



# PLANNING COMMISSION SPECIAL HYBRID MEETING MINUTES

Wednesday, December 6, 2023

---

## CALL TO ORDER

The Planning Commission was called to order by Chair Murphy at 6:00 pm.

Chair Michael Murphy and Commissioners Kate Akyuz, Angela Battazzo, Carolyn Boatsman, Chris Goelz, Victor Raisys, and Adam Ragheb were present remotely.

## Staff Remote Participation:

Alison Van Gorp, Deputy CPD Director

Adam Zack, Senior Planner

Deb Estrada, Deputy City Clerk

Andrea Larson, City Clerk

**APPEARANCES** - There were no appearances.

## REGULAR BUSINESS

### 1. Planning Commission Meeting Minutes for November 20, 2023:

A motion was made by Ragheb; seconded by Boatsman to:

**Approve the November 20, 2023, minutes.**

Approved 7-0

### 2. Comprehensive Plan Periodic Review - Housing Element and Recent Statewide Legislation

Laura Hodgson, Senior Planner, with the Washington State Department of Commerce, provided a brief presentation and respond to questions from Commissioners.

### 3. Comprehensive Plan Periodic Review – Upcoming Schedule

Adam Zack, Senior Planner, reviewed the 2024 Comprehensive Plan Periodic Review schedule, explaining that its completion is due by December 31, 2024.

### 4. Planning Commission Bylaws (Second Reading)

Alison Van Gorp, Deputy Director, Andrea Larson, City Clerk, and Deborah Estrada, Deputy City Clerk, responded to questions regarding the Planning Commission's Bylaws.

A motion was made by Battazzo; seconded by Raisys to:

**Adopt the bylaws as presented.**

Failed 4-3

A motion was made by Boatsman; seconded by Ragheb to:

**Replace Section 6.5 and Appendix C.7 with *"Timely Communication. Commissioners should contact staff as far in advance of a meeting as possible to ask questions or to request information not already included in the packet. Commissioners are encouraged to provide substantial amendments to Commissioners and staff prior to 48 hours before the meeting."***

Failed 5-2

A motion was made by Boatsman; seconded by Ragheb to:  
**Appendix C.10 be amended to add a sentence to the end of the paragraph stating, "Staff will provide a copy of the transmittal to Planning Commissioners when it is transmitted to City Council."**  
Approved 4-3

A motion was made by Ragheb; seconded by Boatsman to:  
**Amend Section 6.4 B as follows:**  
**Such statement shall be noted made immediately after the roll call vote is taken. ~~in~~ The minutes will reflect along with the record of the vote in the following format: "Commissioner XX verbally stated their reasons for voting in the minority on this matter."**  
Approved 7-0

A motion was made by Ragheb; seconded by Boatsman to:  
**This does not preclude a Commissioner from Communicating as a private resident of the City to the City Council through regular public avenues.**  
Approved 7-0

A motion was made by Boatsman; seconded by Ragheb to:  
**Adopt the bylaws as amended.**  
Approved 6-1

#### **OTHER BUSINESS**

##### **5. Deputy Director's Report**

Deputy Director Van Gorp gave a brief update on the meeting schedule and subject matter.

##### **6. Planned Absences for Future Meetings.**

**ADJOURNED** - The meeting adjourned at 8:40 pm

  
\_\_\_\_\_  
Deborah Estrada, MMC, Deputy City Clerk