



PLANNING COMMISSION
MEETING
DECEMBER 13, 2022
7:00 PM
MINUTES

1. CALL TO ORDER (Via Zoom & In-Person)

Commissioner Straughn called the Planning Commission meeting to order at 7:00 p.m.

2. FLAG SALUTE:

Commissioner Straughn led the Planning Commission, Staff and Audience in the Pledge of Allegiance to the Flag.

3. ROLL CALL:

Planning Commission

Commissioner Frederick Cruger – Present
Commissioner Ron Stephenson – Present
Commissioner Scott Morrison – Absent
Commissioner Bruce Straughn – Present
Commissioner Chris Marsh – Present

City Staff

Darla Reese, City Clerk
Eric Jensen, Community Dev. Director

4. APPROVAL OF MINUTES

A. Approval of November 8, 2022 Minutes

Commissioner Marsh moved to approve the Minutes of November 8, 2022. Commissioner Stephenson seconded. Motion carried.

5. PUBLIC COMMENTS/RECOGNITION OF VISITORS – NON-ACTION ITEMS

(Public comments are encouraged both for items that are not action items in this Agenda and for actions items in this Agenda. Comments may be submitted in advance in writing or by e-mail to the City Clerk or may be made in person, or by telephone or computer connection at the time of the meeting.)

No one was present online to speak during this portion of the meeting, and no written correspondence had been received.

6. NEW BUSINESS

A. Community Development Report to Planning Commission

Community Development Director Jensen gave a summary to the Planning Commission of some recent activity in Community Development. Details included:

- Completed a comparison analysis of land use fees for nearby jurisdictions and included a set of recommendations for revising City Land Use fees
 - Will be brought forth to the Planning Commission to show how it is laid out and onto Council for consideration
- Finalized permitting software program content and process
 - Working on fine tuning system with small changes. Will be set to go live soon.
 - Planning Commission comment – check on fees for vendor “tweaks” & possible “additional fees”
- Continuing the completion of WA Commerce 45-page Periodic Review Checklist report
 - **Community Development Director Jensen** is currently about half-way through the process
- SEPA process is now complete for WWTP – nothing new received
 - At pre-construction now
- Completed proposed land use matrix table to create Permitted-Secondary use allowance format
 - Notion of understanding the “Secondary” term was difficult
 - Building a table showing the land use vs. activity = see what is permitted, prohibited, conditional = easier to read

B. Review DRAFT Planning Commission Work Plan

Community Development Director Jensen reviewed the sections of the work plan.

- Section 1
 - This is the Planning Commission’s work plan
- Section 2
 - Development regulations – certain housekeeping requirements
 - Addressing Landscape Standards and Design Standards
 - Update Sign Code
 - Zoning Map Changes
- Section 3
 - Land Use Actions
 - Recommendations to the City Council
 - Planning Commission has Preliminary Actions

- Section 4
 - Anyone coming in making outside presentations
- Section 5
 - Re-Election of Chair and Vice Chair
 - Work Plan changes/updated
 - Organizational retreat?

Commission Comments –

- Food trucks
- Architectural design standards & enforcement aspects
 - Implement an ad-hoc Design Board = Light touch
- Incentives for code breaks
- Look at quarterly updates for work plan

7. CURRENT BUSINESS

There were no Current Business items for the Agenda.

8. REPORTS:

A. City Clerk Report

There were no questions on the City Clerk's reports.

B. Homework

There were no homework items for the Agenda.

9. CORRESPONDENCE:

There were no correspondence items for the Agenda.

10. ADJOURNMENT:

Commissioner Cruger adjourned the meeting.