



# PLANNING COMMISSION

Tuesday, May 10, 2022, at 7:00 PM

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## APPROVED MINUTES

**Members Present:** Chair Dan Cary  
Vice Chair Russ Hubbard  
Commissioner Audrey Webster  
Commissioner Sheila Semling  
Commissioner Steve Toschi  
Commissioner Jennifer Pugsley

**Members Absent:** None

**Staff Present:** City Planner Jacob Graichen  
Associate Planner Jennifer Dimsho  
Community Development Admin Assistant Christina Sullivan  
Councilor Patrick Birkle

**Others:** None

### CALL TO ORDER & FLAG SALUTE

**TOPICS FROM THE FLOOR** (Not on Public Hearing Agenda): Limited to five minutes per topic

There were no topics from the floor.

### CONSENT AGENDA

#### A. Joint CC/PC Meeting Minutes Dated March 16, 2022

**Motion:** Upon Commissioner Webster's motion and Commissioner Toschi's second, the Planning Commission unanimously approved the Joint CC/PC Meeting Minutes Dated March 16, 2022. [AYES: Vice Chair Hubbard, Commissioner Webster, Commissioner Semling, Commissioner Pugsley, Commissioner Toschi; NAYS: None]

#### B. Planning Commission Minutes Dated April 12, 2022

**Motion:** Upon Commissioner Webster's motion and Vice Chair Hubbard's second, the Planning Commission unanimously approved the Draft Minutes as amended dated April 12, 2022. Commissioner Pugsley did not vote due to her absence at that meeting. [AYES: Vice Chair Hubbard, Commissioner Webster, Commissioner Semling, Commissioner Toschi; NAYS: None]

### DISCUSSION ITEMS

#### C. Planning Commission Annual Report to Council

City Planner Graichen presented the Draft Memo dated May 10, 2022. He showed the summary of the past year's activity. He also mentioned the report was to give City Council ideas on how they can offer support to the Planning Commission.

He mentioned the Commission had requested support on a few items. They wished to add an Assistant Planner for the upcoming fiscal year, a budget specific for their use of \$25,000 at their discretion and to have more involvement on city-led projects.

Graichen noted that the Budget Committee meeting was already scheduled and asking for money without a target was not likely going to be a successful request. He said they should connect the amount requested to the latest 2-year strategic plan for the City. Commissioner Toschi asked if they should ask for more funds based on the needs of the department and the growth of the City. He mentioned there were very large projects, including infrastructure projects and to be proactive, they could use the funds to provide the proper resources to do the job set before them. Graichen mentioned that they could request more funds, but it would be more likely to be a successful request if it is directly linked to something on the strategic plan.

There was a small discussion about a few items that could need funding on the strategic plan.

There was a small discussion on the amount of money to be requested. Commissioner Toschi said he saw on the agenda for the Budget Committee there was a mention of hiring an Assistant Planner and that it would not happen this year. Graichen said that even having it mentioned on the document was a success, but due to the request for many other positions it would not likely be a position considered for this fiscal year.

*Note: The Commission revised their recommendation for an additional Planning Department staff person from Assistant Planner to Associate Planner as discussed below.*

Commissioner Toschi said he thought the Planning Director Decisions was being handled well and that the function was working. Commissioner Pugsley asked if they were on track to have more decisions this year than last. Graichen mentioned that the current count, although it might seem like a "smaller" number, did not define the magnitude of work that went into those decisions.

#### **D. Semi-Annual Planning Department Report to Council.**

Associate Planner Dimsho and City Planner Graichen presented the report that was presented to City Council on April 20, 2022.

Dimsho mentioned they give these reports to Council every six months to update them on all the things the Planning Department has been working on. She mentioned that her report tends to focus on project management and Graichen's portion focuses on what is happening in Planning in general and development.

She discussed the progress on the Bennett Building, the Columbia Pacific Food Bank and other project management support updates. She discussed the Riverfront Development request for qualifications interviews. She mentioned there was an interview committee that included three Planning Commissioners. She gave an update on the Urban Renewal Agency and the recent accomplishments they have achieved.

Graichen discussed a new ordinance that was passed for beekeeping. He also discussed the gathering celebration for the opening of the Broadleaf Arbor, the new Gable Road apartments. He also discussed how the Planning Commission has become more proactive and there has been above average recruitment for Planning Commission vacancies.

He also discussed the Planning Commission budget requests and specifically the support the Planning Commission had provided for a new Associate Planner. He said it would not likely make the budget this time around, but felt it was great to have it mentioned on the balanced budget assumptions.

There was a discussion of the difference between an Associate versus Assistant Planner. The Planning Commission agreed that they should request an Associate Planner, not an Assistant Planner as previously mentioned in their budget requests.

There was a small discussion about the funding for the Public Safety Facility.

Graichen gave an update on the GeoTerra aerial imaging and GIS data update.

He also discussed the upcoming System Development Charges and the changes that will be implemented. He explained what the SDC's fund and gave an example of one project that those funds could be used for.

He also talked about some recent code enforcement items. He described an effort they were able to resolve one code enforcement issue (at 254 N. Columbia River Hwy) by cleaning up another enforcement project (at 1771 Columbia Boulevard).

