



CITY OF  
**West Linn**

PLANNING COMMISSION

Minutes of November 2, 2011

Members present: Chair Robert Martin, Vice Chair Michael Babbitt, Gail Holmes, Holly Miller, Laura Horsey, Christine Steel and Dean Wood

Members absent: None

Council Liaison: Teri Cummings

Staff present: John Sonnen, Planning Director; Peter Spir, Associate Planner; And Damien Hall, City Attorney

PRE-HEARING WORK SESSION

Chair Martin convened the work session at approximately 6:45 p.m. in the Rosemont Room of City Hall. Director Sonnen advised that Commissioner Wood's and Commissioner Horsey's terms were about to expire. Associate Planner Spir briefed the Commissioners to prepare them for the upcoming hearing regarding home occupations. The Council had remanded the proposed amendments back to the Commission to address trip generation impacts on neighborhoods. Written testimony had been coming in up to that day. The staff explained how they determined which type of home occupation would be notified. They notified types that had historically generated complaints, such as home instruction. They notified businesses that typically generated traffic, but not all, due to the cost. Spir clarified that the problem of a developer using a house for a business but not as a residence was an enforcement problem. Commissioner Horsey observed the proposed language included delivery trips. Spir explained for Chair Martin that removing the exclusion for student trips had been done to address a fairness issue. People questioned why a business that generated student traffic should be allowed to generate more trips than other businesses did. He clarified the code did not define Peak Hour. He indicated he would introduce new language that would require all patron parking to be accommodated on site so it would not impact others' private property and driveways. The staff also proposed to prohibit idling of vehicles. The Commissioners enjoyed a few minutes of quiet time to read the materials in the record.

The Commissioners prepared for the Items of Interest to the CCI segment. They took a few minutes to quietly read a letter Commissioner Steel had drafted. Commissioner Horsey asked if Lynn Fox's comments had been responded to. The Commissioners recalled Ms. Fox had not been present when they discussed her comments. Chair Martin indicated it would be a good idea to communicate what they had talked about with her. Horsey was concerned that the recommendation that called for "consistent and predictable" methods would be interpreted to mean the CCI did not advocate trying anything new. Steel recalled Vice Chair Babbitt had suggested that. Babbitt clarified that "consistent" set a level of expectation of what citizens could expect from the City. He clarified that his point was people should know where they could get the information. He felt the draft recommendations were too general. One could

argue the City already did that. That would not solve the problem that the current process was so general and vague and had so many loopholes things got missed all the time. The CCI recommendations should describe specific ways the Council could change procedures, policies and code that would fix the problem. Commissioner Wood observed the City's land use procedure was already described on the website. Chair Martin preferred to try to give direction regarding what needed to be done without giving the specifics of how it should be done. That would allow the people creating plans to come up with an appropriate way to do it. The CCI would review it to ensure they had identified legitimate stakeholders with all points of view and had an adequate plan. Babbitt questioned whether that would change anything other than to create another level of bureaucracy. He noted the Planning Director had already started giving the Commissioners timelines and dates. He did not believe the Council would follow the recommendation to offer people an opportunity for public comment because he anticipated the Councilors would say they were too busy.

Councilor Cummings asked which processes the letter was referring to. The Commissioners reorganized the letter to make it clearer that the recommendations related to legislative changes that were initiated by the City, not quasi-judicial. Chair Martin explained the Commissioners did not want to see one person in City government deciding to implement a plan and pushing it through based on his own passion when no one else in the City would consider it that important. He confirmed to Councilor Cummings that there should be support by all five Councilors and public discussion before the Council prioritized a new planning process. He acknowledged the Council had done that when it voted to spend money for a trails plan consultant, but the Commission wanted the prioritization process to have more visibility. Babbitt agreed that the trails process satisfied the recommendation but he noted the recommended action did not fix the problem. Chair Martin anticipated the Commissioners would consider how specific the letter should be at the regular meeting. Attorney Hall observed the draft letter did not describe what specific actions the Commissioners wanted the Council to take.

