

**MEMORANDUM**  
LAKE FOREST PARK PLANNING COMMISSION

TO: Lake Forest Park City Council

FROM: Lake Forest Park Planning Commission

DATE: May 12, 2020

RE: Proposed Design Review Board and Public Input

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The Lake Forest Park Planning Commission (“LFPPC”) recently transmitted recommendations regarding to the Lake Forest Park City Council regarding (1) a free standing parking structure at Town Center, and (2) a proposed Design Review Board (“DRB”) and related process. We wanted to share with you some of the discussions that occurred regarding public input and the DRB process, as the draft regulations cannot fully describe public comment, or LFPPC discussions.

**1. Local Participation on the DRB.** During the public comment period that the LFPPC held, concern was raised about representation on the DRB. Originally, our proposal included the possibility that certain design “expert” could be appointed who were not necessarily a citizen of Lake Forest Park. As you will see, our proposal removed the possibility, and now the DRB is to be made up solely of citizens from Lake Forest Park. This serves to provide full local involvement, as well as to acknowledge the expertise that exists within the city.

**2. Question Regarding Council’s Oversight of Process.** Public comment also raised questions regarding the level of Council oversight of the TC development process. We also had significant discussions regarding review by the City Council versus review by an appointed Hearing Examiner. In particular, this discussion occurred in light of a major TC development proposal and a minor development proposal. Ultimately, our recommendation provides for City Council review when a development agreement is used as part of a major development proposal for the TC. Except for minor exterior changes, minor development proposals will be handled through administrative staff review. We were also mindful that the TC owner will need some flexibility to allow a variety of tenant improvements without being encumbered by a lengthy development review process.

Again, we wanted to acknowledge the public’s comments regarding the proper role that the City Council provides in the development process.