



Planning Commission Regular Meeting July 10, 2025

Meeting Minutes

1) **CALL TO ORDER/LAND ACKNOWLEDGMENT/AGENDA REVIEW -**

Vice Chair Sarah Blossom called the meeting to order at 6:05 pm and read the Land Acknowledgement. Present in Chambers were Commissioners Sarah Blossom, Ben Deines, Criss Garcia, Alex Preudhomme, and Peter Schaab. Also present were Planning & Community Development Director Patty Charnas, Senior Planner Peter Best, Associate Planners Joanne Mendenhall & Victoria Lewelling, and City Council Liaison Jon Quitslund. Chair Ariel Birtley and Commissioner Sean Sullivan were absent & excused.

2) **AGENDA REVIEW/ DISCLOSURE OF CONFLICTS -**

There were no conflicts disclosed.

MOTION: I move to approve the agenda.

Schaab/Garcia: The motion carried unanimously, 5-0.

3) **PLANNING COMMISSION MEETING MINUTES -**

3a. Minutes

[Cover Page](#)

[PC Meeting Minutes 20250626 - Draft.pdf](#)

MOTION: I move to approve the June 26, 2025, meeting minutes, as presented.

Schaab/Deines: The motion carried unanimously, 5-0.

4) **PUBLIC COMMENT INSTRUCTIONS -**

Public Comment Instructions -

[Cover Page](#)

[Instructions_for_Providing_Public_Comment_for all PC agendas 20250103.pdf](#)

Public comment received.

5) **PLANNING DIRECTOR'S REPORT -**

PCD Director Charnas provided updates to the Planning Commission meetings: (1) Chair and Vice-Chair agreed to Planning Commission meetings concluding no later than 9:30pm and moving the Director's Report to follow Public Comment. Director Charnas introduced Consultant Joe Tovar, who will be assisting with the Winslow Subarea Plan and Comprehensive Plan Update. Mr. Joe Tovar introduced himself to the Planning Commissioners and provided background/ experience information.

6) **PUBLIC HEARING -**

6a. Consider Ordinance No. 2025-18 Relating to Noise Variance Procedures – Planning,
[Cover Page](#)
[City Presentation_ORD2025-18_7.10.25.pptx](#)

Vice Chair Blossom opened the Public Hearing at 6:23 pm and introduced Planning & Community Planner Victoria Lewelling who provided information/updates on Ordinance 2025-18 relating to Noise Variance Procedures for Planning. Public Hearing closed at 6:24pm.

MOTION: I move to approve Ordinance No. 2025-18 to the City Council.
Garcia/Schaab: The motion carried unanimously, 5-0.

7) **NEW BUSINESS -**

7a. Fort Ward Building 16 - Historic Preservation Program review of exterior renovations for access to two multi-family units.
[Cover Page](#)
[BLD29379_City Presentation.pdf](#)
[BLD29379_Architectural Plans_Exterior Alterations.pdf](#)

Vice Chair Blossom introduced Associate Planner - Joanne Mendenhall to provide City presentation on Historic Preservation Program review for Fort Ward Building 16. Applicant Jason McClennan provided a presentation re: proposed architectural plans for Fort Ward Building 16.

MOTION: I move to issue a Certificate of Review and a Certificate of Appropriateness for the proposed exterior renovations on Fort Ward Building 16.
Garcia/Deines: The motion carried unanimously, 4-0, with Vice Chair Blossom abstaining.

8) **UNFINISHED BUSINESS -**

[Continued Discussion on Winslow Subarea Plan](#)
[Cover Page](#)
[Existing and Proposed Winslow Related Goals and Policies for July 10 PC meeting.pdf](#)
[June 20 Winslow goals and policies submitted by PC Chair Birtley.pdf](#)
[Existing and Proposed Winslow Related Goals and Policies – PC Approved as of 2025-07-10.pdf](#)

Senior Planner Peter Best provided update regarding Winslow Subarea Comprehensive Plan discussion. Planning Commission discussion (live edit) regarding proposed language updates.

Goals/Policies to be approved as presented, unless otherwise amended per PC motion.

MOTION: I move to amend the language of Policy LU.1.C. to replace the word 'designate' with 'consider designating'.

Blossom/Garcia: The motion carried unanimously, 5-0.

MOTION: I move to adopt the proposed Goal WSP Goal LU1 and associated policies as presented with updated language.

Deines/Schaab: The motion carried unanimously, 5-0.

MOTION: I move to adopt Overall Land Use Goal WMP 2-1 replacing the language 'efficient' with 'responsible' in the context of the use of land.

Garcia/Schaab: The motion carried unanimously, 5-0.

MOTION: I move to adopt proposed WSP Goal LU.2 and associated policies as shown on the screen (as presented).

Deines/Schaab: The motion carried unanimously, 5-0.

MOTION: I move to adopt Goal WMP 2-2, and its associated policies as presented with the right to reserve renaming geographic areas through final recommendation and to direct staff to consider additional policy language to supplement the Comprehensive Plan review process with subsequent development standards to support District specific goals.

Schaab/Deines: The motion carried unanimously, 5-0.

MOTION: I move to adopt Goal WMP 2-3, and associated policies as presented.

Schaab/Deines: The motion carried unanimously, 5-0.

MOTION: I move to adopt Proposed WSP Goal LU 3, and associated policies as presented.

Schaab/Deines: The motion carried unanimously, 5-0.

MOTION: I move to adopt Goal WMP 2-4, and associated policies as presented.

Schaab/Deines: The motion carried unanimously, 5-0.

MOTION: I move to adopt Proposed WSP Goal LU 4, and associated policies as presented.

Schaab/Garcia: The motion carried unanimously, 5-0.

MOTION: I move to adopt Proposed WSP Goal LU 6, and associated policies (with the understanding that REAC & Equity staff will review LU 6.A) as presented.

Schaab/Deines: The motion carried unanimously, 5-0.

9) FOR THE GOOD OF THE ORDER -

No comments offered.

10) ADJOURNMENT - 9:02 PM

_____/s/_____
Sarah Blossom, Vice Chair

_____/s/_____
Renee Argetsinger, Clerk to the Planning Commission