

**City of Lake Forest Park - Planning Commission**  
**Regular Meeting Minutes: November 10, 2020**  
**Virtual/Zoom Meeting**

**Planning Commissioners present:** Chair Maddy Larson, Vice Chair Rachael Katz, Steve Morris, Ira Gross, Jon Lebo, and Richard Saunders

**Staff and others present:** Steve Bennett, Planning Director; Nick Holland, Senior Planner; Councilmember Tom French; City Attorney Kim Adams-Pratt

**Members of the Public:** virtual sign-in

**Planning Commissioners absent:** T.J. Fudge, Joel Paisner

**Call to order:** Chair Larson called the meeting to order at 7:00PM

**Approval of Agenda:**

Cmr. Gross made a motion to accept the agenda, and Cmr. Lebo seconded the motion. Chair Larson asked for any discussion Cmr. Katz asked a question regarding acceptance of written comments and if citizens could still submit written comments. Director Bennett said that written comments were not being read at the meeting but one could submit written comments to the Commission. Cmr. Katz suggested clarifying the language and putting it on future agendas. Councilmember French agreed. Chair Larson suggested moving the native land acknowledgement to the next meeting. She said that she would like more time to work on the language. All voted to approve the agenda as amended.

**Meeting Minutes from October 13, 2020**

Cmr. Lebo made a motion to approve the minutes, Cmr. Katz seconded, all voted in favor and the meeting minutes were approved.

**Meeting Dates:**

Chair Larson indicated that the next regular meeting was scheduled for December 8, 2020.

**Citizen Comments:**

Don Fiene said that LFPMP 18.48.080 says that buildings shall not cover more than 45% of the parcel within town center. He said there isn't a maximum impervious surface percentage for the town center and suggested that the Commissioners may want to adopt a maximum.

**Report from City Council Liaison**

Councilmember French said the Council met with Sound Transit. Sound Transit said that they were on the schedule for the high capacity transit project. Councilmember French said that Sound Transit is waiting for the realignment decisions from the Sound Transit design board. He said they presented a design for the garage to the Council. Councilmember French said he was surprised to see five stories at the ten percent design stage. He said that the LFP code provisions would influence the design. He expects changes to the program by July, and that the garage may be slightly smaller than 300 stalls. He asked for Director Bennett's input.

Director Bennett said there have been discussions regarding the possibility that the King County Library could be a potential partner in the garage project. Councilmember French mentioned that there was an expectation for community space. He talked about a separate pedestrian access in the design. He said that several members of the Council said that it is important that Sound Transit be forward thinking with regard

1 to environmental sustainability in the design. Councilmember French added that the project should be a  
2 model for environmental sustainability.

3  
4 Cmr. Saunders asked what the timeline for the project will be. Councilmember French said that the Council  
5 will consider the garage code prior to March with hearings before final consideration. He said that Sound  
6 Transit's re-alignment project schedule is still being re-evaluated. He said that the agency's priorities are being  
7 shifted to align with what voters wanted. He said the ballot measure approved a couple of years ago included  
8 the garage project and cost trimming cannot come from eliminating the garage project itself, but may show  
9 up in the aesthetics of the project.

10  
11 Chair Larson asked about the City's regulations for 522 improvements and construction on the highway.  
12 Director Bennett explained that standards from Kenmore could be used for development of 522 as well as  
13 provisions of the King County road standards. Director Bennett said that the design of improvements to 522  
14 for high capacity bus travel is ongoing. Chair Larson said she would like to see improvements done on both  
15 sides of 522. Councilmember French said the Kenmore code was drafted for commercial areas along 522.  
16 He said that he would like to see improvements that reflect the values of the LFP community. He indicated  
17 that Sound Transit will be looking for an expedited permitting process, but the City hasn't developed a  
18 response to implement that type of process. Director Bennett said that Sound Transit is probably just trying  
19 to get a feel for how the process works in LFP and the general permit timelines.

## 20 21 **Old Business**

- 22 • Implementation of Town Center Vision
  - 23 Review and recommendation of amendments to Commission's 4/14/2020 recommended Town
  - 24 Center Code Updates addressing request from Deputy Mayor and Council Vice Chair
  - 25
  - 26 Review of revisions to 10/27 draft recommended code changes for consistency with
  - 27 Commission direction
  - 28
  - 31

32 Director Bennett presented the first set of revisions in the section on limitations on use and asked if there  
33 were any questions or comments. Hearing none, he presented the revisions for section .070 and the parking  
34 standards which described an exception for freestanding parking structures and went on to present proposed  
35 changes to section .130, general design standards. He noted the reference to the framework design guidelines  
36 and the clarification that the Commission's recommendation was that the larger open space provisions for  
37 20,000 square feet total with 10,000 square feet of contiguous interior open space be a requirement. He then  
38 presented the section on development agreements and discussed the trigger for such a process. He explained  
39 the trigger to be any requested variation from density, height, or setback provisions.

