style-type: none"> <li>• Evaluation of LFP's Accessory Dwelling Unit and Accessory Building Regulations <ul style="list-style-type: none"> <li>• Discuss potential areas of amendment in LFP ADU code provisions</li> <li>• Discuss public engagement strategy and draft survey</li> </ul> </li> </ul>   |
| July 13, 2021   | Accessory Dwelling Unit/Accessory Building code amendments<br><br>(Regular Meeting) | <ul style="list-style-type: none"> <li>• Evaluation of LFP's Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and Accessory Structure (LFPMC Ch. 18.50.060) <ul style="list-style-type: none"> <li>• Discuss results of public survey on ADUs</li> <li>• Discuss draft amendments to Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and Accessory Structure (LFPMC Ch. 18.50.060) code provisions</li> </ul> </li> </ul> |
| August 10, 2021 | Accessory Dwelling Unit/Accessory Building code amendments<br><br>(Regular Meeting) | <ul style="list-style-type: none"> <li>• Evaluation of LFP's Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and Accessory Structure (LFPMC Ch. 18.50.060) <ul style="list-style-type: none"> <li>• Discuss draft amendments to Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and Accessory Structure (LFPMC Ch. 18.50.060)</li> </ul> </li> </ul>   |

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|                    |   | <p>code provisions in response to Commission guidance provided at July 13 meeting</p> <ul style="list-style-type: none"> <li>• Discuss public engagement event for Commission's proposed set of recommended amendments</li> </ul>  |
| September 14, 2021 | <p>Accessory Dwelling Unit/Accessory Building code amendments<br/>(Regular Meeting)</p> | <ul style="list-style-type: none"> <li>• Evaluation of LFP's Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and Accessory Structure (LFPMC Ch. 18.50.060)</li> <li>• Presentation on draft amendments to Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and Accessory Structure (LFPMC Ch. 18.50.060) code provisions</li> <li>• Invite attendees to comment on current draft of proposed amendments LFPMC Ch. 18.50.050 and Ch. 18.50.060</li> <li>• Discuss and finalize the recommendation to Council</li> </ul>                              |
| September 27, 2021 | <p>Accessory Dwelling Unit/Accessory Building code amendments<br/>(Special Meeting)</p> | <ul style="list-style-type: none"> <li>• Evaluation of LFP's Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and Accessory Structure (LFPMC Ch. 18.50.060)</li> <li>• Review and discuss latest version of draft amendments to Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and Accessory Structure (LFPMC Ch. 18.50.060) code provisions and consider making recommendation to Council for amending these code sections</li> <li>• Discuss and finalize draft Planning Commission memorandum to accompany recommendation to Council</li> </ul> |

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| October 12, 2021  | Accessory Dwelling Unit/Accessory Building code amendments<br><br>(Regular Meeting) | <ul style="list-style-type: none"> <li>• Evaluation of LFP's Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and Accessory Building (LFPMC Ch. 18.50.060)</li> <li>• Review and discuss latest version of draft amendments to Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and Accessory Building (LFPMC Ch. 18.50.060) code provisions and consider making recommendation to Council for amending these code sections</li> <li>• Discuss and finalize draft Planning Commission memorandum to accompany recommendation to Council</li> <li>•</li> </ul> |
| November 9, 2021  |   | Meeting Cancelled   |
| December 14, 2021 | Sign Code Amendments and 2022 Discussion Topics<br><br>(Regular Meeting)            | <ul style="list-style-type: none"> <li>• Overview of current LFP sign code and legal issues surrounding sign regulation</li> <li>• Discussion of 2022 Commission Work Plan</li> </ul>   |