

# PLANNING COMMISSION MEETING MINUTES



HYBRID/REMOTE AND IN PERSON AT THE MILL

May 1, 2024

CALL TO ORDER: 6:00 PM by Vice-Chair Janice Huxford

MEMBERS PRESENT: Commissioner Linda Hoult, Commissioner Nathan Packard, Commissioner Bruce Morton and Commissioner Michael Duerr

MEMBERS ABSENT: Conner Davis, Jennifer Davis

STAFF PRESENT: Community Development Director Russ Wright, Senior Planner David Levitan, Planning Manager Christi Schmidt, Associate Planner Jill Needham, Clerk Jennie Fenrich, Administrative Assistant Dawn Erickson

OTHERS PRESENT: VIA ZOOM, Council Member Ryan Donoghue

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Vice-Chair Huxford called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

Roll Call: All present except Commission Chair Conner Davis and Commissioner Jennifer Davis -both excused.

Guest business: One student attended as part of a requirement for a Civics class; he was just there to listen and learn.

Approval of Minutes: Minutes of April 17, 2024 were approved as written. Commissioner Morton made the motion and Commissioner Duerr seconded (motion carried unanimously).

Discussion Items:

Senior Planner Levitan presented an overview of proposed updates to chapter 4 of the Comprehensive Plan Update (Environment and Natural Resources). He also discussed the process to update the city's critical areas ordinance (CAO), which must be adopted as an implementation task of the Comprehensive Plan. A desire for clarifying language regarding the "Transfer of Development Rights" section was expressed by Commissioner Morton. Vice-Chair Huxford inquired about added protection mechanisms surrounding the Aquifer Recharge section. Commissioner Duerr requested more specific language in section 4.4.13 to clarify that this applies to city purchasing, rather than holding contractors to this requirement. Feedback was also provided by several Commissioners regarding language of section 4.4.10, to reflect that the goal for the increase in tree canopy is to provide equity. Commissioner Packard suggested a ROI analysis to help determine the best approach for reaching this goal.

Commissioner Reports:

Commissioner Packard commented about traffic backing up eastbound at the first light coming from the trestle, asking if the cause could be investigated. Commissioner Hoult requested the summer schedule be e-mailed out to everyone. Commissioner Duerr requested the upcoming meeting schedule be included at the end of the agenda packet in the future.

Director's Report: Director Wright introduced Planning's new Administrative Assistant, Dawn Erickson. She will be assuming Clerking duties in the future. Discussion largely focused on covering the remaining four chapters in the Comprehensive Plan and the schedule for presenting these to the Commission. It was decided to meet on June 3<sup>rd</sup>, June 17<sup>th</sup> and July 15<sup>th</sup>, with the meetings also serving as community open houses. Staff needs to provide a draft of the Comprehensive Plan to the Department of Commerce in early July, with a public hearing to follow in September. The Commission will have sufficient time to review the complete Plan prior to the public hearing.

Adjourn: Motion by Commission Hoult, seconded by Commissioner Duerr to adjourn the meeting at 6:48 p.m. The motion carried unanimously.

Dawn Erickson, Planning Administrative Assistant