



Memorandum

To: Steve Bennett, Planning Director
City of Lake Forest Park

From: Cristina Haworth, AICP

Copies: Mandi Roberts, PLA, AICP; File

Date: May 4, 2020

Subject: Town Center Code Amendments – Phase 2 Work Plan Recommendations

Project No.: 32913B

Background

With the completion of the EIS process and the City Council's adoption of its Town Center Vision last fall, the Planning Commission began focused consideration of potential amendments to the Lake Forest Park Municipal Code (LFPMC) development regulations and to the development of new design guidelines intended to update the Town Center Framework Design Guidelines (FDGs). In February 2020, the Planning Commission recommended a set of regulations to the City Council that are intended to guide the development of freestanding parking structures in Town Center. In April, the Commission recommended administration code provisions and design guidelines specific to a freestanding parking structure to Council.

For the sake of framing the work ahead, the draft regulations and guidelines forwarded to Council in February and April can constitute Phase 1 of the Commission's Town Center (TC) Code Update initiative. This memorandum summarizes our recommendations for completing Phase 2 of the Planning Commission's TC Code Update, which include potential amendments to regulations and design guidelines for all other development that could occur in Town Center beyond those pertaining to freestanding parking structures.

Phase 2

While some of the regulations and guidelines developed in Phase 1 may be applicable to other types of development and it may be necessary to adjust some Phase 1 provisions to ensure all of it works seamlessly together without internal conflicts, the objective is to not reconsider the merits of already recommended regulations and guidelines. Phase 2 is intended to address all types development that could occur in Town Center.

Proposed Code Structure and Design Guidelines Format

Throughout the Commission's Phase 1 work, draft regulations have been presented and recommended with the intent of taking a "repeal and replace" approach to the organization of the code amendment sections. Chapter 18.42 would be repealed entirely and replaced with a new chapter that follows a similar organization to the repealed version. The following structure has been substantially agreed on by Planning Commission for the new Chapter 18.42 *Town Center*:

18.42.010	Purpose
18.42.020	Permitted uses

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18.42.022	Limitations on use
18.42.025	Conditional uses
18.42.030	Building height
18.42.040	Setbacks
18.42.050	Residential density
18.42.060	Open space
18.42.070	Signs
18.42.080	Parking
18.42.090	Freestanding parking structures
18.42.100	Town Center Framework Design Guidelines – Adopted ¹
18.42.110	Administration
18.42.120	Bonding
18.42.130-160	<i>Reserved</i>
18.42.170	Development agreement use in Town Center

The existing *Town Center Framework Design Guidelines* (FDGs) were originally written in 2005 and will be updated and expanded to reflect the current community vision, guidelines applicable to the parking structure, and LFPMC code amendments. Material from the previous FDGs will be reused where possible but some content will need to be replaced, and new reference images and graphics added as necessary to support the vision and proposed regulations.

The code and the FDGs work together to regulate and guide development activity in the Town Center zone. The code establishes use and dimensional requirements and limitations that are easily regulated. The FDGs provide guidance on building design, public realm, placemaking and character, and similar aesthetic and livability elements but gives the developer more flexibility in meeting the intent of the guidelines rather than proscriptive standards.

Approach

The following approach accommodates review of all sections of the code and the FDGs using Planning Commission’s regular monthly meetings from May through August.

Table 1: Review Approach and Schedule

LFPMC Code Section		Framework Design Guidelines		PC Review Status	Meeting
Sec.	Name	Chap.	Name		
		N/A	Acknowledgements	Not Started	3
		2.0	Vision for Town Center (2019 VISION)	Complete	N/A
010	Purpose			Not Started	1
020	Permitted uses			In Progress	1
022	Limitations on use			In Progress	1
025	Conditional uses			In Progress	1
030	Building height			Not Started	2

Table 1: Continued

LFPMC Code Section		Framework Design Guidelines		PC Review Status	Meeting
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¹ The *Town Center Framework Design Guidelines* is a separate companion document that has been adopted by reference in this code section. This section does not contain the FDGs.

Sec.	Name	Chap.	Name		
040	Setbacks			Not Started	1
050	Residential density			Not Started	2
		5.1	Placemaking, Vibrancy, and Public Spaces	Not Started	1
060	Open space				2
		5.2	Sustainability and Environmental Stewardship	Not Started	3
		5.3	Multimodal Connectivity and Walkability	Not Started	3
070	Signs			Not Started	3
080	Parking	5.4	Parking for Vehicles and Bicycles	Not Started	3
		4.0	Purpose of the Framework Design Guidelines	Not Started	
		3.0	Town Center Context	Not Started	3
090	Freestanding parking structures	8.0	Freestanding Parking Structure Architectural Guidelines	Complete	N/A
		5.5	Town Center Character	Not Started	2
100	Town Center Framework Design Guidelines – Adopted			Complete	N/A
110	Administration			Complete	N/A
120	Bonding			Complete	N/A
130-160	<i>Reserved</i>			Not Used	N/A
170	Development agreement use in Town Center			Complete	N/A

Figure 1: Review Workflow – Introduction of Topics

