

1 **Planning Commission**

2 **Meeting Minutes 1-9-2024**

3 6:05pm Chairperson Melissa Cox calls meeting to order.

4 Roll call taken. Present: Scott Forsman, Derek Dodd, Melissa Cox, Gladis Mendez

5 Derek Dodd makes motion to approve the meeting minutes from December 12, 2023. Scott Forsman
6 seconds the motion.

7 6:06pm There being no Citizen Business, Chair Cox moves to item #5 on the Agenda, Commission
8 Business updates to the workplan.

9 Todd Johnson advises that the new item added to the workplan is the comprehensive plan future land
10 use map rezones and amendments. He advised the topic will come before the commission at the
11 February 13th meeting as he needed to post the notice of application which will be going out sometime
12 this week and then published next week. He also requests to add another item to the agenda for
13 tonight's meeting, he will be absent at the March meeting and would like to move the meeting either
14 before or after his scheduled absence. The commissioners discuss and agree to move the March meeting
15 to March 5th with the provision that the council chambers are available.

16 6:13pm Chair Cox opens the public workshop to review the changes in the landscape code.

17 Todd Johnson opens the discuss with a recommendation to review the documented changes that were
18 discussed at the December meeting.

19 Gladis Mendez requests Todd Johnson to summarize the changes for the commission prior to moving
20 forward with review.

21 Todd Johnson provides a brief overview of the changes including adding recognition of modern
22 construction methods and materials. He further mentions receipt of a public comment ahead of the
23 meeting which recommended changes to planting materials.

24 Todd Johnson reviews the format of the meeting, advising the meeting will include the public workshop
25 to discuss revisions to the proposed landscape code, then a public hearing is scheduled to hear public
26 testimony and comments. Once the public hearing has been closed, the commission will deliberate and
27 make the final changes and make a formal recommendation to council.

28 Todd Johnson opens discussion with the modifications made at the last meeting: to clarify “modern
29 construction techniques and materials”, requirements to retain, adding language for root barrier
30 requirements and standards, and alternative fencing materials.

31 Gladis Mendez asks if the code will only affect new construction. Todd Johnson advises that yes, the
32 standards as adopted will be for new construction and remodels that reconfigure the exterior of the
33 building or parking lot.

34 The group discusses the public comment received regarding amending soils (defined by the group as
35 soils disturbed from development or construction).

36 Chair Cox asks requests clarification regarding the 4,000 SF exemption for non-residential structures.
37 Todd clarifies to advise that any non-residential structure under 4,000 SF would be exempt from the
38 landscape code as written. Melissa Cox expresses concern that 4,000 SF seems like a large structure to
39 exempt from the requirement. The group discusses the types of structures or uses that we would
40 normally see regulated and their general square footage.

41 The group discusses alternative methods of regulating through uses or zoning.

42 Lance Bunker presents the idea of requiring landscaping where frontage improvements are required and
43 streamlining the regulation with the Public Works code. The group discusses this as an option.

44 Malissa Paulsen suggests a hybrid approach to regulate by the public works code and exempt proposed
45 structures under a certain square footage.

46 Todd Johnson suggests a tiered regulation approach. The group discusses this as an option. Concern is
47 raised by the group to ensure cohesiveness through the codes (public works code and landscape code).

48 Todd advises he has altered exemption C to read "The construction of an office, school, commercial,
49 recreational, service, or storage building with 4,000 square feet of new remodeled area. This exemption
50 shall not apply when the site is adjacent to a street requiring frontage improvements" and then will site
51 the code section. The group discusses what triggers the need for frontage improvements in the public
52 works code and possibly reducing the exemption square footage or moving to a percentage-based
53 approach.

54 Todd confirms with the group that the area requirement will be eliminated and the threshold to be a
55 percentage-based approach. The group clarifies that the percentage needs to be based on meeting the
56 minimum requirements of the landscape code. Todd Johnson confirms that he will eliminate the square
57 footage exemption and write in an exemption based on the cost of requirement to meet the landscape
58 code versus the total cost of the project. The threshold being ten percent. The group agrees.

59 Melissa Cox asks about the public comment received and their comment on planting plans, the group
60 discusses general length of time for plans and monitoring. The conversation shifts to ground cover and
61 its definition, Todd advises that it's been defined as turf grass. The group discusses maintenance for turf
62 grass and alternatives to requiring only turf grass as groundcover.

63 Todd Johnson advises the commission members what he will review and update in the next draft, and
64 advises the commission will need to continue the public hearing to the February 13th meeting.

65 A question is raised regarding penalties for non-compliance and survivability. Todd Johnson advises the
66 current penalty in the proposed draft is through a maintenance bond or through "maintenance
67 assurance device". He clarifies to read the specific provision for the "bond" is 20% of the replacement
68 cost of landscape materials and that the city will utilize the funds to perform necessary maintenance and
69 to reimburse the city for documented administrative costs associated with action.

70 Malissa Paulsen proposes changing the bond to a fee and planting plan requirement.


71 7:26pm Chair Cox advises that we will need to discuss the comments and draft code further and
72 advises the public workshop has been closed.

73 7:26pm Chair Cox opens the Public Hearing, announces the extension of the public hearing until
74 the next commission meeting.

75 7:27pm Chair Cox closes the public hearing.

76 7:27pm Derek Dodd makes a motion to adjourn the meeting. Scott Forsman seconds the motion.

77 Chairperson Melissa Cox adjourns the meeting.

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79 Approved by: 

80 Chair, Melissa Cox

81 Recorded by: 

82 Planner, Malissa Paulsen