#### REGULAR MEETING - CALL TO ORDER

Chair Martin called the regular Planning Commission meeting to order in the Council Chambers of City Hall at 7:30 p.m.

#### PUBLIC COMMENTS (None)

#### APPROVAL OF MINUTES

Vice Chair Babbitt **moved** to approve the Minutes of September 21, 2011. Commissioner Steel **seconded** the motion and it **passed** 4:0:3. Commissioners Miller, Horsey and Wood abstained.

#### PUBLIC HEARING

(Note: The staff reports and all related documents for the hearings are available through the Planning Department.)

**CDC-09-05, Proposed CDC amendment pertaining to home occupations**

Chair Martin opened the public hearing and outlined the applicable procedure. He asked the Commissioners to declare any conflict of interest. None were declared. When invited by the Chair no one in the audience challenged the authority of the Planning Commission or the ability of any individual Commissioner to hear the matter.

*Staff Report*

**Peter Spir, Associate Planner**, presented the staff report. The Council had remanded the home occupation portion of a package of housekeeping amendments back to the Commission. They thought this was more than just a minor amendment. The motion they had approved was to direct staff to prepare code amendments to the vehicle trip standards Section 37.020(A) of the CDC for the purpose of addressing its impacts on desirable home occupation uses without adversely impacting the surrounding neighborhood.

Planner Spir reported the current code limit of five trips per day worked well in most situations except where the home occupation involved teaching classes. One such operator had asked the City to allow up to ten trips per day. Up to 2008 the City had exempted student trips from the trip limit. Then the five-trip limit had been applied to all home occupations in the interest of fairness. A survey of other cities indicated the majority applied a limit of up to ten trips. Lake Oswego and Wilsonville had performance-oriented requirements and did not impose a specific number limit. Spir discussed the alternatives of increasing the limit to ten trips per day or a limit of five trips per peak hour. He cautioned that depending on how many "peak hour" periods there were in a day five trips per peak hour could add up to 40 trips. That was going too far because it exceeded what the national traffic engineers' manual showed for a business office in a general commercial zone. The staff also proposed criteria to address neighborhood nuisance. They would modify criterion A(5) related to parking so it specified that no vehicle associated with the use could be maneuvered or parked on nearby private driveways or private property. They proposed a ban on idling in A(10) that would specify that vehicles associated with the home occupation, including including customers, clients, deliveries, drop offs and pickups at the house could not be parked with engines idling at any time. Spir explained the staff had opted to defer to the interest of preserving neighborhood character and tranquility rather than the interest of the home occupation.

Chair Martin considered recusing himself from hearing the proposal because it could affect the competitiveness of a home based preschool. He and his wife owned a Montessori School that competed with home occupation schools and daycare. He decided against recusing himself after Spir clarified that state statutes protected a Montessori School and daycare from local standards.

During the questioning period, Commissioner Wood asked what the pre-2008 code specified; if the staff had considered going back to the pre-2008 code language; and if permit compliance was tied to the business license. Spir confirmed it was tied to the license. He recalled the old

code differentiated between a Type 1 home occupation permit that allowed one employee (the owner) and up to three trips and a Type 2 permit that allowed more employees and impacts and applied parking requirements. A Type 1 permit could be granted by the Planning Director and a Type 2 permit application was heard by the Planning Commission. During the time Spir worked for West Linn there had not been any Type 2 applications. Commissioner Horsey asked if the code could differentiate between types of trips and place a lower limit on deliveries. She was concerned raising the limit for all trips - including deliveries - would result unintended consequences. The impact of delivery vehicles such as UPS trucks was different than the impact of cars carrying students. She mentioned some home based businesses on her street. The music teacher likely generated more trips than current standards allowed and the other home business got two or three deliveries per day but they were not considered a problem. However, allowing up to 10 delivery trucks per day would impact the neighborhood. Spir clarified for Commissioner Steel that the staff was introducing additional proposed prohibitions related to parking and idling that night (see page 8 of the packet). He explained for Horsey that how many "peak" hours there could be in a day had never been defined. He explained the staff had not analyzed the impact yet, but they did not favor the peak hour limit alternative because a business that had eight peak hours in each day could generate up to 40 trips per day. Even if the limit were lowered to three peak hour trips it would still be an inappropriate number of trips.

#### *Public Testimony - Proponents*

Scott Richards, 3467 Cascade Terr., was in favor of increasing the vehicle trip limit to ten per day. His daughter gave violin lessons. Teachers teaching out of their own homes were a valuable asset to the City. This was her sole source of income. Students came for half-hour lessons from just after school to 6:45 p.m. Parents waited and then took the children home. He held that was not an excessive use of the streets or disturbance of the peace. In his own neighborhood teenage traffic created a lot more activity than student traffic. He said West Linn needed to support its small businesses and enrichment of its children.

#### *Opponents*

Rita Baseman, 5152 Linn Ln., explained her main concern was that the 25 mph speed limit on her quiet, subgrade, narrow, sloped, dead-end street with no sidewalks felt too fast. She believed the majority of her neighbors on that street also wanted to see the speed limit lowered. Vehicles going that fast endangered the many children who either lived there or visited their grandparents who lived there. She asked the City to revisit the speed limit. Chair Martin explained that issue was not within the scope of the current hearing, but perhaps the staff could look into some kind of traffic calming device. Director Sonnen indicated he would relay her concern to the City Manager.

Ms. Basemen related that a violin teacher lived on her street and taught students there. She held that if the City doubled the number of trips a home occupation was allowed to generate that was too much of a jump. She suggested setting the limit at 7 or 8 trips for a trial period.

She advised that the 100-foot notice area was not adequate because about a lot of homes on the street and the majority of residents who were impacted had not received notice. She testified the neighbors had held an informal neighborhood meeting and everybody had been welcome, including the petitioner. People were sympathetic and understood her personal need to do what she was doing. She was an excellent teacher. But there was a problem with speed. It was especially a problem with a couple of people, but it was a consistent problem. Their attitude was that they were driving the legal speed and the complainer should get off their back. She indicated she thought the speed problem affected most peoples' feelings about how many cars went down the street. She calculated that allowing up to ten trips would mean there would be at least 20 cars going back and forth. But each student visit could generate as many as four trips because the drivers tended to come; leave to go to Starbucks; and then come back. Baseman observed that the people who were most impacted were not present for some reason. She acknowledged that she was not as impacted. She did not have little kids or live as close to the home occupation as some who had little kids. But she thought the speed problem concerned most people. She mentioned Lake Oswego's approach: the use had to fit the character of the neighborhood. She stressed hers was a quiet street and speed was a concern.

During the questioning period, Commissioner Holmes wanted to know if people who came to the house for violin lessons were parking on the street or in the driveway of the home occupation. Ms. Baseman explained she did not live right next to the teacher's house. That driveway was long and narrow and then widened at the house. As far as she knew people were able to park on the driveway and stay on the teacher's property, especially if they came one at a time and the coming and goings of vehicles was synchronized. There was no parking allowed at the end of the street, but there was a little parking area serving a nearby park. That might be a potential place to park, but it might be a little too creepy to walk from there in the dark. When she asked, Chair Martin confirmed the potential amendment would apply citywide. Baseman observed it might not impact people who lived on larger streets like Rosemont. She mentioned that it seemed like a fluid situation. Someone else might move in who also had a home business.

