



**Planning Commission Regular Meeting  
City Council Chambers, 2660 Civic Center Drive  
Minutes – Wednesday, April 5, 2023 – 6:30 p.m.**

**1. Call to Order**

Vice-Chair Pribyl called to order the regular meeting of the Planning Commission meeting at approximately 6:30 p.m. and reviewed the role and purpose of the Planning Commission.

**2. Roll Call**

At the request of Vice-Chair Pribyl, City Planner Thomas Paschke called the Roll.

**Members Present:** Vice Chair Michelle Pribyl, and Commissioners Michelle Kruzal, Tammy McGehee, Karen Schaffhausen, Pamela Aspnes, and Matthew Bauer.

**Members Absent:** Erik Bjorum

**Staff Present:** City Planner Thomas Paschke, Community Development Director Janice Gundlach and Senior Planner Bryan Lloyd.

**3. Approve Agenda**

**MOTION**

**Member McGehee moved, seconded by Member Kruzal, to approve the agenda as presented.**

**Ayes: 6**

**Nays: 0**

**Motion carried.**

**4. Review of Minutes**

**a. February 1, 2023 Planning Commission Regular Meeting**

Ms. Gundlach indicated Commissioners McGehee and Bjorum sent revisions to the minutes to staff.

Member Aspnes noted whoever does the minutes does an awesome job but she had a question regarding line 218. She did not understand the sentence. She asked if anyone recalled what this sentence refers to.

Vice Chair Pribyl indicated this is a statement made by Commissioner Bjorum and she wondered if this was something that he clarified to staff in his revisions.

Member McGehee thought if the word “meeting” were changed to “meets” it would make the statement clearer.

Ms. Gundlach indicated Member Bjorum asked that some of the wording in the paragraph above that, lines 212 to 213 be reworded.

**MOTION**

**Member McGehee moved, seconded by Member Aspnes, to approve the February 1, 2023 meeting minutes as amended.**

**Ayes: 6**

**Nays: 0**

**Motion carried.**

**5. Communications and Recognitions:**

- a. Update on City Council Action on Phase Two Zoning Code Updates:** *Staff update to the Commission on City Council action on Phase Two Zoning Code updates.*

Vice-Chair Pribyl publicly thanked previous Chair Kimble for her many years of service on the Commission.

Ms. Gundlach updated the Commission on the City Council’s action on Phase Two Zoning Code updates.

Member Schaffhausen indicated she watched the City Council meeting and was curious because of the opportunity to try some of those development incentives, she wondered if there will there be an opportunity to revisit that or if it was done for now and also wondered if there would be an opportunity to try it in a pilot program in some way.

Ms. Gundlach explained staff is still working that out. There was not a lengthy conversation at the City Council about this. Staff does not have a lot of direction. There was some conversation about doing a pilot program. She did not know how a pilot program would work for something like this and is not clear at this time. She knew that the PWTEC has been very interested in sustainability and did receive some updates on some of this work. The City does have a sustainability specialist on staff and so she imagined this is going to come up again, maybe through that forum and maybe there could be some collaboration. Staff can certainly revisit the incentives. The density incentive was the one of concern so that one could be excluded but there was not an opportunity to have those conversations.

Vice-Chair Pribyl asked if there was still discussion on where the City has TIF or some other financial mechanism outside of the work the Commission is doing that would potentially use some of that work.

Ms. Gundlach explained in some of the materials staff brought forward to the Commission, this goes back to the research staff did with all of the cities in terms of what those cities were doing for sustainability, what staff discovered very quickly was nobody is requiring it. It is only required when the City is putting public money into the project. Staff will be revisiting the City's public finance assistance policy to make sure the policy includes sustainability. She indicated honestly there is not a lot of opportunity for public finance assistance projects. The City has done a lot in the last few years and there is one major site left and she did not think that one is going to develop for residential but there could still be some opportunity with that site.

6. **Public Hearing:** *None.*

7. **Business:**

a. **Annual Organizational Business**

Vice-Chair Pribyl swore in the new Commissioner, Matthew Bauer.

Member McGehee nominated Vice-Chair Pribyl for Chair of the Planning Commission.

**MOTION**

**Member McGehee, seconded by Member Kruzell, to appoint Pribyl as Chair of the Planning Commission.**

**Ayes: 6**

**Nays: 0**

**Motion carried.**

Chair Pribyl nominated Commissioner Schaffhausen for Vice-Chair of the Planning Commission.

**MOTION**

**Member Pribyl, seconded by Member McGehee, to appoint Schaffhausen as Vice-Chair of the Planning Commission.**

**Ayes: 6**

**Nays: 0**

**Motion carried.**

Chair Pribyl indicated one member is needed to serve on the Ethics Commission and three members with an alternate to serve on the Variance Board.

Member Aspnes volunteered to serve on the Ethics Commission.

It was indicated that members Aspnes, Bjorum and Schaffhausen with Member McGehee as an alternate would serve on the Variance Board after confirmation from Member Bjorum is made via email.

Member McGehee asked for an update on projects that might be coming to the Commission in the coming year.

Ms. Gundlach indicated it looked like things are slowing down. She indicated there are a couple of land use projects that people are thinking about and contemplating and may come forward. She thought there will also be some minor Zoning Code Amendments that will come forward before the Commission.

Member Aspnes noted she appreciated the notification for the open houses of proposed projects and was able to attend one of them and found it really helpful and was well attended.

**8. Adjourn**

**MOTION**

**Member Schaffhausen, seconded by Member Aspnes, to adjourn the meeting at 6:50 p.m.**

**Ayes: 6**

**Nays: 0**

**Motion carried.**