



PLANNING COMMISSION
Meeting Notes of November 18, 2020

Commissioners present: Gary Walvatne, Charles Mathews, Lamont King, and Margot Kelly
Commissioners absent: Joel Metlen and Carrie Pellett
Staff present: Darren Wyss, Acting Planning Manager, Lynn Schroder, Administrative Assistant

[Timestamp 00:00:09]

1. Call to Order

Chair Walvatne called the virtual work session to order at 6:00 pm.

[Timestamp 00:0:46]

2. Public Comment Related To Land Use Items Not On the Agenda

None.

[Timestamp 00:01:03]

3. Discussion: Debrief of Joint PC/CC Meeting on 11/16/2020

Chair Walvatne noted that the joint work session with the City Council was cut short because of other items on the City Council agenda. He stated that another joint work session would be scheduled. Items to address at the next joint work session are:

- Tree code,
- Shared private driveways,
- Major/minor utilities, and
- Flag lots.

Vice Chair Mathews volunteered to present the major/minor utilities at the next joint work session. Commissioner Kelly volunteered to present the flag lot issue.

Commissioners discussed their concerns with private streets. Wyss noted the difference between private streets, which are built to public street standards but maintained by private individuals, and shared driveways, which are driveways that serve more than one house.

[Timestamp 00:29:44]

4. Discussion: PC Annual Report

The City Council has requested that all citizen advisory committees prepare an annual report outlining 2020 challenges and goals for 2021. The annual report is due in December. Commissioners referred to the items listed in Agenda Item 3 as goals for 2021. The challenges for 2020 included the remote meetings and providing accessible public participation at hearings. Acting Planning Manager Wyss will draft a report for the PC to consider at its December 2nd meeting.

[Timestamp 00:40:48]

5. Discussion: PC 2021 Schedule

Acting Planning Manager Wyss outlined the proposed schedule for 2021. The Planning Commission will

receive training at the beginning of the year about roles and responsibilities and implementing the Code. Chair Walvatne requested training with the City Attorney to go over the land use process.

Wyss discussed the docket projects for 2021. Specifically, he wanted to provide the PC with regular updates on the HB2001/2003 Code update. The Highway 43 rezoning and Robinwood Street System is also a prioritized docket item.

He also noted that the Municipal Code only allows Chairs of committees to serve two consecutive terms. Because Chair Walvatne has served four terms, he cannot be reappointed Chair in 2021. The PC will need to appoint a new chair for 2021.

[Timestamp 00:52:14]

6. Update: Major/Minor Utility Subcommittee

Chair Walvatne updated the PC on the Subcommittee on Major/Minor Utilities. The Subcommittee has met once. Additional meetings are planned.

[Timestamp 01:01:23]

7. Items of Interest From The Planning Commission

None.

[Timestamp 01:02:01]

8. Items of Interest from Staff

Acting Planning Manager Wyss stated that the December 2, 2020 will be a quasi-judicial hearing for DR-20-07/VAR-20-02/WAP-20-03.

[Timestamp 01:03:10]

9. Adjourn

Chair Walvatne adjourned the meeting at approximately 7:05 pm.