Bruce Jackson, 5185 Linn Ln., explained he was speaking on behalf of his family and a couple of adjacent families who were most affected by one particular business where there had been a lot of vehicles. They had provided documentation to the Commission showing it was currently generating 10 trips per day. They wanted to keep the limit at five. They were concerned the number of home based businesses on the street would multiply and the City would have basically created a business zone in a residential area. He reported one of his immediate neighbors had not gotten a notice. He said his street was unique. He suggested exempting certain streets or applying some local considerations. Mr. Jackson indicated he understood the speed limit was not necessarily a Planning Commission problem and it could be an enforcement issue. The way his driveway was configured he could not see the street until he was actually in the street. The 25 mph limit and the 12% slope created the potential for a serious accident. There had been many close calls. It was a pedestrian connector used by many people with strollers and on skateboards and bikes. The traffic group had declined his request to lower the

speed limit to 15 mph. He acknowledged that by and large when drivers were asked to slow down they did, but some did not. He was concerned that increasing the trip limit from five to ten would double the probability of an accident.

### *Staff Comments*

Planner Spir pointed out all the testimony in the record focused on Linn Lane, but the proposed amendment would apply citywide. Many of the site conditions that existed on that very unique street did not exist elsewhere.

During the questioning period Commissioner Wood inquired regarding enforcement. Director Sonnen advised the enforcement officer had to have documented, time specific evidence the Municipal Court judge could act on. Applying a "peak hours" standard could increase the likelihood of effective enforcement because the officer could arrange to be there during peak hours and not have to monitor the area at all hours of the day. If the home occupation was in violation the officer would first try to bring about compliance. But the owner would be cited, the home occupation permit would be revoked, and the home occupation could not continue to operate if it continued to be in violation of its permit. When asked, he clarified that he had not reviewed the enforcement file of the particular home occupation on Linn Lane and did not know when she had gotten her permit. Commissioner Miller wanted to know if a home occupation permit had been revoked in the past and why the staff proposed the amendment. Had lots of people asked for it? Sonnen recalled the owner of the business on Linn Lane had asked for the amendment. He believed she had been at the first hearing to support the proposal. Chair Martin recalled there had been testimony in support from students at that hearing. Miller commented she found it interesting that there had not been more testimony from the owners of home occupations themselves.

Commissioner Horsey noted some of traffic on Linn Lane was going to the park. She suggested the Commissioners make a note to consider asking the TSP process to look into planning sidewalks there. Chair Martin agreed the City should respond to that potentially dangerous situation. Testimony was residents there were concerned about safety even with a five-trip limit. But that was a separate issue from the one the Commission was considering at the current hearing. He wanted staff to agree to follow up on the citizens' request for speed bumps and the change they could not get before. Sonnen offered to find out why the Traffic Safety Committee had rejected their request and if its position had changed.

### *Deliberations*

Chair Martin closed the public hearing and polled the Commissioners. Vice Chair Babbitt would support the amendments with a limit of a specific number of trips per day. He preferred to include all kinds of trips, including deliveries. He agreed a delivery could be more impactful than a regular vehicle trip. But he did not anticipate that if the limit were raised businesses would suddenly start having ten deliveries a day. He noted the proposed amendments would apply citywide. The change was supported by two Comprehensive Plan policies and

Sustainability plan statements to support home based business and save people from having to go out of town for things like violin lessons. He saw Linn Lane as a special circumstance that needed to be addressed separately. Commissioner Miller favored increasing the trip limit. She also questioned that deliveries would increase if the code allowed more trips. She agreed Linn Lane needed to be addressed separately. Commissioner Wood supported the parking and idling amendments. He wondered why the Commission had not heard much testimony from business owners. He indicated he did not favor increasing the trip limit. The current limit of five was reasonable. He differentiated between occasionally telecommuting from his home and actually running a business out of a home. He stressed a residential neighborhood was not a commercial district and having many home occupations on a residential street could create traffic and safety issues. He was concerned that if the trip limit were raised to ten some home occupations would try to become full time businesses and try to squeeze a few more trips in. That would really become a safety issue. West Linn was a bedroom community and he did not want to see its streets become commercial lanes.

