



Planning Commission Agenda

Wednesday, May 7, 2025

6:30 PM

City Council Chambers

(Any times listed are approximate – please note that items may be earlier or later than listed on the agenda)

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Organizational Business**
 - a. Swear In New Commissioner
- 5. Review of Minutes**
 - a. Review April 2, 2025 Minutes
- 6. Communications and Recognitions**
- 7. Commission Direction on Commission Member Initiated Agenda Items**
- 8. Adjourn**


REQUEST FOR COMMISSION ACTION

Date: **5/7/2025**

Item No.: **4.a.**

Department Approval

Janice Gundlach

Agenda Section

Organizational Business

Item Description: Swear In New Commissioner

1
2 **Application Information**

3 n/a

4
5 **Background**

6 In accordance with City Code Section 201.02.C, every appointed member, before beginning his or her
7 duties shall take an oath stating that he or she will faithfully discharge the duties of the commission. At
8 the March 3, 2025 City Council meeting, the Council appointed Allison Campbell Jensen, Erin Lynch,
9 Jon Barstad and Steve Cyra to the Planning Commission. New Commissioner Lynch will be sworn in at
10 the May 7, 2025 meeting. Other new Commissioners were sworn in at the April 2, 2025 meeting.

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12 **Staff Recommendation**

13 The chair shall swear in new Commissioner Erin Lynch.

14
15 **Requested Planning Commission Action**

16 The chair shall swear in new Commissioner Erin Lynch.

17
18 **Alternative Actions**

19 n/a

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Prepared by: Janice Gundlach, Community Development Director

Attachments: None

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REQUEST FOR COMMISSION ACTION

Date: **5/7/2025**
Item No.: **5.a.**

Department Approval

Agenda Section
Review of Minutes

Item Description: Review April 2, 2025 Minutes

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Application Information

n/a

Background

n/a

Staff Recommendation

n/a

Requested Planning Commission Action

Review the April 2, 2025 minutes and make a motion to approve subject to requested corrections.

Alternative Actions

n/a

Prepared by:

Attachments: 1. April 2, 2025 Minutes



**Planning Commission Regular Meeting
City Council Chambers, 2660 Civic Center Drive
Draft Minutes – Wednesday, April 2, 2025 – 6:30 p.m.**

1 **1. Call to Order**

2 Chair Bjorum called the regular meeting of the Planning Commission to order at approximately
3 6:30 p.m. and reviewed the role and purpose of the Planning Commission.
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5 **2. Roll Call**

6 At the request of Chair Bjorum, Community Development Director Janice Gundlach called the
7 Roll.
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9 **Members Present:** Chair Erik Bjorum, Members Tammy McGehee, Pamela Aspnes, Steve
10 Cyra, Jon Barstad, and Allison Campbell Jensen.
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12 **Members Absent:** Member Erin Lynch.
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14 **Staff Present:** Community Development Director Janice Gundlach
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16 **3. Approve Agenda**

17 **MOTION**

18 **Member McGehee moved, seconded by Member Aspnes, to approve the agenda as**
19 **presented.**
20

21 **Ayes: 6**

22 **Nays: 0**

23 **Motion carried.**
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26 **4. Organizational Business**

27 **a. Swear in New Members**

28 Community Development Director Janice Gundlach explained that pursuant to City Code
29 Section 201.02.C, every appointed member, before assuming their duties, shall take an oath
30 stating that they will faithfully discharge the duties of the commission. She indicated
31 Commissioners Campbell, Jensen, Barstad, and Cyra would be sworn in with Commissioner
32 Lynch being sworn in at the May 7, 2025, meeting.
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35 Chair Bjorum administered the Oath of Office to Commissioners Campbell, Jensen, Barstad,
36 and Cyra.
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38 **5. Review of Minutes**

39 **a. March 5, 2025 Planning Commission Regular Meeting**
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MOTION

Member McGehee moved, seconded by Member Aspnes, to approve the March 5, 2025, meeting minutes.

Ayes: 6

Nays: 0

Motion carried.

6. Communications and Recognitions:

a. From the Public: *Public comment pertaining to general land use issues not on this agenda, including the 2040 Comprehensive Plan Update.*

None.

b. From the Commission or Staff: *Information about assorted business not already on this agenda, including a brief update on the 2040 Comprehensive Plan Update process.*

None.

7. Business

a. Annual Organizational Business

Community Development Director Gundlach explained that in accordance with City Code Section 201.03.A, each advisory commission shall elect a chair and vice-chair from among its appointed members for a term of one year, as well as appoint a member to serve on the Ethics Commission. The Planning Commission shall also appoint three members and one alternate to serve on the Variance Board.

Member Aspnes nominated Commissioner Bjorum as Chair, who accepted the position.

MOTION

Member Aspnes moved, seconded by Member McGehee, to appoint Commissioner Bjorum as Chair of the Planning Commission.

Ayes: 6

Nays: 0

Motion carried.

Chair Bjorum nominated Commissioner Aspnes as Vice-Chair, who accepted the position.

MOTION

Chair Bjorum moved, seconded by Member McGehee, to appoint Member Aspnes as Vice-Chair of the Planning Commission.

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Ayes: 6
Nays: 0
Motion carried.

After discussion, the Commission reached a consensus to appoint Campbell Jensen, Barstad, and Aspnes to serve on the Variance Board, with McGehee as alternate.

The Commission discussed the appointment to the Ethics Commission with Member Cyra volunteering to serve.

b. Discussion on Civic Campus Master Plan

Member McGehee inquired about the impact of the recent referendum on the Civic Campus Master Plan.

Ms. Gundlach provided an update on the council’s decisions, including the adoption of a sales tax and hiring an architect.

The Commission discussed this and indicated a need for a task force to address the unpassed questions related to the maintenance center and license center.

Ms. Gundlach offered to provide more information or a summary memo at the next meeting.

8. Commission Direction on Commission Member-Initiated Agenda Items

None.

9. Adjourn

MOTION
Member McGehee, seconded by Member Aspnes, moved to adjourn the meeting at 6:45 p.m.

Ayes: 6
Nays: 0
Motion carried.