



## MINUTES

### PLANNING POLICY COMMISSION 6:30 p.m. – Thursday, March 12, 2026

---

#### 1. Call to Order

The hybrid meeting was called to order at 6:41 p.m. by CHAIR VOISS.

Commissioners Present: Chair Voiss, Vice-Chair Patterson, Commissioners Adair, Krass, Matthews, and Millender-Irwin (virtual)

Absent: Commissioners Oliner and Zakharoff (Excused)

Staff Present: Amanda Jackson, Meeting Assistant  
Kristen Javier, Assistant Planner  
Kate Kaehny, Principal Planner  
Christen Leeson, Planning Manager  
Emily Medina, Senior Planner

#### 2. Approval of Minutes

a) Minutes of February 26, 2026

With no changes or comments, the Minutes were approved.

#### 3. Public Comments (General)

There were no requests to speak.

#### 4. Regular Business

a) **Title 18 Clarifying Amendments: Site Development Permits, Plats and Construction Permit Sequencing, and Donation Bins (D) (00:03)**

*Presented by:*

*Kristen Javier, Assistant Planner*

*Kate Kaehny, Principal Planner*

*Emily Medina, Senior Planner*

Kaehny introduced the topic.

Medina presented Site Development Permit Amendments.

03-12-26 Planning Policy Commission Meeting Minutes

VICE-CHAIR PATTERSON asked how staff arrived at 100 square feet. Medina replied based on the number of recent applications, seemingly excessive to require a Land Use process for a simple expansion that can be reviewed comfortably as part of a Building Permit.

COMMISSIONER ADAIR asked if 120 square feet could be a better requirement and Medina replied that Building Permits for detached accessory buildings do not need a Building Permit until 200 square feet, and that a threshold is the feedback being asked for.

COMMISSIONER KRASS asked if there is a potential downside and Medina replied that if only site improvements one acre or greater are being made, and no structural improvements, the Site Development Permit process is still required; 10,000 square feet, in example, would be reviewed as part of construction permitting, all being reviewed at some point to assure standards are met.

VICE-CHAIR PATTERSON asked if there are any design or code compliance concerns that could slip through, specifically overlay zones or ADA accessibility. Medina replied that overlay design standards are approximately 98% related to structure and that there are site design standards reviewed as part of the Building or Site Work permit.

COMMISSIONER MATTHEWS asked if both residential and commercial is impacted. Medina replied that both multi-family residential and commercial are affected.

VICE-CHAIR PATTERSON asked if there is a potential loophole with repeated small expansions over time. Medina replied that there is potential for exploitation, but non-conforming code specifically addresses this over the course of five-years and could be added here to close a loophole.

COMMISSIONER MATTHEWS asked if setbacks are addressed during the Building Permit process and Medina replied yes.

VICE-CHAIR PATTERSON stated that 100 square feet is a good starting point and could be revisited after a year or two to reassess.

CHAIR VOISS asked that staff determine benefits to 120 square feet versus 200 square feet.

Medina continued the presentation with Plats and Construction Permit Sequencing.

COMMISSIONER MATTHEWS asked if Site Work permits are closed and inspected prior to a Building permit. Medina replied no, a Site Work permit is issued and closed out before issuing the final plat, what the code amendment is clarifying, but a Building permit can be submitted for at the same time as Site Work permits are submitted for. A Building permit will not be issued until the final plat is recorded and complete.

COMMISSIONER KRASS asked what would be different from what is being done now, and if more time is added. Medina replied that this is what should happen now but is not specifically stated clearly in code. Leeson replied that this will be code for applicants who push back.

03-12-26 Planning Policy Commission Meeting Minutes

CHAIR VOISS stated that the Amendment makes sense.

Javier presented Temporary Use Requirements for Donation Bins.

COMMISSIONER ADAIR asked if there is a maximum size for a bin and Javier replied that a maximum size should be discussed.

COMMISSIONER KRASS asked if property owners charge for bin placement and for the motivation of property owners to want a bin present. Javier replied not having an answer at this time. COMMISSIONER KRASS stated that 365 days seems to be permanent and not temporary and Javier replied that the bin placement would need to be renewed each year. CHAIR VOISS replied that the length of placement is good for people to know where a bin is located. COMMISSIONER KRASS asked for research into whether there is a profit aspect or if for good will only. Javier asked COMMISSIONER KRASS if there is a shorter renewal period suggested and why, and COMMISSIONER KRASS replied only being concerned regarding the word *temporary* but stated agreement with CHAIR VOISS regarding the public knowing where the bin consistently will be.

VICE-CHAIR PATTERSON stated that a comparison between donation bins and food trucks is not understood, a food truck being a mobile operating business and a bin being a receptacle, and that 180 days rather than 365 days for bins could give the city the opportunity to review any code compliance complaints such as garbage accumulation.

COMMISSIONER ADAIR stated agreement with VICE-CHAIR PATTERSON regarding changing to 180-day renewals and that specific businesses and areas should be factors.

COMMISSIONER KRASS asked if the city could revoke a permit before the current 365 days if there is a use violation and Javier replied yes. Leeson replied that there would be letters sent, an amount of time given to correct issues and then a permit revoked.

CHAIR VOISS asked if square footage of a business property factors in bin placement, if donation parking is considered with signage, and stated concern regarding the long process to address a code violation.

COMMISSIONER KRASS asked how many bins are placed in the city currently. Javier replied that the question would be researched and Leeson replied that permits are not currently required. COMMISSIONER KRASS asked if current bin placements would be grandfathered after a permit requirement is in place and Leeson replied that the question would be researched.

CHAIR VOISS asked if City Hall would need a permit for voting receptacles and Leeson replied that the city would be exempt.

COMMISSIONER KRASS asked if there would be a fee for a permit and Javier replied that business licenses are required, and when a business license is renewed a permit would be required at that point.

03-12-26 Planning Policy Commission Meeting Minutes

COMMISSIONER MATTHEWS stated that there should be guidelines for where they cannot be placed such as at an entrance, only certain locations, to avoid back-ups in traffic.

Kaehny stated next steps.

CHAIR VOISS stated that the idea is to make working through codes easier.

## 5. Reports

### a) Council Update (00:40)

Leeson stated that virtual audio of COMMISSIONER MILLENDER-IRWIN had turned off at a point during the meeting and that a message had been sent to email any other questions or comments.

Leeson stated that the Traffic Impact Fee waiver passed and an applicant is already in the process.

Leeson stated that there is a new work plan with 17 items, 14 of which will come to the Planning Policy Commission. Two will be presented at the meeting next week and amendments will be brought every three months for the next five quarters.

Leeson stated that former Council President Barbara de Michele has resigned due to health issues; the new Council President is Tola Marts and Deputy Council President is Kelly Jiang. New Councilmember applications will open on Monday, March 16, 2026 for one position to run through November, 2028. CHAIR VOISS thanked de Michele for her service.

## 6. Other Business/Announcements

### a) Upcoming Schedule

Leeson stated that COMMISSIONER MOHL-BAROUH has resigned from the Planning Policy Commission and staff will be interviewing to fill the position. CHAIR VOISS thanked COMMISSIONER MOHL-BAROUH for her service.

VICE-CHAIR PATTERSON asked if there is a Light Rail update and Leeson replied no but to continue to send hand-written comments.

Leeson stated that Thomas Valdriz, Senior Transportation Planner, has resigned.

## 7. Adjournment

CHAIR VOISS adjourned the meeting at 7:26 p.m.

Respectfully submitted,

Carolyn Garza, LLC

03-12-26 Planning Policy Commission Meeting Minutes

Recording Secretary