



**MINUTES**  
**Planning Commission Meeting**  
**Monday, October 25, 2021 Virtual via Zoom**  
**6:30 PM**

**COMMISSIONERS PRESENT:** Donald Carlton, Commissioner, Ron Lesowski, Commissioner, Jerry Crosby, Commissioner, Chris Mayton, Commissioner, Jan Lee, Commissioner, and Steven Hook, Commissioner

**COMMISSIONERS EXCUSED:** Hollis MacLean-Wenzel, Commissioner

**STAFF PRESENT:** Kelly O'Neill, Development Services Director, Emily Meharg, Senior Planner, and Chris Crean, City Attorney

**COUNCIL LIAISON PRESENT:** Rich Sheldon, Councilor

**1. MEETING FORMAT NOTICE**

Instructions for electronic meetings

**2. ROLL CALL**

Chairman Crosby called the meeting to order at 6:32 p.m.

**3. APPROVAL OF MINUTES**

3.1. Draft Minutes for September 27, 2021

**Motion:** Approve the Planning Commission minutes for September 27, 2021.

Moved By: Commissioner Carlton

Seconded By: Commissioner Lee

Yes votes: All Ayes

No votes: None

Abstentions: None

The motion passed.

**4. REQUESTS FROM THE FLOOR - CITIZEN COMMUNICATION ON NON-AGENDA ITEMS**

Richard Schnee lives adjacent to the Bornstedt Views property and wants to know the status of the application. Chairman Crosby explained it was on tonight's agenda but pulled by the applicant and rescheduled to January 24, 2022.

**5. DIRECTOR'S REPORT**

Development Services Director O'Neill gave an update to the upcoming meeting schedule. The December 13 Planning Commission date will likely start at 6:00 pm and be a work session on the TSP and bypass feasibility report. He stated that staff is finishing up the scope and contract for the Comprehensive Plan update. The department hired a part time contract building inspector to primarily do plan review and to serve as a back-up for inspections. O'Neill is exploring the possibility of making additional code edits related to limited land use and clear and objective with the City Attorney and City Manager. Staff will be working on revisions to the code in response to Senate Bill 458, which allows a lot with a duplex to be divided into two lots of record. Code modifications need to be adopted by June 2022. Attorney Crean reiterated there's nothing wrong with the existing code but there's been a change in state law so code modifications are needed in response.

**6. PLANNING COMMISSION DISCUSSION**

Commissioner Carlton talked about Council's resolution related to bylaws for the boards/commissions and offered to draft bylaws for the Planning Commission. O'Neill stated that he would like the assistance in drafting the bylaws and that once the bylaws are drafted the Commission should review the bylaws prior to sending them to the City Council for consideration.

**6.1. PLANNING COMMISSIONER APPOINTMENT TO INTERVIEW PANEL**

Chairman Crosby asked if Commissioner's Lee, Mayton, or Hook would be interested in serving on the interview panel. Commissioner Mayton volunteered.

**Motion:** Motion to appoint Commissioner Mayton to be on the Planning Commission interview panel.

Moved By: Commissioner Carlton

Seconded By: Commissioner Hook

Yes votes: All Ayes

No votes: None

Abstentions: None

Chairman Crosby sent a memo to City Council regarding the Planning Commission appointment schedule and pointed out that there could be four new commissioners appointed to the Commission at once. The Commissioners unanimously wanted to introduce a third rotation. Council liaison Sheldon stated the Council tabled the decision for now but decided most likely to stick with the four new commissioners for this January. Commissioner Carlton said now's the time if they want to switch to the 3, 2, 2 appointment schedule. Commissioner Lee recommended the panel change the interview questions so

they're not exactly the same as previous versions. Chairman Crosby asked Councilor Sheldon to consider what would happen if all four commissioners decided they were done, which would result in four new people. Director O'Neill forwarded interview questions to Jeff Aprati and Emily Meharg to edit, but stated some of the questions won't change since they relate to why the applicant wants to be a planning commissioner, scheduling, experience, etc. Commissioner Carlton stated the Planning Commission is different than the other boards in that they make decisions. Commissioner Mayton agrees that the term limits should be more staggered and offered to decrease his current term by one year to stagger the appointments. Chairman Crosby recommended flipping a coin if Council decides to appoint two commissioners to shorter/longer terms than the other two terms. Commissioner Lesowski agreed with Commissioner Mayton.

**7. NEW BUSINESS**

None. *Note: The Bornstedt Views subdivision was removed from the October 25, 2021 agenda at the request of the applicant. New hearing date is January 24, 2022.*

**8. ADJOURNMENT**

**Motion:** To adjourn at 7:12 p.m.

Moved By: Commissioner Carlton

Seconded By: Commissioner Mayton

Yes votes: All Ayes

No votes: None

Abstentions: None

The motion passed.

Chairman Crosby adjourned the meeting at 7:12 p.m.



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Chair, Jerry Crosby

A handwritten signature in blue ink, appearing to read "Kelly O'Neill Jr", is centered on the page.

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Planning Director, Kelly O'Neill Jr