



PLANNING COMMISSION
Meeting Notes of August 7, 2024

Commissioners present: Joel Metlen, Gary Walvatne, Tom Watton, and David D. Jones
Commissioners Absent: John Carr
Public present: None
Staff present: Planning Manager Darren Wyss, Associate Planner Aaron Gudelj, and
Community Development Management Analyst Lynn Schroder

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

1. Call To Order and Roll Call

Vice Chair Metlen called the meeting to order at 6:00 pm. Planning Manager Wyss took roll.

2. Public Comment related to Items not on the Agenda

None.

3. Approval of Meeting Notes: [07.17.2024](#)

Commissioner Walvatne moved to approve the meeting notes for 07.17.2024. Jones seconded. **Ayes: Metlen, Jones, Walvatne, and Watton. Nays: None. Abstentions: None. The motion passed 4-0-0.**

4. Work Session: 2024 Code Process Amendments Work Session #4

Commissioners discussed finalizing draft code amendments for extensions of approval, appeals process, and home occupations. The proposed code amendments include the following changes:

- Across three work sessions on April 3, June 5, and July 17, 2024, the PC requested a formal verification of the Planning Manager's authority when the Planning Director's position is vacant. In response, staff provided City Manager John Williams a letter confirming the Planning Manager's authority during such vacancies.
- PC specifically requested the removal of the word "detailed" from the proposed code for appeal of development decisions. The final draft code reflects this change.
- Additionally, the PC requested that the code allow a maximum of 12 vehicle trips for home occupations involving pupils or students.
- New definitions for "Middle Housing" and "Middle Housing Land Division" have been added.
- Submittal requirements have been added for expedited and middle housing land divisions to ensure complete applications.
- All expedited land divisions would be a staff-level decision.
- Section 99.060(E) now includes the Land Use Referee's approval authority for appeals related to ELDs and MHLDs.

The Planning Commission will review the complete code amendment package during the work session on August 21st.

5. Planning Commission Announcements

None.

6. Staff Announcements

Wyss announced that the Climate Friendly and Equitable Communities code amendments will be presented for initial review at the Planning Commission meeting on August 21st. Additionally, updates on the VISION43 and Waterfront projects will be provided at the September 4th meeting.

7. Adjourn

Vice Chair Metlen adjourned the meeting at approximately 6:55 pm.