He also discussed some upcoming projects and subdivision development for residential and commercial properties. He also brought up the development of the Public Safety Facility.

There was a discussion about the different uses planned for the new Public Safety Facility, the costs involved and possibly downsizing and other concerns about the location being in a floodplain.

#### **E. Right-Of-Way Dedication related to Public Safety Facility**

Graichen presented the staff report for the City Council public hearing for the street vacation for the Public Safety Facility access. He said they concluded that there were some power lines that need to be moved and due to the type of power lines they are, the Columbia River PUD wanted a 50-foot easement reserved on the center. He said this right-of-way was being vacated because a portion of the structure would be within the existing right-of-way. He mentioned this would be a condition presented to them in a future land use application the Planning Commission would review.

There was a small discussion on which street vacations were brought before the Planning Commission for recommendation and why.

#### **F. Proactive Planning Commission Discussion**

Graichen shared the draft version of the Proactive Procedures edited by staff. He said this was a continuation of the discussion to implement the procedures of the Proactive Planning Commission. He said it had evolved from just having a placeholder on the agenda or have its own heading. These procedures were to provide an organized pathway for a commissioner who may have an idea to present to the Commission.

There was a discussion of each bullet point of the suggested procedures.

Commissioner Toschi mentioned a few changes. He discussed the staff recommended timeframe of 30-days for a document or agenda item to be brought to staff for approval. The original suggestion by the committee was 10 days, which staff said was not enough time. There was a small discussion on timeframe and the Planning Commission agreed upon 20 days in advance for an item to be presented, reviewed, and completed for approval of placement on the agenda. Commissioner Toschi also mentioned they would change the phrase "Staff to review and comment" to "Staff will review and comment if desired".

There was a discussion about the red lines on the submitted document and the Planning Commission agreed that these were good edits. They made a minor change to the code quoted for the Historic Landmarks Commission aspect to just refer to the entire chapter.

Commissioner Toschi commented on paragraphs B and C on the proposed document. He felt these line items were important to include so that there was a procedure for how a commissioner would present

a line item. It provides an outline on how a commissioner can articulate the process for why they chose the item to be presented. He also felt it provides a process for when to include the public in their discussions.

There was also a discussion about all the items that should be included when presenting an agenda item to the Commission.

The Commission discussed that once a subject has been presented, if the item meets all the qualifying factors, it would be placed on the agenda for discussion at the next meeting. They discussed what the qualifying factors were for being placed on the agenda.

There was a small discussion on the idea of working on items that are in conflict with the Strategic Plan. The Commission was not in agreement on whether to include this in the procedures and if planning staff needed to be involved.

There was a discussion on staff availability and how to proceed with agenda items that may increase the workload for staff.

The Commission agreed to apply the words "The Commission shall discuss" so that they have it in their procedures to discuss jurisdiction, staff involvement and availability, budget, and conflict of interest.

Commissioner Toschi was not in favor of leaving the conflict of interest or bias in the procedures. He considered it a personal attack against a commissioner and might discourage those who might want to present an item. He voiced concern that it was already expressed in other ethics filings that the Commission is already subject to.

**Motion:** Upon Commissioner Toschi's motion and Commissioner Webster's second, the Planning Commission approved that the suggested item E in the Procedures for a Proactive Planning Commission should be removed. [AYES: Vice Chair Hubbard, Commissioner Webster, Commissioner Toschi; Commissioner Pugsley; NAYS: Chair Cary, Commissioner Semling]

The Commission agreed that the Proactive Planning Commission item always be included as an agenda item. They also discussed a time limit for this item. They agreed that there should not be a time limit included.

#### **PLANNING DIRECTOR DECISIONS** (previously e-mailed to the Commission)

- F. Home Occupation at 59670 Emerald Loop - Lince
- G. Lot Line Adjustment at BPA power line intersect with the Valley View Drive in the Elk Ridge Estates Subdivision – 3J Consulting, Inc.
- H. Partition at 1160 Deer Island Road - Melton
- I. Site Design Review (Minor) at 1400 Kaster Road - ACSP
- J. Sensitive Lands Permit at 1300 Kaster Road - Cascade

There were no comments on the Planning Director Decisions.

#### **PLANNING DEPARTMENT ACTIVITY REPORT**

- N. Planning Department Activity Report – April

#### **PLANNING COMMISSION INTERVIEW COMMITTEE RECOMMENDATION**

Vice Chair Hubbard mentioned they had four great candidates. He said the committee ultimately decided on and recommended Russ Low to fill the vacancy. He said the knowledge he would bring from owning a large construction company and developing large projects could be beneficial to Planning Commission decisions.

**Motion:** Upon Commissioner Webster’s motion and Vice Chair Hubbard’s second, the Planning Commission unanimously approved to recommend Russ Low as the new Planning Commission member. [AYES: Vice Chair Hubbard, Commissioner Webster, Commissioner Semling, Commissioner Toschi, Commissioner Pugsley; NAYS: None]

**FOR YOUR INFORMATION ITEMS**

There were no For Your Information items.

**ADJOURNMENT**

*There being no further business before the Planning Commission, the meeting was adjourned 10:10p.m.*

*Respectfully submitted,*

*Christina Sullivan  
Community Development Administrative Assistant*