MINUTES

DEVELOPMENT COMMISSION
6:30 p.m. – Wednesday, December 4, 2024

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1. Call to Order

The hybrid meeting was called to order at 6:30 p.m. by CHAIR SANFORD.

Commissioners Present:	Chair Sanford, Vice-Chair Shore, Commissioners Brennan, Gilbert, Ikeda, Morgan, and Price
Absent:	
Staff Present:	Chris Grabowski, Deputy City Clerk Stephen Padua, Long Range Planning Manager

2. Approval of Minutes
   a) Minutes of April 03, 2024

   With no corrections or comments the Minutes were approved.

3. Public Comments (General)

There were no requests to speak to General Comments.

4. Regular Business *(00:01)*
   a) Open Government Training (I)
   Presented by:
   Chris Grabowski, Deputy City Clerk

Grabowski presented the training.

COMMISSIONER MORGAN asked for clarification that a quorum of four out of seven is needed to hold a meeting, and Grabowski replied correct. COMMISSIONER MORGAN asked if four yes votes are needed for an approval and Grabowski indicated yes.

   b) Elect Chair & Vice Chair (A)
   Presented by:

Stephen Padua, Long Range Planning Manager

CHAIR SANFORD stated that the process is to call for nominations, and if only one is made, the Commissioner will be considered elected to the position by unanimous consent. In the event of multiple nominations, an election process will be held at the next meeting.

COMMISSIONER MORGAN nominated CHAIR SANFORD for Chair. There were no other nominations. CHAIR SANFORD was elected as Chair.

COMMISSIONER BRENNAN nominated VICE-CHAIR SHORE for Vice-Chair. There were no other nominations. VICE-CHAIR SHORE was elected as Vice-Chair.

c) Rules & Regulations Review (A)
Presented by:
Stephen Padua, Long Range Planning Manager

CHAIR SANFORD stated that there were no changes requested to Rules & Regulations by the Commissioners and asked if there were any amendments for discussion.

CHAIR SANFORD stated that during quasi-judicial meetings for site development permits clarifying questions are asked of both staff and the applicant, but that Rules & Regulations specify that questions are only asked of staff, Sections 12 H and I.

MOTION by CHAIR SANFORD to insert verbiage in 12H, *limited to questions to staff ~~only~~* and the applicant, deliberations and voting, and in 12 I, whether the proposal complies with adopted code criteria, insert *for clarification and may post questions to staff or the applicant*. COMMISSIONER MORGAN seconded.

VICE-CHAIR SHORE asked staff what the intent of ending testimony or information is, and if information from the applicant later and not previously provided is a conflict. Padua replied no, as testimony refers to public comments, the closing of the Public Hearing.

COMMISSIONER MORGAN asked if there should be an ability to ask members of the public who have testified previously for clarification later, and CHAIR SANFORD replied that there is a clear demarcation between public comment and applicant or staff comments and subsequent clarifying questions.

COMMISSIONER BRENNAN stated agreement with CHAIR SANFORD that structure is needed, and that the public is not engaged following the closing of public testimony.

The MOTION passed unanimously.

There were no further changes or items for discussion.

5. Reports

a) City Council Update *(00:24)*

Presented by:

Stephen Padua, Long Range Planning Manager

Padua stated that Council adopted the City Budget for the next two years, the Comprehensive Plan for the Periodic Update, and the update to the Strategic Plan.

6. Other Business/Announcements

a) Upcoming Schedule

Padua stated that the scope of the Commission has changed since the Title 18 overhaul and less meetings have been scheduled. Padua asked if the current Development Commission calendar should be kept as-is, with dates reserved each month, or if a different approach of scheduling as needed once per month should be implemented, requiring a change in code. COMMISSIONER PRICE asked if the code will need to be amended if the schedule increases again, and if a change would suit applicants. Padua replied that staff would continue with the current procedure for scheduling regardless. COMMISSIONER BRENNAN stated that standard meetings require Notice of Cancellation, and being comfortable with a more flexible approach but that a standard day of the month would still be preferrable for predictably. Padua stated that staff can establish criteria as guidance, and Commissioners would continue to be polled for availability four to six weeks ahead. COMMISSIONER BRENNAN, VICE-CHAIR SHORE and CHAIR SANFORD stated agreement that a set week and day of the month would be preferred for predictability. CHAIR SANFORD asked if there would be significant time and cost savings by changing the process and Padua replied that there would not necessarily be a difference for staff but that Council Chambers availability would become more open. COMMISSIONER GILBERT asked if an unofficial calendar date hold could continue for the Commission planning only and Padua replied that a calendar hold is needed to reserve Council Chambers around other events. Commissioner Morgan stated being in favor if more efficient for the city. Padua stated that the issue would be worked on with the city.

Padua asked if the Commission would like to be more involved in policy discussions related to Title 18, housing, and major developments that may or may not usually come before the Development Commission, by invitation or joint meetings, as the Commission calendar has been light. COMMISSIONER PRICE stated being in favor and asked if the upcoming Missing Middle Housing walk in January would be an example. Padua replied more regarding formal public meetings with, in example, the Planning Policy Commission; joint meetings were held during the Title 18 process as impacted projects would be coming directly to the Development Commission. CHAIR SANFORD asked if Development Commission input would be beneficial to the Planning Policy Commission, and Padua replied yes, with a more technical perspective of code. Topics not in the Development Commission purview would not be included. COMMISSIONER MORGAN stated support. COMMISSIONER BRENNAN stated that decisions should be left to staff as to which topics the Development Commission could provide productive participation. COMMMISIONER PRICE asked when the Planning Policy

Commission meets and Padua replied monthly, every second and fourth Thursday, but a special meeting can be scheduled if there are availability issues. VICE-CHAIR SHORE asked if the slow down in Development Commission meetings is due to code changes or current development, and Padua replied a combination of both.

7. Adjournment

CHAIR SANFORD adjourned the meeting at 7:07 p.m.

Respectfully submitted,

Carolyn Garza, LLC
Recording Secretary