Commissioner Steel was concerned that more business owners had not come to testify. It could be because the notice was not broad enough and they were not aware the proposal would impact them. Only instructional types of businesses had been notified and the 100-foot radius was not wide enough. But she indicated she had been glad to hear the perspectives of both people who benefitted from music lessons and the impacted neighbors. She indicated she would support a compromise of a modest increase to 7 or 8 trips a day (which was what Beaverton and Portland allowed) and the criteria related to other impacts on neighbors. She observed Linn Lane was a small street and the worst case scenario.

Commissioner Horsey indicated she was pleased that more testimony had come in since the first hearing. She was concerned that noticing was too narrow. She would compromise by supporting a modest increase in vehicle trips to 8 per day, while not allowing any increase in delivery trips. Notice had not been sent to some types of businesses that would have deliveries. Two persons had talked to her about being bothered by contractors' trucks on their street. She preferred not to create a separate class of businesses that taught classes. She recalled that some who testified did not understand that the issue was the number of vehicle trips, not the number of students. She supported criteria 5 and 10.

Commissioner Holmes observed that the increase from 5 to 10 trips would double the number of home occupation generated trips and the impacts and safety concerns trips were causing. She indicated an increase to 7 or 8 trips per day would be acceptable. She held the City could not adopt code based on one business. She indicated she supported the criterion regarding parking on site. She did not favor a peak hour limit if the City did not define what Peak was. She noticed the code did not allow loading and unloading between 6:00 p.m. and 7:00 a.m. She asked if that meant there could be no deliveries in a neighborhood after 6:00 p.m. Spir confirmed that and explained that code limit had been adopted to address complaints about noise when construction contractor home occupation businesses loaded materials onto trucks at 6:00 a.m. The staff proposed to keep it. Holmes noted that might impact a home based teacher. Perhaps 7:00 p.m. would be better. Chair Martin indicated he agreed with Horsey

except regarding separating classes of businesses. He reasoned that if state law meant that the local code could not apply to daycare owners there were already two classes of business that were treated differently. He suggested going back to excepting "instruction of pupils" from the five-trip limit and putting a stricter limit on use of delivery trucks. That would put teaching violin lessons in the same category as daycare.

Commissioner Miller indicated she could agree to a limit of 7 or 8 trips per day. She would maintain the 6:00 p.m. To 7:00 a.m. prohibition because in a residential neighborhood a home occupation should have to limit business hours in order to allow residents to have their "home time" and have their neighborhood back.

Vice Chair Babbitt agreed with Commissioner Horsey about the public outreach effort. He planned to talk about it during the CCI segment later. He would reduce the limit of trips to 8 if there was not enough support for 10. If the Commissioners recommended going back to the old code, "instruction of pupils" had to be better defined. Would that include bible study groups, dog grooming parlors or seamstress shops? He recognized the intent to limit deliveries was to address activities by contractors and landscapers, but he was concerned that would have an unintended effect on other types of businesses.

Commissioner Steel did not want to separate instruction from other home occupations. She reasoned it was an imposition on the neighborhood to allow increased traffic beyond what one would expect in a residential neighborhood. She observed that people tend to drive faster when they were not close to their own home. She indicated she agreed with the staff's decision to defer to neighbors rather than the home occupation. There were sustainability advantages to allowing home occupations in neighborhoods and it should not be discouraged, but great consideration needed to be given to the neighbors. Commissioner Horsey announced she had been persuaded by Commissioner Miller that code loading and unloading time limits should be preserved to allow the neighborhood to get back to being a neighborhood. She acknowledged the City was obliged to conform to state daycare statutes, but she did not want to create different local classifications. Those distinctions would be difficult to justify. An accountant working from home generated client traffic. She asked if the notice that had been sent was legally adequate. Spir advised notifying people within 100 feet of the nine businesses exceeded the CDC obligation and legislative notice requirements. The staff did that just to bring more people into the process after the Commission asked for that. It had generated more testimony in the past few days. At the first hearing the Commissioners had heard from proponents. At the current hearing they heard from opponents. So they were getting better balance. If the staff had send notice to the other types of home occupations it would be at a huge cost. Horsey wanted to know what the outreach would have been for the broader group of proposed amendments. Director Sonnen advised the staff strategy was to distribute notice as appropriate to each proposed amendment. It was to those who were likely to be impacted. That was what he thought the Commissioners wanted. The City had never done a property owner notice for legislative items like this before. If the City had notified every household with the potential to house a home occupation it could cost as much as \$4,000. So he had decided to keep it narrower.



