



PLANNING COMMISSION
Draft Meeting Notes December 17, 2025

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

Commissioners absent: Jason Evans

Staff present: Principal Planner Darren Wyss, Community Development Director Steve Koper, and Management Analyst Lynn Schroder, Kaylie Klein, City Attorney.

Applicants present: Razvan Mosu, Richard Perry, Ryan Stokes, Pulte Homes

The meeting video is available on [here](#).

1. Call To Order and Roll Call

Chair Metlen called the meeting to order at 6:00pm. Principal Planner Wyss called the roll.

2. Public Comment related to Land Use Items not on the agenda

None.

3. Public Hearing (Quasi-Judicial): [MISC-25-04 Proposal for a Temporary Use Permit to operate a sales office for new home construction at 17324 Hillside Drive](#)

Chair Metlen introduced MISC-25-04 Proposal for a Temporary Use Permit to operate a sales office for new home construction at 17324 Hillside Drive. Metlen explained the hearing procedures and opened the public hearing.

City Attorney Klein addressed legal standards and appeal rights. The substantive criteria that apply to the application are Community Development Code (CDC) Chapters 14, 35, 99.

City Attorney Klein addressed Planning Commission (PC) conflicts of interest, ex-parte contacts, jurisdiction, and bias challenges. No member declared conflicts of interest or bias. Klein asked if any audience member wished to challenge the PC's jurisdiction, impartiality, or ex-parte disclosures of any members of the PC. No challenges were made.

Associate Planner Gudelj presented the staff report. The applicant requests a Temporary Use Permit to operate a sales office for new home sales for one year, with a one-year extension, on Lot 20 of the Upper Midhill Estates Subdivision (17324 Hillside Drive). If approved, the temporary use permit would be valid until December 2027. The proposed use is allowed in the R-4.5 Residential Zone under CDC Chapter 14.050(4), with one renewal not to exceed the original approval period per CDC 35.050. The sales office will be located in the garage of the future home, with parking provided on-site, on the adjacent vacant subdivision lot, and on-street as needed. No public comments were received at the time this staff report was prepared.

Commissioner Walvatne noted his concern that conditions of approval for an earlier subdivision approval be satisfied for the development and carried forward through the extension process.

Razvan Mosu, the applicant, presented the proposal for the temporary sales office on Lot 19 including associated parking and the sales office location. An ADA-compliant path of travel will be provided to the

sales office, which will be located within the garage of Lot 20. A building permit has already been issued for this lot, and no structural changes are proposed; all walls will be non-structural partition walls, with no changes to erosion control or the building structure. The sales office will include a storefront entry approved by the Building Department, a gallery space at the front, and two private offices for meetings with prospective homebuyers. The application is solely for this use, and sales activity for the 34 lots is anticipated to conclude in less than two years, including the requested extension.

Chair Metlen open public testimony. There was none.

There were no requests for continuances.

Chair Metlen closed the public hearing. Deliberations were opened.

Commissioner Walvatne moved to approve MISC-25-04 as presented, and direct staff to prepare a Final Decision and Order based on the findings in the December 17, 2025 hearing Staff Report. Schulte-Hillen seconded. **Ayes: Kachirisky, Schulte-Hillen, Jones, Watton, Walvatne, and Metlen. Nays: None. Abstentions None. The motion passed 6-0-0.**

4. Work Session: Planning Commission [Annual Report](#)

Commissioners approved its 2025 Annual Report.

5. Planning Commission Announcements

None.

6. Staff Announcements

Wyss reviewed the new Planning Commission appointments and the upcoming meeting schedule. Due to a lack of agenda items, the Commissioners agreed to cancel the January 7, 2026 meeting.

7. Commissioner Metlen Appreciation

Wyss thanked Chair Metlen for his nearly 10 years of service to the City serving on the Planning Commission.

8. Adjourn

Chair Metlen adjourned the meeting at approximately 6:35pm