



PLANNING COMMISSION SPECIAL MEETING JANUARY 26, 2023

MEETING MINUTES

1) [CALL TO ORDER/LAND ACKNOWLEDGMENT/AGENDA REVIEW/CONFLICT DISCLOSURE](#)

The meeting was called to order by Chair Blossom at 6:00 PM. Commissioners present at this time, Chair Blossom, Vice Chair Mathews, Commissioners Subramanian, Birtley, Deines, and Schaab. Commissioner Sullivan was absent. City Council Liaison Jon Quitslund was present. City Staff present: Planning & Community Development Director Patricia Charnas, Administrative Specialist Renee Argetsinger who monitored the meeting and prepared the minutes. No conflicts of Interest were noted/disclosed.

2) [PLANNING COMMISSION MEETING MINUTES](#)

2.a Review and Approve Draft Meeting Minutes from December 8, 2022, Planning Commission
[Cover Page](#)
[PC 12082022 DraftMinutes.pdf](#)

MOTION: I move to approve the December 8, 2023, meeting minutes, as amended. Commissioner Birtley's name needs to be added as the back-up representative for the Sustainable Transportation Plan.

Deines/Mathews

The motion passed unanimously.

3) [ELECTION OF PLANNING COMMISSION OFFICERS](#)

MOTION:

Commissioner Deines nominated Commissioner Mathews to Chair.
Vote passed unanimously.

MOTION:

Vice Chair Mathews nominated Commissioner Blossom to Vice Chair.
Vote passed unanimously.

4) **PUBLIC COMMENT**

Mr. Michael Schwank – Spoke against the proposed amendment to Ordinance 2023-04 and for adhering to the ordinance as currently written.

5) **PLANNING DIRECTOR'S REPORT**

Director Charnas provided a discussion of the WA State Planning and Enabling Act an update on the Triennial Comprehensive Plan Amendment process and other general department news.

6) **NEW BUSINESS**

6.a Ordinance No. 2023-04 Clarifying Changes to BIMC Chapters 2.14 and 2.16

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[Ordinance No. 2023-04 Amendments to Title 2.docx](#)

[02082022 City Council Mtg Minutes.pdf](#)

MOTION: Vice Chair Blossom moved to amend Ordinance 2023-04 to create a new section in BIMC 2.16 for the Winslow Subarea Plan that included a purpose statement that says community engagement plans act as a strategic road map for bringing key stakeholders in under-represented groups into the planning process. The new section would also create a steering committee that would work with consultants and city staff to help guide and direct the creation and the implementation of a community engagement plan. The steering committee would include three City Council members, three Planning Commissioners, and three members of the Race, Equity Advisory Committee. The steering committee will meet quarterly with the project team.

Blossom/Deines

Vote passed unanimously.

MOTION: Vice Chair Blossom moved to amend I move to amend Ordinance 2023-04 to add language to the new section being created for the Winslow Subarea Plan that set out the legislative process that the subarea plan will travel through, that mirrors state law, if it's not found elsewhere in the existing code or in compliance with state law.

Blossom/Mathews

Vote passed unanimously.

MOTION: Chair Mathews moved to amend I move to set the Planning Commission start time to 6:00 pm.

Mathews / Schaab

Vote passed unanimously.

MOTION: Chair Mathews moved to amend I move to schedule a public hearing on Ordinance No. 2023-04 for February 9, 2023.

Mathews / Schaab

Vote passed unanimously.

7) **FOR THE GOOD OF THE ORDER**

Commissioner Deines inquired on the Planning Commission process for developing the agendas. Director Charnas described the process and the parties involved.

8) **ADJOURNMENT**

The meeting adjourned at 7:50 PM.

_____/s/_____
Ashley Mathews, Chair

_____/s/_____
Renee Argetsinger, Administrative Specialist