

Approved Minutes

Bend Planning Commission

Monday, January 13, 2025, 5:30 P.M. Regular Meeting



COMMUNITY
DEVELOPMENT

The hybrid meeting started at 5:33 P.M., in-person and online.

The public was invited to watch online at: www.bendoregon.gov/planningcommission

1. ROLL CALL:

- Margo Clinton – Chair
- Scott Winters – Vice Chair
- Bob Gressens
- Suzanne Johannsen
- John LaMotte
- Erin Ludden
- Nathan Nelson

Commissioners Present: All Commissioners were present.

2. Staff Present: Ian Leitheiser, City Attorney; Colin Stephens, CEDD Director; Renee Brooke, Planning Manager; Aaron Henson, Senior Planner; Racheal Baker, Affordable Housing Manager; Russell Grayson, Chief Operations Officer

3. VISITORS:

The Chair opened the floor for comments on non-agenda items. Attendees were encouraged to fill out a speaker slip and approach the podium, or raise their hand online, to provide comments.

Robin Church, Firewise Coordinator for the Three Pines HOA, and Lawrence LeMercier, Firewise Representative for Skyliners Summit, urged the City Council and Planning Commission to strengthen ordinances, design guidelines, and policies related to wildfire hazard reduction and resiliency. They highlighted the vulnerability of combustible fencing in new housing and emphasized the importance of updating building codes to mitigate wildfire risks effectively.

Cathy Margolin expressed concerns about the rapid growth in Bend and the need for emergency planning, especially in light of recent wildfires in Southern California. She highlighted the risk of gridlock during emergencies and the current lack of city services to handle such situations.

4. WELCOME:

The first meeting of the year commenced with a welcome to the two new Planning Commissioners—John Lamotte and Erin Ludden.

5. NOMINATIONS:

Commissioner Suzanne Johannsen nominated Chair Margo Clinton to continue as Chair for the 2025 year. Commissioner Nathan Nelson seconded the nomination.

Chair Clinton nominated Vice Chair Scott Winters to continue as Vice Chair for the 2025 year. Commissioner Nelson seconded the nomination.

The Commissioners voted on the nominations as a package. They unanimously voted in favor of both nominations.

6. WORK SESSION:

Training: Land Use Processes, Ex Parte Contacts, and Conflicts

City Attorney Ian Leitheiser provided an overview of the Planning Commission's advisory role, emphasizing the importance of impartiality and ethical conduct. He explained the differences between Legislative and Quasi-Judicial decisions, the need to disclose ex parte contacts and conflicts of interest, and the requirement for due process and findings in Quasi-Judicial decisions. He also highlighted the importance of adhering to public meetings law and following best practices for deliberation.

7. QUASI-JUDICIAL PUBLIC HEARING:

7.1. PLTEXT20240374 - Bend Comprehensive Plan Text Amendment

Proposal to amend the text of Bend Comprehensive Plan Policy 11-116 pertaining to affordable housing within the Southwest Urban Growth Boundary (UGB) Expansion Area.

Senior Planner, Aaron Henson – ahenson@bendoregon.gov

Chair Clinton convened the hearing at 6:18 PM. and asked the Commission if anyone had pre-hearing contacts, bias, prejudice, or personal interest. Commissioner's Ludden and LaMotte both expressed that they had visited the site. Vice Chair Winters stated that he was working with one of the applicants of the project, Jerry Jones, on another, unrelated project.

The Chair then asked meeting attendees if there was any challenge with respect to Commissioners' bias, pre-judgment, or personal interest. One attendee spoke, questioning the reason for the site visit. Commissioner Ludden explained that she visited the site to understand its proximity to referenced roads and the community context. Commissioner LaMotte mentioned that he performed a site visit to gain context for what is provided in the reports.

Planning Manager Brooke explained the quasi-judicial procedural requirements of State law.

Brooke clarified that the two quasi-judicial public hearings on the agenda are related but are being addressed separately. The public was advised to direct their testimony to the specific item under discussion to ensure the commission hears relevant comments for each matter.

CEDD Director Colin Stephens provided background information about the Southwest Expansion Area, which was added to Bend's Urban Growth Boundary (UGB) in 2016. This area, which is the focus of the current hearing, has been expected to develop for a long time. Extensive studies and community discussions informed the decision to include this area in the UGB to meet the city's growth needs.

