

**MEMORANDUM**  
LAKE FOREST PARK PLANNING COMMISSION

TO: Stephen Bennett, Development Director, City of Lake Forest Park

FROM: Joel Paisner, Chair, Lake Forest Park Planning Commission  
Maddy Larson, Vice-Chair, Lake Forest Park Planning Commission

DATE: January 19, 2020

RE: Planning Commission and TC Code Review

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We are writing with the hope of instituting some changes in how the Planning Commission (PC) approaches its work in an effort to increase efficiency, expand dialogue and achieve greater consensus. To that end, we are suggesting changes to our meeting preparations as well as an update on where we stand with the Town Center Code Review.

**I. Meeting Preparation.** We would like to have all meeting materials, including the agenda, distributed and posted one week in advance of a scheduled Planning Commission meeting. This will require coordination between the Chair and Planning Director prior to that time. Doing this will allow us to come better prepared to our meetings and, hopefully, improve efficiency, dialogue and consensus in our group. Additionally-as we move forward, we, as Chair and Vice Chair, are committed to doing the additional work necessary to further identify and focus the PC on specific items for discussion for each of our meetings. Too often we are stretched thin working to cover too many aspects of the TC code work at one sitting. In short, we all have a great deal to do and little time to do it. If we can focus our work, we can achieve a great deal more than we have been able to in the recent past.

**II. Town Center Review Update.** Our work to date has been focused on identifying code language for a stand-alone parking structure that honors the residents' vision for and character of LFP. Included in that work has been the design guidelines document and, critically, the design review process for any application we might receive for TC development. We've been meeting twice a month during the moratorium to bring these three items to completion and intend to bring these recommendations to the council by mid-February, just after our February 11th meeting. Remaining, are recommendations regarding density and open space. We understand this schedule places demands on all of us (PC, staff, City Council), to complete our work to update our current code to address our community's concerns. The remainder of our work will be picked up in full force as soon as we have passed the above recommendations to you. The key areas to complete include:

**1. Stand-alone Parking Garage Code.** The PC needs to complete discussions on the following key issues:

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- A. **Height** – both base and bonus
- B. **Footprint** -both base and bonus
- C. **Aesthetics** – design features
- D. **Base Requirements** – what are the base code provisions that are non-negotiable in a development agreement?

2. **Other Parking Garage Code Matters.** In order to meet the moratorium time frame, we are prioritizing the topics mentioned above. Other aspects of this section of the code have been discussed and hopefully will be refined via editing cycles of the evolving code document over the next few weeks. Where particular issues may arise that warrant discussion, we will schedule time to discuss this as needed.

3. **Upcoming Work:**

A. **Parking Garage Design Guidelines.** We need to dive into the current draft at our next meeting. Since we did not address them at this past week's meeting, it would be helpful to review that draft prior to our meeting on January 27th. Along with the draft, it would be helpful to have a summary of what we have already agreed to, and what still needs our input. This will help all commissioners to focus where necessary to bring this document to completion.

B. **Prior Materials.** As we wrap up our work on the parking garage, we need to begin the process of reviewing where our discussions and recommendations ended around density and open space, before the moratorium. It would be helpful if you could provide any materials that were gathered and prepared in that effort. The PC spent a significant amount of time around design guidelines (there was a tally regarding required/recommended?) and open space. Is there an easy way to get us a summary of where we last were with regard to these topics? Our hope is to present a similar decision framework to our fellow commissioners in which to achieve final recommendations and consensus for the remaining topics.

We will be pulling together an agenda and message to share with the PC to help us prepare for our January 27th meeting. We will send that to you, Steve, early next week. Our hope is you can send it out along with the necessary meeting materials (agenda, current draft of the parking garage code language, current design guidelines for parking garage, and current draft of the design review process language from application to final approval).

Thanks for all your help and attention. If you have questions, comments or suggestions, please let us know. Otherwise, we are entirely focused on pressing forward to complete the work at hand.