

# PLANNING COMMISSION MEETING MINUTES



HYBRID/REMOTE AND IN PERSON AT THE MILL

November 6, 2024

CALL TO ORDER: 6:00 PM by Chair Connor Davis

MEMBERS PRESENT: Chair Connor Davis, Vice-Chair Janice Huxford, Commissioner Michael Duerr, Commissioner Jennifer Davis, Commissioner Bruce Morton, Commissioner Nathan Packard, Council Liaison Ryan Donoghue

MEMBERS ABSENT: None

STAFF PRESENT: Community Development Director Russ Wright, Senior Planner David Levitan, Planning Manager Christi Schmidt, Administrative Assistant Dawn Erickson

OTHERS PRESENT: No others present

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

Roll Call: All Commissioners and Council Liaison present.

Guest business: No guest business was noted.

Approval of Minutes: The minutes of the Public Hearing of October 2 and October 9, 2024, were approved as written. Commissioner Morton made the motion, and Vice-Chair Huxford seconded. The motion carried unanimously.

Discussion Items:

Jacquelyn Styrna and Amy Tonsley of Puget Sound Energy (PSE) gave a PowerPoint presentation on its Clean Energy Transformation. As a city natural gas purveyor, PSE has its own 20-year plan. This information can provide helpful context in the Environment and Natural Resources and Climate Change chapters of the Comprehensive Plan, to be incorporated in work plans in future years.

Planning Manager Christi Schmidt reviewed the 2025 Work Plan for the Planning & Community Development department, broken down by quarter. The presentation highlighted current projects and projects for the coming year, including fee updates, process code updates, and file migration, as well as the process for approving the Long-Range Work Program. The Work Program is broken down into four categories: Zoning Code and Comprehensive Plan Zoning Code Implementation Projects, Comprehensive Plan focused on Parks and Recreation, Subarea Plan and potential code updates needed to the Utilities section of the Municipal Code (Sewer District Merger), Annexations, and Miscellaneous. She then opened the floor for discussion.

There was some discussion about parks impact fees. Director Wright explained current park impact fees are based on old methodology no longer used. We now use a policy to implement our fees and are updating the method.

To avoid confusion and misunderstandings, transparency and communication in noticing to the public moving forward were stressed, including park impact fees and annexation.

Before the joint meeting with Council, an internal planning meeting was requested to plan the discussion.

It was suggested that for the coming year, one item per meeting be considered. The Commission decided to keep the current meeting plan, reviewing more than one topic per meeting.

It was also announced that the new Commissioner would be appointed by City Council next week and will begin attending meetings in December.

Commissioner Report:

No Commissioner reports.

Director Report:

City Council had a rigorous hearing on the Comprehensive Plan, which was adopted as recommended.

Adjourn:

Commissioner Morton moved to adjourn; seconded by Commissioner Packard. The meeting was adjourned at 6:56PM.