Senior Planner Aaron Henson gave his [presentation](#) on PLTEXT20240374, providing an overview of the Southwest Expansion area, which spans approximately 40 acres and must comply with seven policies that are outlined in the Comprehensive Plan, including affordable housing requirements. Henson highlighted that the applicant is collaborating with an affordable housing developer to meet these requirements, proposing nearly 400 housing units, with approximately 194 designated as affordable.

The current policy requires at least 125 affordable housing units, with 25% affordable to households earning up to 30% of the area median income (AMI). Due to economic challenges, the applicant is requesting a policy amendment to allow only 10% of the affordable units to be for households earning up to 30% AMI, with the remaining 90% affordable to those earning up to 60% AMI.

The presentation also covered the criteria for the amendment, including consistency with statewide planning goals, public involvement, and coordination with governmental agencies. Henson emphasized that the proposal does not change the number of affordable units but adjusts the affordability requirements to better align with current economic conditions.

Commissioner Johannsen clarified that the proposed change in affordability requirements would result in only 19 units being designated for households earning up to 30% of the area median income (AMI).

Commissioner John LaMotte addressed the change in the affordability requirement, which was requested by developers due to financing challenges. Henson highlighted that the property's walk score is low (15 out of 100), making it less ideal for affordable housing for the lowest income group, who may rely on transit and need proximity to services. Despite the location challenges, the project will still provide affordable housing for households earning up to 30% and 60% of the area median income, meeting the city's goals for affordable housing.

Commissioner Erin Ludden raised concerns about the significant gap between the 30% and 60% AMI thresholds, questioning how households with incomes between these levels would be accommodated under the proposed changes.

Racheal Baker, Affordable Housing Manager, explained that applicants could use vouchers to supplement rent, allowing households with incomes lower than 60% AMI to afford units set at that level. While the 10% of units must still be affordable to households earning up to 30% AMI, the remaining units could potentially house those in the 30-60% AMI range with additional rental assistance.

Commissioner Ludden asked if the affordability requirements apply equally to different unit sizes. The applicant team mentioned that the units set at 30% AMI are modeled to be one-bedroom apartments, suitable for seniors on fixed incomes, but this is flexible.

Commissioner Nathan Nelson sought clarification on the proposed changes to the affordability requirements, confirming that currently, 25% of the units must be deed-restricted affordable housing, with 100% of those units affordable to households earning up to 30% of the area median income (AMI). The proposed amendment would change this to 90% of the units affordable to households earning up to 60% AMI, and 10% affordable to those earning up to 30% AMI.

Director Stephens provided additional context, mentioning that the affordability element was a discussion during site selection of the UGB expansion effort, with the property owner at that time believing they could meet the requirements. However, after eight years, the numbers have proven challenging, prompting the current proposal. Staff supports the proposal as it remains consistent with the planning documents from the 2016 decision and aligns with the discussions from that planning process.

Baker noted that the landscape for affordable housing has changed since the original plan was adopted. There is now more affordable housing in the area, including a 240-unit affordable housing project just north of the property. Additionally, the costs of building affordable housing have increased significantly, not only in terms of construction and financing but also in providing necessary services for households earning 30% AMI or below.

Joey Shear, with AKS Engineering and Forestry, representing the applicant team, gave a presentation, echoing the history of the project, noting that the groundwork was laid in 2016 after an extensive public process involving 70 public meetings and multiple advisory committees. The current requirement that all affordable housing in the Southwest Expansion Area be at the 30% AMI level has hindered development. The applicant has worked with various affordable housing developers and found this requirement unfeasible for this location. They propose amending the comprehensive plan to allow for a mix of

affordable housing levels, which they believe will enable both market rate and affordable housing development on the property.

Ben Pray, from Home First Development, presented on the feasibility of the proposed project. He explained that economically, it is not viable to set all units at 30% AMI due to insufficient income to cover debt and elevated expenses. In addition, the site does not offer permanent supportive housing, which requires specific design and ongoing support services. He emphasized that the proposed amendment is necessary for the project to proceed and will allow for a mix of affordable housing levels, making the project economically viable and beneficial for the community.

Commissioner LaMotte asked if the applicant would hire a third-party management company to manage the development. Pray responded that they will remain the owner-operator of the affordable housing component, but are expecting a third-party management team, Northwest Real Estate Capital Corp., to manage the apartments.

Chair Clinton opened the public testimony portion of the hearing.

Dwayne Oakes expressed that he did not have significant issues with raising the AMI standard but questioned the accuracy of the city's affordable housing map, noting it was outdated and missing several developments.

