



City of Lake Forest Park

Planning Commission Regular Meeting Tuesday, January 12, 2020 PROPOSED MEETING AGENDA

Meeting to be Held Virtually

See second page for information about how to participate virtually

City Hall is Closed to the Public

- 1. Call Meeting to Order—7:00 p.m.**
- 2. Approval of Agenda**
- 3. Approval of Meeting Minutes – November 10, 2020**
- 4. Meeting Dates**
 - Next regular meeting is scheduled for February 9, 2020
- 5. Citizen Comments** (Each speaker has three minutes to comment)

The Planning Commission accepts oral and written citizen comments during its regular meetings. Written comments are no longer being read during the meeting. Instructions for how to make oral Citizen Comments are available here: <https://www.cityofflp.com/617/Virtual-Planning-Commission-Meetings>
- 6. Report from City Council Liaison**
- 7. Old Business**
 - Planning Commission Work Plan for 2021
 - 2020 Annual Report
 - Land Acknowledgement
- 8. New Business**
- 9. Reports and Announcements**
- 10. Additional Citizen Comments**
- 11. Agenda for Next Meeting**
- 12. Adjournment**

Instructions for participating in this meeting virtually:

Please click the link below to join the webinar:

<https://zoom.us/j/99125158595>

Or iPhone one-tap :

US: +12532158782,,99125158595# or +14086380968,,99125158595#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 408 638 0968 or +1 669 900 6833 or +1 346 248 7799 or +1 312 626 6799 or
+1 646 876 9923 or +1 301 715 8592

Webinar ID: 991 2515 8595

International numbers available: <https://zoom.us/j/99125158595>



Memorandum

To: Planning Commission
From: Steve Bennett, Planning Director
Date: January 7, 2020
Re: January 12, 2020 Meeting Agenda Item: 2021 Commission Work Plan
Attachments: Draft 2021 Planning Commission Work Plan

The Commission discuss 2021 work priorities at the December 8th meeting. In addition to the following items that were summarized in the December version of this memo (see below), Commissioners discussed adding review of Tree Board recommendations for update of the tree regulations, pedestrian and access standards for the SR 522 corridor, and environment and equity policy discussion. Those three items and the three discussed below are included in the attached draft Work Plan for Commission consideration. While there has not been any specific guidance from Council on these work items, they are listed in order of priority where mandatory updates are first and discretionary ones follow in the attached draft work plan.

Resume review and discussion of the Shoreline Master Program (SMP) Update - In September 2019, the Commission received a presentation on the draft SMP Update and then held a public hearing in October. The SMP Update review was put on hold due to a priority being placed on Town Center Code Update. The nature of the updates to the SMP are generally technical, there were relatively few comments from the public during the public engagement process and at the hearing. The City's consultant has incorporated responses to agency comments into the most recent draft. The Commission could potentially reacquaint itself with the current draft over a meeting or two and make a recommendation to Council for its adoption at a third.

Update of the City's Accessory Dwelling (ADU) Regulations – In recent meetings, various Commissioners have expressed an interest in considering updates to these regulations to encourage the construction of more ADUs. A rough estimate would be that the Commission might spend four meetings reviewing current regulations, considering comments and presentations from interested citizens, and reviewing draft amendments prior to making a recommendation to Council. The subject code provisions are brief in nature so this issue could be one among others on future agendas.

Update City's Wireless Facilities Regulations – In recent years the Federal regulations have been adopted that are inconsistent and supersede the City's regulations relating to wireless facilities (equipment and antenna structures that provide mobile device services). The City

Attorney has prepared a draft ordinance that could be ready for review by the Commission in the first quarter of next year. The draft regulations are technical but not too extensive in nature so this issue could also be one among others on future agendas.

There are addition priorities that the Planning Department has identified but they require consultant assistance and, until budget revenues have stabilized, funding for those code updates (such as the sign code), is on hold.