40  
41 A discussion continued regarding development agreement triggers relative to other portions of the code. City  
42 Attorney Pratt provided her opinion of the amendment. Cmr. Katz said she doesn't believe it is necessary to  
43 add additional language regarding the trigger for development agreements. Cmr. Lebo  
44 asked about how a development agreement is implemented and talked about Cmr. Fudge's concerns from the  
45 last meeting. City Attorney Pratt explained her understanding of development agreements. Director Bennett  
46 clarified how development agreements are executed. Cmr. Morris said he would prefer to use the  
47 recommendation from the City Attorney. A discussion continued regarding how the recommendations the  
48 Commission makes should be organized and sent to Council. City Attorney Pratt suggested the edits  
49 surrounding development agreement triggers could be removed given the way in which development  
50 agreements are facilitated and how they are used to regulate development.

1 Councilmember French said that the more detail the Commissioners provides, the easier it will be for the  
2 Council to consider the code provisions. Director Bennett summarized what he understood about  
3 amendments to section .170 and the section concerning development agreements. Cmr. Saunders  
4 recommended putting a placeholder in for impervious surface regulations with the idea being for the Council  
5 to explore that issue.

6  
7 Director Bennett suggested that the Commission entertain a motion on the draft for recommendation to the  
8 Council. Chair Larson suggested deleting the year on the framework design guidelines and all agreed. Cmr.  
9 Katz made a motion to send the recommended edits to the town center code recommendations to the City  
10 Council for consideration. Cmr. Gross seconded the motion and the motion passed unanimously.

11  
12 Discuss potential addition of a statement on affordable housing in Commission recommendations  
13 memo to Council; Discuss the key messages to include as a memo to accompany recommendations  
14 to Council  
15

16 Chair Larson indicated that she would like to include a recommendation on affordable housing in a  
17 memorandum to Council. The Commissioners also discussed including items within their recommendation  
18 that were important to them such as landscaping, environmental sustainability, pedestrian circulation and  
19 other elements. Chair Larson summarized her understanding about the content of the memorandum to  
20 Council. Cmr. Saunders said that the discussion regarding the planning horizon was an effective tool and that  
21 defining what the community wanted was the most important rather than just any redevelopment of town  
22 center. Chair Larson discussed the potential of making a statement regarding the reasons behind further  
23 recommendations and the lack of time to explore them. Cmr. Katz said that she wasn't comfortable making  
24 such a statement. Cmr. Lebo said that an increase in density and height at town center wasn't supported by  
25 the citizens of the City. He said that the existing framework design guidelines had community input, and that  
26 density and height shouldn't be changed from what the previous standards indicated. City Attorney Pratt  
27 asked if the density provision in the current design guidelines is acceptable, and Cmr. Lebo said that it was.

28  
29 Chair Larson said that she would draft the memo along with Cmr. Katz and Director Bennett, asked if a  
30 meeting would be required for approval in the spirit of public process. Director Bennett summarized some  
31 options for approval of the content of the memo. Cmr. Gross and Cmr. Saunders indicated they approved of  
32 the Chair and Vice Chair authoring the memo. The other Commissioners agreed. Councilmember French  
33 indicated that the memo could be received by Council later in the year. Councilmember French asked if all  
34 references to 2020 could be deleted.

35  
36 City Attorney Pratt asked about development agreement triggers and how it should be recommended to  
37 Council. She suggested some ways to draft the provision. Cmr. Lebo asked why development agreement  
38 triggers would need to be included at all, given the decision to eliminate through the Planning Commission  
39 recommendation. Director Bennett reminded Commissioners what the Deputy Mayor's memorandum asked  
40 of the Commission. City Attorney Pratt indicated that the Council wanted to include a development  
41 agreement trigger. Councilmember French also clarified and said that consideration of size of a development  
42 and density were some of the triggers to getting Council involved. He explained the difference between the  
43 Council functioning as the decision making body and how a hearing examiner operates.

#### 44 **Reports and Announcements**

45 None from staff.

#### 46 **Additional Citizen Comments**

47 None.

1 **Agenda for Next Meeting:**

2 Chair Larson asked for input. Director Bennett indicated that he would like to brief the Commission on  
3 future work and mentioned the shoreline master program. Chair Larson suggested a presentation on  
4 accessory dwelling units (ADUs). Cmr. Lebo indicated he would like the Commission to carry on with all of  
5 their work in his absence. Cmr. Katz suggested talking about the native land acknowledgement, shoreline  
6 program, and the 2021 work program. She suggested reviewing ADUs in 2021. Chair Larson asked if staff  
7 could look at the items ahead and draft a 2021 work plan along with getting some direction from Council.  
8 Councilmember French indicated that housing strategy is something the Council is ready to work on getting  
9 done sooner than later.

10  
11 **Adjournment:** Cmr. Katz made a motion to adjourn the meeting, Cmr. Gross seconded; all agreed; and the  
12 meeting was adjourned.

13  
14 Adjournment at 8:41pm

15 APPROVED:

16  
17 *Maddlyn Larson*

18  
19 Maddy Larson, Chair