Michelle Oaks expressed neutrality regarding the language change but clarified several points. She emphasized that Southwest Bend has a heavy concentration of affordable housing. She addressed the inadequate infrastructure in the area, noting low walkability due to a lack of sidewalks, insufficient sewer systems, narrow roads, and an increase in car accidents and injured wildlife since the addition of 240 units. She stressed the importance of improving infrastructure before further development.

Jan Lewis echoed concerns about infrastructure, emphasizing that the current road widths and lack of sidewalks cannot support the proposed density, which would funnel traffic onto Ponderosa. He suggested creating an entrance on Rocking Horse and relocating the common area, thus reducing the impact on nearby houses.

The applicant was offered an opportunity to provide rebuttal to the public testimony. Shearer mentioned that he would be addressing the comments during the master plan hearing.

Chair Clinton closed the public hearing at 7:26 PM and the Commissioners deliberated.

Commissioner Johannsen expressed concern about the inability to build affordable housing in Bend, despite the need and desire from the state, community, and developers.

Baker clarified that the challenge lies in meeting the needs of those at the 30% AMI level, recognizing that affordable housing is needed across all income levels.

Commissioner Erin Ludden noted that the proposal significantly exceeds the minimum requirement for affordable housing, with 194 units, or about 50% of the total units, surpassing the 25% requirement. She acknowledged the need for housing for skilled workers and single-income families, highlighting the project's benefits to the city. Commissioner's LaMotte and Ludden both agreed that the site is not ideal for the 30% AMI group, due to the lack of nearby grocery stores, limited walkability, and insufficient transportation options.

Vice Chair Winters acknowledged that few places in Bend have ideal access to services and emphasized the need for better integration, which will be addressed with the City Council. He expressed support for the current proposal, noting it is more lenient than originally written and favors a tiered system for affordability.

Commissioner Nathan Nelson expressed his general support for recommending the amendment to the Council. He based his support on the presentation and staff findings, indicating that he found the recommendation appropriate.

Commissioner Johannsen moved to recommend that the City council approve the amendments to the Bend Comprehensive Plan policy 11-116 pertaining to affordable housing within the Southwest UGB expansion area with the draft findings as provided by staff. The motion was seconded by Commissioner LaMotte. The motion passed unanimously.

7.2. PLSPD20240372 – Ponderosa Master Plan

Proposal to amend Bend Development Code Chapter 2.7 (Special Planned Districts, Refinement Plans, Area Plans and Master Plans) to add the Ponderosa Master Plan, a major community master plan for ±40.7 acres located on the west side of S Hwy 97 between Ponderosa Street and Rocking Horse Road.

Senior Planner, Aaron Henson – ahenson@bendoregon.gov

Chair Clinton convened the hearing at 7:40 PM. and asked the Commission if anyone had pre-hearing contacts, bias, prejudice, or personal interest. Commissioner's Ludden and LaMotte both expressed that they had visited the site. Vice Chair Winters stated that he was working with one of the applicants of the project, Jerry Jones, on another, unrelated project. The Chair then asked

meeting attendees if there was any challenge with respect to Commissioners' bias, pre-judgment, or personal interest. No attendees spoke.

Planning Manager Brooke explained the quasi-judicial procedural requirements of State law.

Senior Planner Aaron Henson gave his [presentation](#) on the Ponderosa Master Plan proposal for a 40.7-acre development in the Southwest UGB expansion area. The plan includes 371 total housing units, with 194 designated as income-qualified, and 4.5 acres of open space. The project involves rearranging existing comprehensive plan designations to better utilize the land. The proposal includes adequate water and sewer facilities, traffic mitigation measures, and multimodal connections. Deviations to the code include reduced secondary front setbacks, increased lot coverage, and slight reductions in architectural features on apartment end walls.

The City Council will hold public hearings and make final decisions on annexation, text amendments, and the master plan application. Subsequent subdivision and site plan reviews will be handled administratively by city staff.

Commissioner LaMotte inquired about the timeline and responsibility for the park's development and maintenance. Henson confirmed that the space will be built to Bend Park & Recreation District standards, with transfer details to the park district still being worked out. A site plan application will be submitted for development of the park, and the park district will solicit neighborhood input for amenities. The HOA will maintain the green strips and trails, while the park district will own, operate, and maintain the park.

