



STAFF REPORT

TO: PLANNING COMMISSION
MEETING DATE: JULY 1, 2026
FROM: TOM DUBOIS, CITY MANAGER
SUBJECT: MEETING OVERVIEW

Commissioners,

We may have a large number of people at the Special Meeting on July 8th, so I wanted to outline how the meeting will be managed based on our protocols to let us get through the item.

This is a quasi-judicial item - Planning Commissioners are acting in a “judge like” role, interpreting and applying the City ordinances to the application before you. We will follow these steps during the meeting:

1. **Disclosure:** The Chair will ask each of you in turn if you have anything to disclose. You disclose if you talked to anyone who shared information not in the staff report and attachments. If you did, you name the person and describe the information you received. If you met with people, but did not learn anything not in the packet, then you can say you have nothing to disclose.
2. **Staff Report:** City staff will present an overview of the application
3. **Applicant:** Applicant is given up to 10 Minute to present their project
4. **Public Comment:** The Planning Commission has the legal right to get through the planning commission’s work. This can mean adjusting public comment time. The Chair will adjust the time per speaker based on the number of total speakers. She can suggest that if people agree with a previous speaker they simply indicate that, rather than use time which may prevent others from speaking. Total time for Public comment can be limited to ensure you can hear the item.
5. **Applicant Response:** Applicant is given up to 5 Minutes for a rebuttal. Public comment is over.
6. **Planning Commission Questions and Debate:** The planning commission then discusses the issue. You can ask clarifying questions and debate amongst yourselves. You can bring people up to the microphone to ask follow up questions.
7. **Motions and voting:** Commissioners make motions and vote. You should cite the findings that support your motion and seek a second.

Because of some of the comments received, the City Attorney will attend to answer questions as well.

Attached to this letter is a supplemental packet of correspondence received since the Planning Commission packet was published up until this report was written.