Planning Commission Work Plan— 2021

Project Summary	Focus as a % of estimated time that will be devoted to each project.
1. Shoreline Master Program (SMP) <ul style="list-style-type: none">• Complete review of updates proposed in 2019	20%
2. Title 18 PLANNING AND LAND USE REGULATION General Update Recommendation <ul style="list-style-type: none">• Sign code*• Wireless communication facilities* <i>*Necessary to comply with new Federal standards and to reflect current case law</i>	30%
3. Accessory Dwelling Units (ADU) <ul style="list-style-type: none">• Consider potential amendment of ADU regulations to increase affordable housing options	20%
4. Tree Regulations Updates Recommended by Tree Board	10%
5. Pedestrian & Access Standards for SR 522 Corridor	10%
6. Policy Discussion on Environment and Equity	10%

Staff Liaison Review: _____
Date: _____
Mayor Review: _____
Date: _____

City Council Approval Date: _____



Planning Commission 2020 Annual Report (draft)

City of Lake Forest Park

Introduction

This report summarizes the work conducted by the Planning Commission for calendar year 2020 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 by state statute and city ordinance.

Planning Commissioners

Commissioner	Term Expires	Status
Maddy Larson (*)	2/28/21	Active
Rachael Katz (**)	2/28/23	Active
Richard Saunders	2/28/22	Active
Steve Morris	2/28/21	Active (February 2021 will be last meeting)
Joel Paisner	2/28/22	Active
T.J. Fudge	2/28/23	Active
Jon Lebo	2/28/22	Resigned December 2020
Ira Gross	2/28/23	Active
Mark Withers	2/28/21	Resigned May 2020

* Chair

** Vice-Chair

Planning Staff & Council Liaison

Staff Member	Title
Steve Bennett	Planning Director
Nick Holland	Senior Planner
Lauren Hoerr	Assistant Planner

City Council Liaison	Title
Tom French (interim)	Councilmember

2020 Summary

This year the Planning Commission focused on concluding its review and recommendations for updates to the Lake Forest Park Municipal Code (LFPMC) governing development in the Town Center, in support of implementing the Town Center Vision. After a series of meetings, including a public hearing, in the first quarter of 2020, the Planning Commission forwarded a set of recommendations to City Council following its April 14, 2020 regular meeting. These recommendations were in regard to LFPMC for design review (LFPMC Ch. 2.41), new and amended definitions (Ch. 18.08), Town Center requirements and design guidelines for free-standing parking structures (Ch. 18.42.100), the land use application administrative process (Ch. 18.42.110), and the use of development agreements (Ch. 18.42.170). Starting with the April 14, 2020 meeting, due to the global COVID-19 pandemic the Planning Commission met virtually for the

remainder of the year. Based on input from commissioners and the public, after some additional business discussion at the May meeting, the Planning Commission shifted to a summer discussion mode for the June, July, and August meetings where no further substantive decisions or recommendations to Council were made. In the fall, the Planning Commission made clarifying edits to their April recommendations to Council, as well as responded to a request from the Council chair and vice-chair to consider further input on Town Center residential density and open space provisions. Final recommendations were sent to Council in November 2020. After a discussion of work priorities for 2021 and the 2020 Annual Report, the December 2020 meeting focused on celebrating the dedicated service of Commissioner Jon Lebo as he retires from the Planning Commission.

The table on the following pages provides a chronological summary of the Planning Commission's work at each meeting during 2020.

Chronological Summary

Date	Event/Topic	Description
January 14, 2020	Implementation of Town Center Vision (Regular Meeting)	<ul style="list-style-type: none"> Design Review Process and Structured Parking Regulations
January 27, 2020	Implementation of Town Center Vision (Regular Meeting)	<ul style="list-style-type: none"> Parking structure regulations: height, footprint, non-negotiables Application and design review process Scheduling and format for public hearing
February 11, 2020	Public Hearing on Draft Town Center Code Update Recommendations (Public Hearing)	<ul style="list-style-type: none"> Twenty-seven people provided verbal comments during the public hearing
	Implementation of Town Center Vision (Regular Meeting)	<ul style="list-style-type: none"> Parking Structure Regulations: Height, Footprint, Non-Negotiables
February 19, 2020	Implementation of Town Center Vision (Regular Meeting)	<ul style="list-style-type: none"> Parking structure regulations <ul style="list-style-type: none"> Overall height and discussion of public benefit options Provisions for project level requirement for traffic study and other special studies Setback and buffer requirements Bicycle storage requirements and other bicycle related code Other areas for discussion <ul style="list-style-type: none"> Design review and development agreement review processes Current Town Center code review

