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| white salmon logo | **CITY OF WHITE SALMON**  **Planning Commission Meeting - Wednesday, May 8, 2019**  **DRAFT** |

**COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT**

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|  | **Commission Members:**  David Lindley  Anne Medenbach  Tom Stevenson  Ross Henry | **Staff Present:**  Jan Brending, Clerk Treasurer  Ken Woodrich, City Attorney  Patrick Munyan, City Administrator  Erika Castro Guzman, City Associate Planner |

**CALL TO ORDER/ ROLL CALL**

Planning Commissioner Chairman David Lindley called the meeting to order at 5:30 PM.

**MINUTES OF RECORD**

1. Minutes of April 24, 2019.

Moved by Anne Medenbach, seconded by Tom Stevenson.

Motion to approve minutes of April 24, 2019. CARRIED 3 – 0

1. Amendment of Minutes of April 24, 2019.

Moved by Tom Stevenson, seconded by Anne Medenbach.

Discussion: Commissioner Stevenson considered amending the minutes to add his conversation concerning annexation process. Recalls requesting for zoning not to be decided at the time of annexation. Suggests zoning to be done though due process thereafter an annexation has been approved. Chairman Lindley stated that his suggestion may be best discussed with staff, with no need to amend the meeting minutes of record.

Tom Stevenson withdrew motion to amend, seconded by Anne Medenbach.

**CHANGE TO THE AGENDA**

Commissioner Stevenson requested changing the agenda to add visioning scope with BergerABAM. Staff clarified WSP is BergerABAM. Commissioner Stevenson withdrew request to change agenda.

**DISCUSSION ITEMS**

1. Visioning scope from WSP

Jan Brending, Clerk Treasurer, reviewed the scope of work prepared by BergerABAM/WSP. She stated this proposal is a fair cost for a full contract and staff supports it; and notes visioning elements may increase price. Commissioner Stevenson believes there are important pieces that can be prioritized for the comprehensive plan instead of a full blown comprehensive plan update. Staff strongly recommends the complete comprehensive plan be revised. Scott Keillor, WSP Senior Planner, explained that the elements are similarly prioritized in the proposed timeline and minor changes to accommodate the planning commission desires.

After further discussion of the major tasks could be, the planning commission agreed the elements of Month 4 (regarding review draft introduction, history and community profile, and historic sites and structures elements) be moved to Month 10. Furthermore, Commissioner Medenbach requested to not have a joint meeting at Kickoff to allow Commissioners to collect their thought and identify the best manner to present progress. Keillor confirmed community engagement and outreach will be from the beginning to the end. He further discussed potential social platforms and physical locations to gather community thoughts.

Moved by Anne Medenbach, seconded by Tom Stevenson.

Motion to recommend to City Council to approve WSP’s proposal to provide professional planning services to update the White Salmon Comprehensive Plan with the following changes: (1) List top four elements prioritized by the planning commission, (2) remove City Council joint meeting from Month 1, (3) Allow for flexibility in schedule, (4) Push back Month 4 tasks to Month 10, and (5) meeting with only the planning commission to start kickoff. As amended. CARRIED 3-0.

Moved by Tom Stevenson, seconded by Anne Medenbach.

Motion to amend to include flexibility in the timeline and the ability to amend upon agreement of both parties.

Discussion: Staff clarified a change task order may provide the flexibility the planning commission seeks, in legal contract with the city council. Chairman Lindley requests Staff to explore no cost task reordering and notify timeline delays. Staff will consult with WSP to keep the comprehensive plan update on track. Kickoff to be June 12, 2019.

1. Comprehensive Plan Update: Planning Commission Priorities

The Planning Commission reviewed and has consensus with the Comprehensive Plan Update: Element Priority Ranking. Commissioner Stevenson clarified his thoughts on ranking “zoning” as #2, meaning distinction between commercial versus residential.

The Planning Commission further discussed identifiable stakeholders, in and outside city limits. The planning commission identified potential neighborhood leaders and commissioners will seek to organize a few members willing to participate to represent their neighbors.

Commissioners briefly brain-stormed their thoughts on how to strategically reach out to the public and its potential avenues, and their vision of a variety elements.

Commissioner Henry summarized the previous Community Development Committee Meeting.

**ADJOURNMENT**

The meeting was adjourned at 7:30 p.m.

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| David Lindley, Chairman | Erika Castro Guzman, Associate Planner |