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# Planning Commission 2022 Annual Report

*City of Lake Forest Park*

## Introduction

This report summarizes the work conducted by the Planning Commission for calendar year 2022 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>Meredith LaBonte</b> | <b>TBD</b>   | Active           |
| <b>Ashton Alvarez</b>   | <b>TBD</b>   | Active           |
| <b>T.J. Fudge</b>       | 2/28/23      | Resigned in 2022 |
| <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

## Planning Staff & Council Liaison

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

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

## 2022 Summary

This year the Planning Commission focused on its review and recommendations for updates to the Lake Forest Park Municipal Code (LFPMC) governing the sign code and reasonable use exception regulations. After a series of meetings, the Planning Commission forwarded a set of recommendations for the sign code amendments (zoning code chapter LFPMC 18.52) to City Council following its June 14, 2022 regular meeting.

The Planning Commission also held several meetings discussing reasonable use exception regulations (environmental code chapter LFPMC 16.16.250). The Planning Commission forwarded a set of recommendations for the reasonable use exception code amendments to City Council following its September 13, 2022 regular meeting.

The Planning Commission also started work on the city's Comprehensive Plan update. Initial discussions were started on the scope of the update during the October, November, and December meetings. Meetings were held virtually from January to May and meetings from June to December were held in an in-person and virtual hybrid format.

The table on the following pages provides a chronological summary of the Planning Commission's work at each meeting during 2022.

## Chronological Summary

| Date             | Event/Topic                                                      | Description                                                                                                                                                                                                                              |
|------------------|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| January 11, 2022 | Sign Code and Work Plan<br><br>(Regular Meeting)                 | <ul style="list-style-type: none"> <li>• Sign Code Update – status report</li> <li>• Adoption of 2022 Commission Work Plan</li> </ul>                                                                                                    |
| February 8, 2022 | Sign Code and Work Plan<br><br>(Regular Meeting)                 | <ul style="list-style-type: none"> <li>• Sign Code Update – review City Attorney's draft amendments</li> <li>• Adoption of 2022 Commission Work Plan</li> </ul>                                                                          |
| March 8, 2022    | Sign Code<br><br>(Regular Meeting)                               | <ul style="list-style-type: none"> <li>• Sign Code Update – Second review of City Attorney's draft amendments</li> </ul>                                                                                                                 |
| April 12, 2022   | Sign Code<br><br>(Regular Meeting)                               | <ul style="list-style-type: none"> <li>• Review new draft language in response to Commission discussion and proposal for temporary sign criteria</li> </ul>                                                                              |
| May 10, 2022     | Sign Code<br><br>(Regular Meeting)                               | <ul style="list-style-type: none"> <li>• Sign Code Update - Review revised draft language in response to Commission discussion at last meeting and set date for public hearing</li> </ul>                                                |
| June 14, 2022    | Sign Code and Reasonable Use Exceptions<br><br>(Regular Meeting) | <ul style="list-style-type: none"> <li>• Sign Code Update - Review revised draft language in response to Commission discussion at last meeting, discuss public comments, and consider making a recommendation to City Council</li> </ul> |

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|--------------------|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    |                                                                  | <ul style="list-style-type: none"> <li>• Reasonable Use Exception- Discussion of review process and post construction compliance</li> </ul>                                                                                                                                                      |
| July 12, 2022      | Reasonable Use Exceptions<br><br>(Regular Meeting)               | <ul style="list-style-type: none"> <li>• Reasonable Use Exceptions - Review draft code amendment developed in response to Commission discussion at last meeting.</li> </ul>                                                                                                                      |
| August 17, 2022    | Sign Code and Reasonable Use Exceptions<br><br>(Special Meeting) | <ul style="list-style-type: none"> <li>• Sign Code Update - Review of draft memorandum to Council to accompany recommended code amendments</li> <li>• Reasonable Use Exception Code Update – Review draft code amendment revised in response to Commission discussion at last meeting</li> </ul> |
| September 13, 2022 | Reasonable Use Exceptions<br><br>(Regular Meeting)               | <ul style="list-style-type: none"> <li>• Reasonable Use Exception Code Update – Review draft code amendment and consider recommendation to City Council</li> </ul>                                                                                                                               |
| October 18, 2022   | Comprehensive Plan Update<br><br>(Special Meeting)               | <ul style="list-style-type: none"> <li>• Initial Discussion of Comprehensive Plan Update <ul style="list-style-type: none"> <li>o Major Areas of Emphasis</li> <li>o Schedule</li> </ul> </li> <li>• Commission memorandum to accompany recommendation to Council</li> </ul>                     |
| November 12, 2022  | Comprehensive Plan Update<br><br>(Special Meeting)               | <ul style="list-style-type: none"> <li>• Comprehensive Plan Update <ul style="list-style-type: none"> <li>o Review of 2015 Comprehensive Plan</li> </ul> </li> </ul>                                                                                                                             |
| December 13, 2022  | Comprehensive Plan Update                                        | Comprehensive Plan Update                                                                                                                                                                                                                                                                        |

|  |                   |                                                                                                                                                                                                                                                                                      |
|--|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | (Regular Meeting) | <ul style="list-style-type: none"><li>• Discussion with former Planning Commissioners about 2015 Comprehensive Plan Update</li><li>• Parks, Recreation, Open Space, Trails (PROST) Plan overview</li><li>• Status of State Guidance on Required Updates to Housing Element</li></ul> |
|--|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|