LaMotte highlighted the need for adequate parking, despite the elimination of parking minimums, and inquired about the transportation impact analysis, which requires on-site and neighborhood improvements. Henson explained that the developer will be required to make proportionate share contributions toward improvements, such as a future roundabout at Lodgepole and Brookswood. The city had considered a vehicle connection to Rocking Horse Road, but Deschutes County staff opposed it. The master plan street layout includes stubs for a potential future connection if county approval is obtained. Henson also highlighted the importance of the Atwood Drive extension, which will connect through Stillwater to Murphy, significantly expanding the network. This extension, known as Silverado Springs, when coming south from Murphy Road, will improve connectivity as property owners elect to develop.

LaMotte asked about the potential overpass at Ponderosa and Highway 97. Henson mentioned that the overpass is part of long-range plans for the Oregon Department of Transportation but currently lacks funding.

Commissioner Bob Gressens raised concerns about emergency access, noting that with 371 residences, there would only be two exits. Henson acknowledged

the issue, explaining that the fire department has reviewed the design and does not object, ensuring compliance with fire code requirements during each phase of development. He mentioned that future urban growth boundary expansions might provide additional exits.

Commissioner Gressens asked if commercial and mixed-use areas could be repurposed for affordable housing. Henson confirmed that state legislation allows affordable housing in non-residential zones, meaning commercial areas could potentially be developed as residential if they meet income qualifications. Gressens expressed concern about the lack of guaranteed neighborhood services for the 371 residents. Staff explained that while the commercial limited (CL) zone allows for a variety of uses, the development of these services is market-driven and not guaranteed.

Gressens asked if the development is subject to the recently passed tree code. Staff explained that while the tree code does not apply at the master plan stage, it will apply to forthcoming applications, such as subdivision and site plan reviews. The developer will need to comply with the tree preservation requirements.

LaMotte asked if the city could negotiate with the county for a fire department access point through Rocking Horse Road, even if not a full street connection. Staff confirmed that while the right of way will dead end at the property line, making such an option available in the future, it was not part of the current proposal.

Commissioner Ludden raised concerns about Ponderosa's adequacy for emergency evacuation, given its small size and the traffic from multiple neighborhoods. Staff explained that while evacuation routes are not part of the current land use decision-making criteria, the fire department reviews all applications for compliance with fire code requirements. The city is considering how to better address evacuation planning in the future, acknowledging that fires can come from any direction and require flexible responses.

Johannsen expressed concerns about the transportation infrastructure, particularly the connection from Atwood to Murphy, which lacks current plans and funding. She raised concerns about the adequacy of Goldenrain Road and Ponderosa to handle additional traffic volume. Staff suggested that these questions might be addressed by the applicant.

Joey Shearer, from the applicant team, presented on the Ponderosa Master Plan, which includes residential, commercial, and mixed-use zones. The plan features 371 homes, balancing high-density multifamily housing with larger lots on the perimeter. A key change is moving the RS zone further into the site to support commercial viability along the main street.

Transportation mitigation involves onsite improvements and offsite requirements from a traffic study, including mini roundabouts, pedestrian crossings, bike lane restriping, and contributions to future roundabouts. The plan includes two access points: Atwood Drive (primary) and Golden Rain (secondary), with compliance ensured through meetings with Bend Fire.

The master plan intends to fully comply with the city's new tree code, and that will come with the tentative subdivision and site plan review. The community features a low-stress bike and pedestrian network with multi-use paths and offsite improvements that will enhance connectivity to distant locations.

Shearer emphasized the plan as a complete community with a mix of housing, including deed-restricted affordable housing. It aims to provide 30% AMI housing with some 60% AMI housing for feasibility. The neighborhood commercial area will remain commercial.

Chair Clinton inquired about the planned overpass for Ponderosa and ODOT's involvement. Joe Bessman, traffic consultant from the applicant team, explained that ODOT prioritizes the Murphy Road interchange over the overpass. Buildings will be set back from Ponderosa to accommodate a future overpass, and coordination with ODOT is ongoing.

Commissioner LaMotte asked if Ponderosa could be closed off before the overpass is built. Bessman indicated this is unlikely unless improved connections to Murphy or Baker Road are established to avoid traffic issues on Brookswood.

Commissioner Ludden raised concerns about the safety of the access from Highway 97 to Ponderosa, noting the short braking distance. Bessman explained that current conditions don't meet deceleration lane standards and that ODOT prefers not to improve the intersection due to long-term plans. They discussed moving the speed transition point further down the road to improve safety, aiming to keep Ponderosa functional but slow and safe with mini roundabouts.

Commissioner Ludden also asked about parking allotment. Shearer explained that detailed parking plans will be provided during the site plan review, anticipating around 1.5 spaces per unit for the multifamily project and two spaces per driveway for single-family homes. On-street parking will be available near the park, and all streets in the development will allow parking.