February 25, 2020	Implementation of Town Center Vision (Regular Meeting)	<ul style="list-style-type: none"> • Final review of freestanding parking structure regulations • Final review of administration (design review) and development agreement provisions • Discussion of freestanding parking structure design guidelines
March 10, 2020	(Meeting Canceled)	(City Hall is Closed to the Public)
April 14, 2020	Implementation of Town Center Vision (Regular Meeting, Virtual)	<p>Recommendation of the following to Council:</p> <ul style="list-style-type: none"> • Ch. 2.41 Design Review Board • Ch. 18.08 Definitions (new or amended) • Ch. 18.42.100 Town center design guidelines – Adopted (including Design Guidelines for Parking Structures) • Ch. 18.42.110 Administration • Ch. 18.42.170 Development Agreement use in Town Center
May 12, 2020	Implementation of Town Center Vision (Regular Meeting, Virtual)	<ul style="list-style-type: none"> • Proposed memorandum to City Council regarding April 14 recommendations • TC Code and Design Guideline Update Work Plan for Phase 2 • TC Code Update draft provisions – Ch. 18.42.010 through 040 • Draft Design Guidelines pertaining to Placemaking, Vibrancy, and Public Spaces
		<ul style="list-style-type: none"> • Memo to LFP City Council: Proposed Design Review Board and Public Input • Recognition of Commissioner Mark Whither's retirement from PC
June 9, 2020	Implementation of Town Center Vision Election of Chair and Vice Chair	<ul style="list-style-type: none"> • Discussion of Density and Open Space

	(Regular Meeting, Virtual)	
July 14, 2020	Implementation of Town Center Vision (Regular Meeting, Virtual)	<ul style="list-style-type: none"> • Review of Current Town Center Framework Design Guidelines (adopted in 2006) • Continued Discussion of Open Space Requirements
August 11, 2020	Implementation of Town Center Vision (Regular Meeting, Virtual)	<ul style="list-style-type: none"> • Discussions of open space and public amenities associated with other mixed-use developments in surrounding communities of comparable size
September 8, 2020	Implementation of Town Center Vision (Regular Meeting, Virtual)	<ul style="list-style-type: none"> • Mechanisms for encouraging housing affordability – Jae Hill, Housing Specialist • Review of Commission’s Recommended Changes to Ch.18.42.040 Limitations on Use
October 13, 2020	Implementation of Town Center Vision (Regular Meeting, Virtual)	<ul style="list-style-type: none"> • September 16, 2020 Memorandum from Council Chair and Vice-Chair • Draft Memorandum from Commission Chair to Council
October 27, 2020	Implementation of Town Center Vision (Regular Meeting, Virtual)	<ul style="list-style-type: none"> • Review of draft amendments to Commission’s 4/14/20 recommended Town Center Code Updates addressing request from Deputy Mayor and Council Vice Chair
November 10, 2020	Implementation of Town Center Vision (Regular Meeting, Virtual)	<ul style="list-style-type: none"> • Review and recommendation of amendments to Commission’s 4/14/2020 recommended Town Center Code Updates addressing request from Deputy Mayor and Council Vice Chair <ul style="list-style-type: none"> ○ Review of revisions to 10/27 draft recommended code changes for consistency with Commission direction ○ Discuss potential addition of a statement on affordable housing in Commission

