



PLANNING COMMISSION
Meeting Notes of April 5, 2023

Commissioners present: John Carr, Gary Walvatne, Charles Mathews, Metlen, and Bayley Boggess.
Scott Erwin and Tom Watton arrived late.

Consultants: Matt Hastie, MIG Consultants

Staff present: Planning Manager Darren Wyss and Administrative Assistant Lynn Schroder

The meeting video is available on the [City website](#).

1. Call To Order and Roll Call

Chair Carr called the meeting to order at 6:00 pm.

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

None.

3. Approval of Meeting Notes: 03.01.2023

Commissioner Walvatne moved to approve the meeting notes for 03.01.2023. Mathews seconded. **Ayes: Mathews, Walvatne, Metlen, and Carr. Nays: None. Abstentions: Boggess. The motion passed 4-0-1.**

4. Work Session: HB2003 Implementation

Planning Manager Wyss reviewed HB 2003 intent, implementation timeline, requirements, and upcoming tasks to prepare an adoption-ready package for the City Council consideration. Matt Hastie, MIG Consultants, was present to answer questions about the Housing Capacity Analysis and the Housing Strategies reports prepared by MIG.

- a. [Comprehensive Plan Goal 10 Proposed Amendments](#)
- b. [Housing Capacity Analysis](#)
- c. [Housing Strategies Report](#)

The City's implementation of HB2003 is a two-phase process. Phase 1 was completed in 2021 with a Housing Capacity Analysis (HCA), recommended Comprehensive Goal 10 policy amendments, and recommended strategies the City could implement to encourage the development of needed housing. The primary substance of the HNA is a housing need forecast and a buildable lands inventory.

Phase 2 aims to update comprehensive plan goals/policies and identify properties to rezone to rectify the deficiencies in Phase 1. City Council appointed the Planning Commission as the Phase 2 working group. The PC will consider the proposed amendments.

Wyss reviewed the proposed Comprehensive Plan Goal 10 amendments. Commissioners asked questions and discussed the amendments.

Commissioner Mathews requested a copy of the current zoning map. He asked if the City would contact the adjacent property owners of the proposed rezoned land. Wyss confirmed that property owners would be notified. He said that adjacent property owners could also be notified as part of the legislative process. He noted that staff would attend all neighborhood association meetings to discuss the proposed zone changes. Mathews asked if zone changes would apply to existing neighborhoods. Wyss responded that the

City must identify enough property to meet the target goals. Mathews did not want to change Goal 10 because it is inconsistent to change the zoning of existing neighborhoods.

Commissioner Metlen asked how the City will respond to property owners pushing back on proposed zone changes of their property. Wyss replied that outreach to rezoned property owners would occur early. Metlen asked if the design elements of Goal 10 could be modified. Wyss responded that the Planning Commission could recommend any changes to Goal 10 that would help meet the target. He supported the proposed changes to Goal 10.

Commissioner Walvatne asked why the City is required to meet the target of 8 units per net buildable acre. He needed to see how the City could achieve the requirement when the City was already built out. Matt Hastie replied that the target is a state requirement for remaining buildable land in the City. Walvatne thought the City needed more land to satisfy the needs outlined in the housing capacity analysis. Wyss responded that the Buildable Land Inventory identified 200 acres of infill not annexed into the City as potential property to meet the target. Walvatne noted that the annexation of infill properties is a potential land to meet the target. However, he stated that annexations require a city-wide ballot. Wyss replied that state law does not require a city-wide vote for annexations. Walvatne noted that the printed zoning map needs to be updated. He recommended that it be updated for the outreach to the public for this process. He asked that the City staff be the lead on outreach.

Commissioner Boggess supported the Goal 10 amendments and agreed with Commissioner Metlen on removing some of the design elements of Goal 10. She provided her comments to staff in writing.

Commissioner Erwin requested a list of factors like transportation, schools, etc., to help evaluate and prioritize recommendations for rezoned properties. He did support preserving the language of preserving the character of the neighborhood. He believed that higher-density housing could blend into the character of the neighborhood.

Wyss requested that Commissioner email him additional comments so he could incorporate them into a document to return to the Commission for further discussion.

Commissioner Walvatne noted the need for intra-city transportation to facilitate housing. Carr, Watton, and Boggess supported his comment.

5. Work Session: [Accessory Dwelling Unit Code Amendment Proposal](#)

Planning Manager Wyss presented the 11 ADU policy questions and the policy direction provided by the Planning Commission.

Commissioner Walvatne asked clarifying questions about access to public utilities.

Commissioners revisited Policy Question 10 – the maximum height of ADUs. Commissioner Erwin asked to clarify the height of attached versus detached ADUs.

The next step is bringing the proposed policies to a legislative hearing. The PC will recommend ADU amendments to the CDC to the City Council.

6. Planning Commission Announcements

Commissioner Carr wished Scott Erwin well in his upcoming role as City Councilor.

7. Staff Announcements

Planning Manager Wyss reviewed the upcoming Planning Commission schedule.

8. Adjourn

Chair Carr adjourned the meeting at approximately 7:45 pm.