Commissioner Gressens inquired about features like fencing, buffers, and the extension of Atwood. Shearer noted that fencing plans are typically developed by home builders and are likely to be included, but specifics can't be committed at the master plan level. They are pursuing a fire access for Rocking Horse Road, recognizing its safety benefits.

Commissioner Ludden asked about the type of commercial development planned. Shearer mentioned neighborhood-scale commercial, potentially including a daycare, which is highly valued in Bend. Other small-scale

commercial options are being considered, with an emphasis on having residential roofs in place before attracting businesses.

Chair Clinton opened the public testimony portion of the hearing.

Dwayne Oakes described the proposed recreation paths as ineffective and emphasized the need for continuous sidewalks and safe paths to Elk Meadows School. He also noted frequent parking violations at the existing Atwood apartment complex due to inadequate enforcement.

Michelle Oaks expressed concerns about adding 371 homes without proper infrastructure, criticizing the reliance on long-term plans and assumptions. She highlighted the danger of the proposed roundabout at Atwood and Highway 97 and questioned the adequacy of current fire codes and exits, urging practicality over mere compliance.

Jan Lewis recommended tabling the application until more solid answers are provided about the connection from Atwood to Murphy, emphasizing the need for facts rather than proposals.

Sherry Wheeler raised issues with the proposed changes to Goldenrain Street, including an 8-foot path and parking restrictions, and suggested reducing the number of residential lots or apartments to alleviate traffic. She also requested that the recorded audio of Joey Shearer's discussion with neighbors be made public.

Courtney Carlson raised concerns about the plan's alignment with the city's comprehensive plan, potential environmental impacts, and effects on neighborhood livability. She highlighted issues with transportation and pedestrian safety, inadequate mitigation measures, and the removal of forests undermining sustainability goals.

Hannah Fugle echoed concerns on the environmental impact of clearing a forested lot, which serves as a green space and wildlife corridor. She raised fire safety concerns, noting that multiple roundabouts could slow emergency response times.

The applicant was offered an opportunity to provide rebuttal to the public testimony.

Joey Shearer addressed concerns by explaining that the inclusion of bike lanes and sidewalks aims to improve safety and aligns with the city's low-stress network needs. He emphasized that the master plan complies with city policies and state obligations, and more specifics will come in future site plan reviews. Improvements to Goldenrain were requested by the city for emergency access and multimodal connectivity.

Shearer assured compliance with the city's new tree code and noted that there are no significant environmental concerns relating to the property. Traffic improvements to Ponderosa will make it a more direct route, and the distance between the highway and the proposed mini roundabout is sufficient.

Joe Bessman acknowledged the need for safe streets and sidewalks and mentioned that they are open to enhancing their plan if needed. They conducted a site visit with city staff and are focusing on infilling sidewalks in the section from Mahogany to Poplar, which is a city priority. They are contributing funds for a future roundabout at Lodgepole but the applicant is open to reallocating those funds to other improvements that might be better suited for the area.

Chair Clinton closed the public hearing at 9:57 PM and the Commissioners deliberated.

Vice Chair Winters focused on the broader picture of urban planning and the long-term benefits of the proposed development, noting that while residents may be frustrated about new developments, the city cannot stop people from moving in. He stressed the importance of finding the best ways to manage this growth and plan for future developments.

Commissioner Ludden suggested that it might make more sense to push through the Atwood connection to the north rather than spending money on other improvements, noting that more roads could alleviate congestion.

Commissioners Johannsen and Gressens stressed the need for a safe and effective transportation system to be established before the development proceeds. They highlighted the importance of ensuring safe routes for children to get to school and secure evacuation routes, especially in the event of a fire.

Winters noted that while offsite improvements are part of every master plan, expecting the developer to solve all transportation issues in the southwest area is unreasonable.

Commissioner Clinton highlighted the importance of considering the legal requirements and proportionality of improvements for the developer. She pointed out that while the developer must address certain issues, they cannot be held responsible for pre-existing problems or required to fix infrastructure far from the development site. Clinton suggested that the commission should focus on whether the project meets the code requirements.

Overall, the commissioners agreed that while the development meets many objectives within its boundaries, there are significant offsite transportation and safety concerns that need to be addressed. They emphasized the need for a comprehensive transportation plan and commitments from relevant authorities to ensure the safety and well-being of current and future residents.

Commissioner LaMotte touched on the need for a mixed community and the importance of density in supporting infrastructure improvements. He proposed that the developers and city should work together to maximize the effectiveness of infrastructure spending.

