

PLANNING COMMISSION MEETING MINUTES



HYBRID/REMOTE AND IN-PERSON AT THE MILL

August 4, 2025

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

MEMBERS PRESENT: Chair Janice Huxford, Vice-Chair Jennifer Davis, Commissioner Bruce Morton, Commissioner Mike Duerr, Commissioner Connor Davis, Commissioner Nathan Packard, Commissioner Murika Matz (via phone), and Council Liaison Ryan Donoghue (remote)

MEMBERS ABSENT: No members were absent.

STAFF PRESENT: Planning Manager Christi Schmidt, Senior Planner Amber Brokenshire, Director Russ Wright, Administrative Assistant Dawn Erickson

OTHERS PRESENT: Intern Ella Barnard

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

Roll Call: As noted above.

Guest business: None. Director Wright took a moment to introduce Planning's new Senior Planner, Amber Brokenshire, joining staff for tonight's presentation and City Intern Ella Barnard, who was in the audience.

Approval of Minutes: The June 23, 2025, meeting minutes were approved as written. Commissioner Connor Davis made the motion, and Commissioner Duerr seconded. The motion passed unanimously.

Discussion Items: Senior Planner Amber Brokenshire provided an update on the proposed revisions to the LSMC Process Code and the proposed revisions to the LSMC Design Guidelines. Planning Manager Schmidt provided a summary sheet of recently passed land use legislation YTD. Senior Planner Brokenshire then reviewed proposed changes to the Design Review Guidelines, which aim to remove subjective language from existing design review criteria, and process changes to integrate the review process into the development review process logically. It was noted that staff believe the current guidelines to be generally compliant, and staff will focus on minor changes primarily to subjective words. Director Wright summarized the process staff will use for process code and design guideline updates. Schmidt briefly reviewed the process to date on the Streets & Parking updates for the Commissioners, which we will see again in early September. Planning Manager Schmidt commented that Public Works is also updating their EDDs standards, so the city is trying to update Streets and Parking codes concurrently, since they are intertwined.

After the presentation, the commissioners were asked for questions and comments. Commissioner Connor Davis asked where he could access the EDDS standard and whether bicycle paths are part of the Streets, Sidewalks and Parking. Planning Manager Schmidt said staff would send out a link to the website section on EDDS and a link to the draft chapters.

Commissioner Jennifer Davis thought the color-coded matrices that staff provided were very helpful. She also asked if there would be a public hearing at PC before forwarding recommendations to the Council. Wright said there would probably be multiple public hearings.

Commissioner Morton expressed concern about some of the changes in the design guidelines' language, which make them more like requirements and more difficult for those seeking permits. Director Wright said the city intends to keep the design guidelines from becoming standards, keeping them menu-based and flexible. Chair Huxford drew a distinction between individual homeowners and developers. Planning Manager Schmidt explained that the guidelines do not apply to SFHs; they are specifically for commercial uses. Senior Planner Brokenshire stated the design guidelines apply to new commercial/industrial buildings, PRDs, and planned neighborhood developments; SHFs are exempted.

Commissioner Connor Davis suggested extending the exemption to MFH affordable housing. Senior Planner Brokenshire pointed out that HB 1183 specified development types, which include affordable housing, to reduce the burden on developers who wish to build that kind of development.

Commissioner Reports:

Commissioner Duerr reported that he had worked at the city's booth at Aquafest and had engaged well with the public, particularly on traffic/sidewalk issues.

Commissioner Connor Davis said he has heard some negative feedback regarding the storage unit being built at Grade Road and SR92, emphasizing that it provides no real benefits to the city.

Chair Huxford had questions about the recent treatment of invasive species on the lake and the timing of the treatment. Commissioner Morton explained that the smell on shore was due to the higher water temperature and the clams' sensitivity to the warmer water, and the timing couldn't be avoided. Planning Manager Schmidt advised that staff would send out a link tomorrow with information about the event. Chair Huxford also said she had received a complaint from someone wanting to respond to a potential rezoning land use notice to submit comments, but was unable to because the planner they were directed to was on vacation. Planning Manager Schmidt advised that there are always multiple opportunities and methods to submit comments, and that they can be submitted to anyone in Planning & Community Development.

Additional discussion was held about methodology for communicating with the public, including potentially sending out a monthly or quarterly newsletter to connect with those who may not have an online presence, but no decisions were made.

Director's Report

Director Wright announced that the museum permits are under review, and groundbreaking is anticipated this fall. The new Civic Campus has initial designs. The next step will be to have the interior renovations permitted, and the city hopes to start the renovation this winter.

Adjourn: Motion by Commissioner Duerr, with a second by Commissioner Packard, to adjourn the meeting at 7:01 p.m. The motion carried unanimously.

Respectfully,

Dawn Erickson, Administrative Assistant