

**City of Kenmore
Planning Commission Meeting Minutes
December 5, 2023 @ 7:00 p.m.**

Planning Commission Members – In Attendance (the meeting was held onsite and virtually using the Zoom online platform)

Dwight Thompson, Chair
Tracy Banaszynski
Nathan Loutsis
Saad Qadri
Derek Wyckoff

Excused - Mike Vanderlinde, Vice Chair

Staff

Debbie Bent, Community Development Director
Todd Hall, Principal Planner
Shannon Tipple-Leen, Planning Commission Clerk
Michelle Kang, Co-Clerk

1. CALL TO ORDER

The meeting was called to order by Chair Thompson at 7:00 p.m.

The 2024 Planning Commission Appointees, David Dorrian and Chris Olson were invited to join the Commission at the dais. They will not speak or vote.

2. PUBLIC COMMENTS

No Public Comments

3. APPROVAL OF MINUTES

November 21, 2023, Meeting minutes were approved by unanimous consent.

4. AGENDA

Continued review of Economic Development Element

Todd Hall answered Commissioners previous questions that needed research.

Commissioner questions and/or comments. There were a few grammatical, formatting and small wording changes in addition to the below. A summary is provided below:

- Add definition of ACT in document for context
- Do we know how many people Bastyr employs? To keep consistent with Kenmore's Air Harbor.
- Is the public provided a marked-up version or a clean version?
 - We can provide both.
- If 60% of Kenmore businesses are home based, is there a breakdown what those businesses are? Should those businesses be separated or highlighted?

MOTION: Commissioner Loutsis moved to send the Economic Development Element to Public Hearing on January 16, 2024, at 7:30pm. Chair Thompson seconded the motion.

VOTE: 6 For, 0 Against, 0 Abstain. Motion Carried.

- The next element addressed will likely be the Downtown Element. City Council will approve the docket on January 6th and then final decisions will be made.
- Todd informed the Commission about a collaborating with the Urban Land Institute (ULI) to help with downtown visioning, which will inform the drafting of the Downtown Element and Community Design Element, as well as the next "life cycle" of the Downtown Plan. The cost to work with ULI be covered by grant dollars received by the Department of Commerce. Todd mentioned that when he was a planner at the City of Lynnwood, ULI was an integral part of the planning for city center and Sound Transit Link Light rail station development.
- Will there be more community engagement with the Middle Housing regulations coming up?
 - Debbie stated there has already been a lot of community engagement during the first phase of the project in 2022 and 2023. That information will be used, as well as some re-engagement with the public during the second phase, albeit more limited.

5. AGENDA

Draft Planning Commission Scope and Rules

- A few grammatical corrections were suggested.
 - Change pronouns to be more inclusive.
 - Section 9 regarding online attendance. Is that inclusive? If a Commissioner doesn't have a car or needs childcare for a meeting, does that affect their ability to perform their role? The Scope and Rules committee of the Planning Commission will look at state and other Planning Commission rules and come back with additional information. The Commission will provide reasonable accommodation for a commissioner who may not be able to be physically present at a meeting.
- MOTION:** Commissioner Loutsis moved to forward the document with changes to the City Attorney. Commissioner Wycoff seconded the motion.
- VOTE:** 6 For, 0 Against, 0 Abstain. Motion Carried.
- An additional memo (attached) was presented by Chair Thompson to the Commission. The memo addressed the heavy workload for the Commission over the next year and how to shorten discussion to allow for more work to get completed.
 - Congratulations to Commissioner Loutsis on his last meeting. He was elected to City Council and will begin that role in 2024.

6. ADJOURNMENT

Chair Thompson adjourned the meeting at 8:42 PM

Shannon Tipple-Leen

Planning Commission

Approved by Planning Commission on: January 16, 2024

12/5/23

To Planning Commissioners

From Your Chair

There are two items that I want to bring up for discussion with the Commission's approval.

- 1. Debbie has indicated to me that next year's docket will be quite extensive. The complexity and controversy of the items will be more intense. We will also need to pass more elements and regulations in 2024 than 2023. Please remember that the Council may only amend the Comp Plan once a year. We will have some tight schedules.**
- 2. There are a couple of ways to meet our goals that may have an impact on how we do business. One option is to schedule a third meeting per quarter. The extra meeting would allow 12 more hours of work for the commission. This idea would need coordination and agreement with the staff. It may not be as easy as it looks.**
- 3. I believe that we will need to speed up our deliberations. This method is something we can do collectively and for the chair to push (gently). There are several ways to accomplish speed. I would propose establishing a guideline to keep us on track versus rules.**
 - a. We would only allow a point to be made once. Then others may agree or disagree without comment. Disagreements would always be allowed to state their case.**
 - b. One person speaks and all get a chance to speak before the initial person speaks again.**
 - c. One item of discussion at a time. The one item may require several amendments of the same nature. Consideration is one at a time.**
 - d. Commissioners come ready with amendments to propose items they wish changed.**
 - e. We will normally not consider items or issues without a proposed change.**

- f. Items that a commissioner asks for more information will require a majority vote after the staff has a chance to speak. The chair will ask for an opposing position. After the proposer and opposing position commissioner have a chance to make their case then the request shall be considered a motion for the purpose of determining the will of the commission. The chair will call for a vote.
 - g. Commissioners will be limited to 3-minute statements on motions or other matters before the whole commission. This limitation will also be enforced on all matters of discussion.
 - h. In the first presentation (reading) of a docket item, the commissioners should be ready with items to clarify or be considered. In the second presentation, the commissioners should have read the changes from the prior draft. They should come prepared with written amendments for any further changes. If there is a third presentation, the commissioners should have read the final amendments and be ready with any corrections. The commissioners should be asked to submit the element to the Council for their action.
 - i. Unless necessary for clarification or at the will of the commission, the commission will be taking each major section of the document at one time versus page-by-page evaluation.
- 4. These suggestions would be referred to as Guidelines for document consideration. The chair will announce that he/she will start using them. If there is an objection, then at the will of the chair the use of Guidelines will be brought to the commission for a vote.