The discussion also touched on the need for a fire connection and the potential use of existing routes to the south. The Commissioners agreed that while roundabouts are part of current engineering policy, it is important to evaluate whether they are the best solution for the specific location and consider other infrastructure needs.

Planning Manager Renee Brooke clarified that the proposed master plan ensures a minimum capacity of 251 units, which aligns with the comprehensive plan. While the developer's conceptual plan shows more units, any reduction below 251 would not be consistent with the comprehensive plan. These units will be proposed with land division and site plan review.

Commissioner's LaMotte and Ludden agreed that the mix of housing types is a positive aspect of the project but emphasized the need to address infrastructure concerns. They echoed the importance of roads and fire safety, suggesting that the city and applicant should work together to refine the plan further.

Director Stephens clarified that the current recommendation is the result of extensive studies, discussions, and negotiations with the applicant and city staff. He emphasized that the city is aware of the area's deficiencies but can only require developers to address so much without becoming adversarial. The project, as proposed, includes the necessary infrastructure improvements and is considered approvable.

Russ Grayson, Chief Operations Officer, provided context on the city's transportation system plan, highlighting the significant infrastructure gaps across the city and the ongoing efforts to secure additional funding through transportation fees and bonds.

Commissioner Nelson expressed broad support for recommending the incorporation of the master plan into the city's code, highlighting the positive aspects of the development. He found the proposed code deviations reasonable and acknowledged the fire concerns but noted that the development meets the fire code requirements.

Commissioner Nelson moved to recommend that the City Council amend the Bend Development Code to add the proposed Ponderosa Master Plan with the draft findings provided by staff. Vice Chair Winters seconded the motion.

Commissioner LaMotte made a motion to amend the main motion to request that developers and staff review the infrastructure and traffic plans one last

time, including the potential changes to Goldenrain, and that they meet with the county to resolve the Rocking Horse emergency access point. LaMotte clarified that these suggestions were requests for staff and the applicant to address when the City Council holds their public hearing. Commissioner Ludden seconded the amended motion. The Commissioner's voted on these amendments separately.

The Commission voted on the first amendment, which was to request that the developer and staff meet to review and refine the off-site improvement transportation plan, including the potential issues with Goldenrain and Ponderosa discussed this evening. The motion passed 5-2 with Chair Clinton and Commissioner Nelson opposing.

The second amendment was a motion to the main motion to recommend that the Council ask staff to continue working on options for a potential Rocking Horse connection for emergency access, irrespective of the Master Plan's approval. Vice Chair Winters questioned the Planning Commission's role in addressing emergency escape routes and whether it was appropriate to include such recommendations. Ultimately, the focus was on ensuring that the issue was raised and that efforts were made to explore solutions. This approach avoids injecting non-existent approval criteria into the mix. The Planning Commission has some leeway to brainstorm since they are making a recommendation, not a decision. However, recommendations are more persuasive if tied to approval criteria.

The motion was seconded by Commissioner Nelson, and it was clarified that the recommendation was for staff to look into the vehicle connection without making approval contingent on it. The motion was put to a vote and passed 6-1 with Vice Chair Winters abstaining.

The main motion, now amended, was discussed. Commissioner Nelson moved to recommend the amended motion. Commissioner Ludden seconded the motion. The amended motion passed unanimously.

Chair Clinton volunteered to bring the recommendation of the Commission to the City Council.

8. APPROVAL OF MINUTES:

The Planning Commission approved the [October 28, 2024 meeting minutes](#).

9. COMMUNICATIONS:

9.1. Reports From Planning Commissioners

During the reports from Commissioners, the discussion focused on the upcoming goal-setting meeting with the City Council. It was noted that the Planning

Commission had previously discussed their accomplishments for 2024 and their input on council goal priorities for the next biennium. There was a question about the goal-setting process, which involves further discussions about city resources and capacity to achieve the set goals. The goal-setting process was described as extensive, with input from advisory bodies being a crucial part of it. Vice Chair Winters volunteered to represent the Commission at the summit to share these points.

9.2. Report From Planning Manager

Renee Brooke, Planning Manager, reminded everyone about the January 27th meeting and the need to ensure a quorum.

9.3. Report From Community and Economic Development Director

Colin Stephens, CEDD Director, had nothing to report.

9.4. Report From City Attorney

Ian Leitheiser, City Attorney, had nothing to report.

The meeting was adjourned at 10:58 p.m.

Minutes submitted by Maggie St. Onge