



**PLANNING COMMISSION
Draft Meeting Notes March 5, 2025**

Commissioners present: Joel Metlen, Gary Walvatne, David D. Jones, Kathryn Schulte-Hillen, Tom Watton and Jason Evans. Kris Kachirisky arrived late.

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

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

2. Public Comment related to Items not on the Agenda

None.

3. Approval of Meeting Notes: 01.15.2025

Commissioner Walvatne moved to approve the meeting notes for 01.15.25. Commissioner Evans seconded. **Ayes: Watton, Jones, Evans, Schulte-Hillen, Walvatne, and Metlen. Nays: None. Abstentions: None. The motion passed 6-0-0.**

4. Discussion: 2025 Planning Docket

Wyss discussed various projects for the Planning Docket, including continuing CFEC implementation, the adoption of a FEMA model code update, housing production strategy implementation, and a code clean-up. He recommended updating the docket accordingly.

- Continue working on the Waterfront Project, Vision 43, and Housing Production Strategy.
- Add four projects to the docket:
 - CFEC/Metro 2040 Growth Concept Map Town Center Boundaries by December 2025.
 - FEMA Model Code Adoption – adopt an updated flood hazard area code to ensure compliance with the Endangered Species Act regarding fish habitat. The city needs to adopt the FEMA model code by July 31. The PC will consider the FEMA updates in late spring.
 - Community Development Code Clean-Up Amendments - code cleanup to ensure the development code is consistent with City policy, the needs of the community, and new federal, state, or regional rules.
 - Housing Production Strategy Implementation - The housing production strategy will be adopted mid-summer and implemented through grant funding and consultant help.
- Other potential projects include an economic opportunities analysis and updates to historic resources (Chapter 25) and commercial design district overlay codes (Chapter 58).
- Removing Parking Standards for High Schools since this was addressed through CFEC amendments.

Vice Chair Walvatne asked about the inclusion of a tree code cleanup project. Wyss responded that a tree code cleanup would be part of the municipal code tree code update that the Parks Department is currently evaluating.

Additionally, Walvatne requested to bring forward the 2018 Committee for Citizen Involvement report to Council.

5. Discussion: Housing Production Strategy

The City needs to develop and adopt the HPS by June 30, 2025. The HPS must outline the specific tools, actions, and policies the City plans to implement to address the housing needs identified in the HCA, as well as the City's plan and timeline for implementing each strategy.

The HPS prioritizes current and future housing needs identified in the HCA and outlines actionable policies, actions, and implementation steps to encourage the production of needed housing. These include things like changes to how the City zones land and regulates development of housing, financial incentives, funding sources, partnerships, and other tools and policies. Cities like Corvallis and Milwaukie have successfully leveraged this strategy to fund affordable housing projects. Progress on the housing production strategy will be reviewed in three years.

Vice Chair Walvatne requested more information on the CET (construction exercise tax) for further discussion.

Commissioner Schulte-Hillen asked about the actual available land for surplus land banking for affordable housing strategy. Wyss responded that the city owns several properties suitable for affordable housing development, including the Bolton Fire Station, property adjacent to the Bolton Reservoir, and the current Public Works facility site. He also identified working with religious institutions to partner to provide affordable housing.

6. Planning Commission Announcements

Vice Chair Walvatne volunteered to be the PC liaison to the Committee for Community Involvement. Commissioners supported his appointment.

7. Staff Announcement

Planning Manager Wyss reviewed the upcoming Planning Commission schedule. He noted that the first PC meeting in July will likely be canceled due to the Fourth of July holiday, and a second meeting may be scheduled for either the 2nd, 4th, or 5th weeks of the month if needed.

8. Adjourn

Chair Metlen adjourned the meeting at 6:45pm.