Chair Martin clarified that it was the Planning Commission, not the Council, which had recognized the home occupation amendments were more than just housekeeping amendments and had recommended keeping them separate from the larger package. Attorney Hall advised it would be legally permissible to have code exceptions for students or other types of home occupations. Chair Martin explained he would prefer to have code that applied to everyone, but the reality was state law ensured there would always be two categories. If the music teacher moved away and someone else moved into that house and opened a daycare the situation on that street would not change. If the code allowed 8 or 10 trips per day and the City solved the safety problems on the street it might keep the music teaching business alive. But it would not be acceptable to have 10 contractor trucks driving there every day. He assumed a home occupation that attracted students would likely schedule them a half hour apart and they would come in cars and SUVs. The pragmatic solution was to go back to the old code that did not restrict student trips.

Commissioner Steel stressed it was important to regulate all trips. She did not favor making any distinction in type of trip. She held that each vehicle moving through a residential neighborhood had the potential to cause an accident. It did not matter if the street was wide, narrow or a cul-de-sac. It did not matter whether it was a small car or a delivery vehicle. The young child of someone she knew had been killed by an SUV in a residential neighborhood. Children should be able to safely bike and play on their street. The way the state treated daycare businesses was not something the Commission should consider. It should look at everything else as a whole. Commissioner Wood agreed with Steel. Statistically the more traffic there was the greater the potential for accidents.

The Commissioners took a ten minute break in order to quietly consider the information and then reconvened. Horsey referred to the staff-proposed code amendments on the slide being displayed and clarified it was not newly created text, but was text from the staff report. Babbitt talked about family time. He questioned whether the 6:00 p.m. cutoff was realistic. Many students got out of school between 3:30 and 4:00 p.m. Parents often not get off work until 5:00 pm. His daughter took clarinet lessons that started at 7:00 p.m. He would agree to a limit of 8 trips per day, but wanted to change the ending time to 7:00 p.m. The staff clarified for Chair Martin that contractors with building permits were allowed to work until much later. They did not know what the permitted hours were for hired contractors using leaf blowers. Chair Martin then observed that extending the ending time would not be out of line with the code. Steel indicated she could agree to the change from 6:00 p.m. to 7:00 p.m. Monday - Friday, but she did not want to change the weekend hours. She anticipated that instructors could find creative ways to work within the permitted hours. For example, they might give group lessons.

Vice Chair Babbitt **moved to recommend the Council approve CDC-09-05** as the staff had drafted it (and as was displayed on a slide being shown at the hearing) with two changes.

**37.020 General Standards:**

- **A(10): Modify part of this provision to specify that vehicles are not allowed to be loaded or unloaded between the hours of 7:00 p.m. and 7:00 a.m. Monday through Friday.**
- **A(13): The beginning of the first sentence would specify, "The use creates no more than eight total vehicle trips per day,".**

Commissioner Steel **seconded** the motion and discussion followed. Commissioner Holmes asked if the end time should be 7:30 p.m. because if a 30-minute lesson started at 6:45 it would go past the 7:00 p.m. cutoff time and the business could lose its license to operate. Steel considered 7:00 p.m. a reasonable compromise that would accommodate the majority of businesses. There might be an instance where someone was there until 7:15 p.m. Some would need to modify their schedule slightly. She explained she was thinking of the neighbors who would want their neighborhood to quiet down and go back to them in the evening.

