



**PLANNING COMMISSION**  
**Meeting Notes December 4, 2024**

**Commissioners present:** John Carr, Joel Metlen, Gary Walvatne, David D. Jones, and Kathryn Schulte-Hillen  
**Commissioners Absent** Tom Watton and Jason Evans  
**Staff present:** Planning Manager Darren Wyss and Management Analyst 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 6:04 pm. Planning Manager Wyss called the roll.

**2. Public Comment related to Items not on the Agenda**

None.

**3. Approval of Meeting Notes: 10.02.2024, 10.16.2024, and 11.06.2024**

Commissioner Jones moved to approve the meeting notes for 10.02.2024, 10.16.2024, and 11.06.2024 with two minor clarifications. Schulte-Hillen seconded. Ayes: Walvatne, Jones, Schulte-Hillen, Metlen, and Carr. Nays: None. Abstentions: None. The motion passed 5-0-0.

**4. Discussion: Planning Commission Annual Report to City Council**

Commissioners reviewed the Planning Commission's annual report, highlighting challenges with public engagement and virtual meetings. Key challenges include low levels of public participation in development decisions and the ongoing limitations of virtual meeting formats. Goals for 2024 focus on advancing affordable housing strategies and implementing the Housing Production Strategy. Commissioner Walvatne requested to prioritize implementation of the 2018 CCI report. Commissioners noted their concern about the proposed Bolton Primary School closure.

**5. Discussion: Appeal Authority for Planning Director Decisions**

During the joint meeting with City Council on November 18, the Planning Commission was asked to consider serving as the appeal authority for staff-level decisions. In the Portland Metro Region, several jurisdictions designate their Planning Commissions for this role, and the City Council is exploring the possibility of adopting a similar approach. Commissioners discussed the proposal, noting that appeals of staff-level decisions are infrequent. The Planning Commission expressed comfort with assuming this responsibility and will provide formal feedback to the Council.

**6. Planning Commission Announcements**

None.

**7. Staff Announcements**

Planning Manager Wyss reviewed the upcoming Planning Commission schedule and proposed adjustments. The Community Tree Lighting is 12/6/24 at 6:00pm. He recommended canceling the December 18 meeting due to a lack of agenda items and the January 1 meeting as it falls on a holiday. The next regularly scheduled Planning Commission meeting will be held on January 15 and will include a quasi-judicial hearing.

Wyss will email the Planning Docket to Planning Commissioners.

**8. Adjourn**

Chair Carr adjourned the meeting at 6:37pm.