



Planning Commission 2020 Annual Report

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 <i>(Plans to resign in 2021)</i>
Joel Paisner	2/28/22	Active <i>(February 2021 will be last meeting)</i>
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	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