



# PLANNING COMMISSION

## REGULAR MEETING MINUTES

Wednesday, February 26, 2025

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### CALL TO ORDER

The Planning Commission was called to order by Vice Chair Gibson at 6:03 pm.

Commissioners Kate Akyuz (6:08), JB Gibson, Nazim Nice, and Dan Thompson (remote) were present.

Commissioner Anthony Perez received an excused absence.

### Staff Participation:

Jeff Thomas, Director (remote)

Alison Van Gorp, Deputy CPD Director

Adam Zack, Principal Planner

Kim Adams-Pratt, Legal Counsel

Molly McGuire, Senior Planner

Deb Estrada, Deputy City Clerk

Raven Gillis, Recreation Specialist

**PUBLIC APPEARANCES.** There were no public appearances.

### REGULAR BUSINESS

#### 1. Planning Commission Meeting Minutes of January 22, 2025, Regular Meeting:

A motion was made by Thompson; seconded by Nice to:

**Approve the minutes.**

Approved 3-0

#### 2. PCB25-03: Planning Commission Work Plan

Adam Zack, Principal Planner, provided a brief presentation that addressed the following:

- Background:
  - Planning Commission Duties and Responsibilities
  - Comprehensive Plan
  - Development Regulations
- Adding Projects to the Work Plan
- Legislative Review Process
- Additional Project Steps
- Tentative 2025 PC Work Plan
- New Dwellings in Existing Buildings
- Downhill Façade Height
- Co-Living Housing
- Annual Docket

Zack and legal counsel responded to questions by the Commission.

#### 3. PCB25-05: Permanent Regulations for Temporary Uses and Structures Including Outdoor Dining (First Reading)

Molly McGuire, Senior Planner, provided a brief presentation that addressed the following:

- Background and Purpose
- Regulations

- Commerce on Public Property
- Temporary Uses and Structures
- Permit Processing
- Temporary Uses and Structures Exempt from Permit Requirements
- Criteria for Approval
- Additional Conditions for Select Uses
- Standards for Removal and Assurance Devices

Staff and legal counsel responded to questions by the Commission. Staff also requested that the Planning Commission provide comments on the draft permanent regulations for temporary uses and structures by March 14, 2025, noting that a public hearing and second reading on the draft permanent regulations for temporary uses and structures was scheduled for the March 26, 2025, meeting.

#### **4. PCB 25-05: Planning Commission Bylaws Adoption (Second Reading)**

Deb Estrada, Deputy City Clerk, briefly outlined Commission members' proposed amendments to the Planning Commission Bylaws and responded to questions.

A motion was made by Thompson; seconded by Akyuz to:  
**adopt the bylaws.**

A motion was made by Thompson; seconded by Gibson to:

**Amend 4.2A to read that the "Planning Commission's regular meetings will be held on the fourth Wednesday of each month at 5:00 P.M."**

Failed: 2-2

A motion was made by Gibson; seconded by Akyuz to:

**Amend Section 7, to read the "bylaws may be amended by a majority vote (3 votes) of the entire membership of the Planning Commission."**

Approved 4-0

Main motion approved 4-0

#### **OTHER BUSINESS**

##### **5. Staff Report – None**

**ADJOURNED** - The meeting adjourned at 7:36 pm

  
Deborah Estrada, Deputy City Clerk