		<p>recommendations memo to Council</p> <ul style="list-style-type: none">○ Discuss the key messages to include as a memo to accompany recommendations to Council
December 8, 2020	<p>Planning Commission Work Priorities for 2021</p> <p>2020 Annual Report</p> <p>(Regular Meeting, Virtual)</p>	<ul style="list-style-type: none">• Recognition of Commissioner Jon Lebo's retirement from PC

January 7, 2021

Dear Fellow Commissioners,

After our initial discussion about implementing a land acknowledgement for our planning commission I have engaged in additional efforts to ensure what I am proposing speaks to several of the questions that came up during that discussion and ensures what we may adopt is most accurate and reflective of the respect we aim to provide through this action. Here is a summary of my total efforts:

1. Reflecting on my own institution's work in this area and the training materials that have come from that work – all informed by our own, decades long relationship with our indigenous advisory committee represented by members from all of Utah's native tribes.
2. Review of background and guidance for developing land acknowledgements. These included indigenous, government, and academic and cultural institutions. I found the guidance from the National Museum of the American Indian to have the best and most concise guidance. The U.S. Department of Arts and Culture also provided a brief but meaningful video from native viewpoints I found helpful. Note, both of these sources are guided by and receive broad input from indigenous communities.
 - a. <https://americanindian.si.edu/nk360/informational/land-acknowledgement>
 - b. <https://usdac.us/nativeland>
3. Direct conversations
 - a. Jolene Haas, Director on the Duwamish Tribal Services Board of Directors, daughter of Tribal Chairwoman, Cecile Hansen
 - b. Laura Phillips, University of Washington/Burke Museum of Natural History and Culture, Archaeology Collections Manager
4. Reading
 - a. The River That Made Seattle by B.J. Cummings. (University of Washington Press, 2020 – funded in part by the Tulalip Tribes)
 - b. Chief Seattle by David M. Buerge. (Sasquatch Books, 2017 – recommended read by Jolene Haas)

In summary, this work leaves me resolved that, as a formal group charged with recommending actions that directly impact the land we live on here in Lake Forest Park and as residents who steward this land, it is important we recognize the fact that a rich and diverse group of indigenous group of people have called this same area home for 10,000+ years. (First contact by newcomers and the resulting European-American immigration occurred in the late 18th century.) Besides acknowledging and honoring our indigenous neighbors, I would hope this action, on our part, would ensure we are not contributing to the invisibility and erasure continually experienced by indigenous peoples who still call this area home particularly since

the denial of many of their treaty rights continue. In time, I hope this action will lead to other actions that honor and promote community in the broadest sense of the word.

You will notice that I have not named a particular group in my summary. This has to do with my evolving understanding of the history of this region. What became clear to me was the fact that over the course of 10,000+ years the people that called this place home evolved to represent a diversity of cultures including some shared and other unique customs and languages. Their relationships to the land were, also, quite different than we are accustomed to regarding ownership. Instead, tribal names often stemmed from the region they primarily lived (particularly adjacent waterways). Given this and the fact that the resulting complexities European-American immigration created, via treaties, for these people it is difficult to name one group over another as having called a specific area home without risking offense for those not named (past or present tribal names). I am glad to elaborate more and learn more about this over a cup of coffee. And, as an interesting sidenote, I, also, learned that prior to massive undertakings by immigrants to change the way water moves through the larger Seattle region, Lake Forest Park was part of the Duwamish River watershed. I highly recommend the Cummings book if you would like to learn more about this and the cultural and environmental history of this watershed.

With that, I'd like to propose the following Land Acknowledgement statement for our LFP Planning Commission:

We'd like to acknowledge we are on the traditional land of a rich and diverse group of Native Peoples who have called this area home for more than 10,000 years. We honor, with gratitude, the land itself and the descendants of these Native Peoples who are still here today. In doing this we aim to illuminate the longer history of this land we call home, our relationship to this history, and the heritage of those peoples whose ancestors lived here before the European-American immigration that began in the 1800s.

Thank you for your time and consideration.

Maddy