Commissioner Miller wanted to set the limit at 7:00 p.m. when lessons should stop. This was a compromise. The home occupation was being allowed more trips per day. As a parent a later end time would work better, but as a good neighbor she would not allow lessons to go beyond 7:00 p.m. Commissioner Horsey observed that from a practical perspective all knew there would be lessons going past 7:00 p.m. That was happening now all over the City. But setting an end time would give the neighbor who had a problem with it a basis for working out a compatible resolution with the home occupation owner.

**The vote was conducted and the motion passed 7:0.** Chair Martin announced the complete record of the hearing would be forwarded to the City Council.

#### ITEMS OF INTEREST FROM THE PLANNING COMMISSION

Director Sonnen confirmed for Commissioner Steel that the issue of adequacy of the 100-foot notice radius was on the list of work items. The primary issue would be how much it cost. Steel recalled hearing testimony that night from someone who said he had received notice, but his neighbor had not received notice. She recalled a time she had not been sent notice but her neighbor had received it. Babbitt explained that was the kind citizen involvement-related issue the memorandum to the Council should talk about.

Commissioner Horsey observed the PUD/Infill Task Force had done good work. She wanted to know how to keep that momentum going while Planner Kerr was filling in as Communications Director for three months. Vice Chair Babbitt indicated he had served on the task force and would be happy to continue to move forward with the work, but he understood it did not plan to hold any more meetings and might not even exist anymore. Sonnen related that Kerr planned to use what time he might have available to carry out planning duties. He was the lead staffer dealing with the Lake Oswego/Tigard Water Partnership treatment plant project and the staff was also working on other demanding programs. He would ask Kerr to offer an update on the status of the task force work and a prognosis.

Commissioner Holmes encouraged all to attend a Legal Issues for Planners seminar to be held in Portland on December 2.

ITEMS OF INTEREST FROM COMMISSION FOR CITIZEN INVOLVEMENT

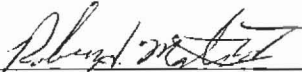
The Commissioners discussed the memorandum Commissioner Steel had drafted. She recalled in the pre-meeting work session Vice Chair Babbitt had suggested the Commissioners make more specific recommendations. She offered to revise the draft to incorporate things the Commissioners had talked about at the work session and then forward it to Babbitt so he could add specifics. Babbitt explained he preferred that the entire Commission start with the drafted recommendations and identify specific ways to address them. It should not be just one person's perspective. He observed the Minutes of the September 21 meeting highlighted some specific areas citizens had concerns about. He suggested for example instead of telling the Council to fix the problem that citizens did not feel the City listened to them the CCI could provide the Council with specific recommendations. Chair Martin suggested it would be easier if Babbitt worked on it first and then offered it for the entire Planning Commission to work on. Commissioner Horsey suggested if the Commissioners needed to get something to the Council right away they could break the work up onto two parts. But Chair Martin preferred to do it once and do it right. He noted the changes the Commissioners had discussed in work session were marked in red. They had reorganized text to make it very clear what the scope of the memo was. Horsey recalled they had concluded they should ask for a specific response from the Council. Chair Martin related he and Steel had talked to the City Manager and found he was very receptive to the ideas with some minor concerns. So the CCI could ask the Council to direct the City Manager to create administrative procedures to implement the improvements. Steel cautioned the Commissioners to be sensitive about getting overly involved in a director's business. She suggested an alternate approach to continuing to work on the memo would be to attach the September 21 minutes with all the citizen comments to the memo and ask the Council to read it and consider their suggestions. Chair Martin indicated he believed those who read the document would get a very clear idea where the CCI was coming from and what it was trying to accomplish.

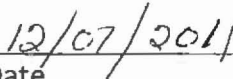
ITEMS OF INTEREST FROM STAFF (None)

ADJOURNMENT

There being no other business, Chair Martin adjourned the Planning Commission meeting at 10:05 p.m.

APPROVED:

  
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Robert Martin, Chair

  
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Date