



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

1. Call to Order

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

2. Roll Call

At the request of Chair Bjorum, Community Development Director Janice Gundlach called the Roll.

Members Present: Chair Erik Bjorum, Members Tammy McGehee, Pamela Aspnes, Steve Cyra, Jon Barstad, and Allison Campbell Jensen.

Members Absent: Member Erin Lynch.

Staff Present: Community Development Director Janice Gundlach

3. Approve Agenda

MOTION

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

Ayes: 6

Nays: 0

Motion carried.

4. Organizational Business

a. Swear in New Members

Community Development Director Janice Gundlach explained that pursuant to City Code Section 201.02.C, every appointed member, before assuming their duties, shall take an oath stating that they will faithfully discharge the duties of the commission. She indicated Commissioners Campbell, Jensen, Barstad, and Cyra would be sworn in with Commissioner Lynch being sworn in at the May 7, 2025, meeting.

Chair Bjorum administered the Oath of Office to Commissioners Campbell, Jensen, Barstad, and Cyra.

5. Review of Minutes

a. March 5, 2025 Planning Commission Regular Meeting

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.

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.