



Planning Commission Meeting

August 14, 2025

CALL MEETING TO ORDER

Chair Linda Newton-Curtis called meeting to order at 7:00 p.m.

ROLL CALL

Commissioners Present: Linda Newton-Curtis(Chair)
Jason Dale
Mathew Mansfield
Randy Rickert
Jose Villalpando (Vise Chair)-Joined late via Zoom
Kriss Wright -Via Zoom

Commissioners Absent: Elise Steffen (Student)

City Council Representative: Absent

Staff Present: Community Development Director: Scot Siegel
Administrative Assistant: Fé Bates

PUBLIC COMMENTS

There were no public comments.

CONSENT CALENDAR

7/10/2025 Planning Commission Meeting Minutes

Chair Linda Newton-Curtis asked if there were any comments on the Planning Commission meeting minutes from July 10, 2025. There were none.

*Commissioner Jason Dale moved to adopt the Planning Commission meeting minutes of July 10, 2025.
Commissioner Wright seconded the motion.*

The motion passed unanimously with all present members voting "Aye".

LEGISLATIVE WORK SESSION

DCA25-0002: Code Maintenance 2025

Community Development Director Scot Siegel presented the code maintenance package, which is scheduled for public hearing on September 11, 2025. Director Siegel provided an orientation to the draft code amendments, noting that the document included commentary boxes explaining each proposed change. He

highlighted three items that required additional research since the previous meeting: garage setbacks, fence heights, and institutional accessory structures.

For garage setbacks, staff proposed requiring 10% window coverage on side-facing garage walls within 15-20 feet of the street to enhance aesthetics. The Commission supported this approach as it would improve street appearance and provide benefits such as natural light.

Regarding fence heights in residential zones, staff presented research showing other jurisdictions allow fences up to 7-8 feet tall. The Commission debated a proposed requirement that fences be set back 5 feet from retaining walls near streets. Commissioners expressed concerns this would create unusable spaces and potential safety issues. The Commission reached consensus to eliminate this setback requirement while maintaining the 8-foot combined height limit for retaining walls and fences.

For institutional properties in residential zones, staff research showed these properties often have more than the currently allowed 2 accessory structures, with minimal lot coverage. The Commission supported allowing additional structures beyond the 2-structure limit provided they meet the 25-foot setback requirement.

The Commission also discussed sign height regulations, clarifying that signs taller than 20 feet would not be permitted except for properties over 10 acres in C1 or I zones, where 30-foot signs may be allowed.

ITEMS FROM STAFF

Mr. Siegel confirmed the public hearing for the code amendments is scheduled for September 11, 2025, and noted that DLCD has been notified. Any comments received will be shared with the Commission prior to the hearing.

ITEMS FROM COMMISSIONERS

Commissioner Wright expressed concern about the city's policy requiring property owners to bear financial responsibility for sidewalk installation and maintenance, even when sidewalks are in the public right-of-way. She noted that costs can range from \$5,500 to \$6,600 for a 100-foot sidewalk, potentially creating financial hardship for seniors, disabled residents, and those with limited income.

Fe Bates informed the Commission about a recently launched program where the city's maintenance department can replace sidewalks at reduced cost compared to private contractors, requiring 50% payment upfront and the remainder upon completion of work. Chair Newton-Curtis suggested exploring the possibility of payment plans.

Mr. Siegel advised that while this concern falls outside the Planning Commission's scope, commissioners could address their concerns to the City Council individually.

ADJOURNMENT

Chair Linda Newton-Curtis adjourned the meeting at: 8:33 p.m.

Attest:




