



## Planning Commission Meeting

December 11, 2025

### CALL MEETING TO ORDER

Chair Linda Newton-Curtis called the meeting to order at 7:00 PM.

### ROLL CALL

Commissioners Present: Linda Newton-Curtis(Chair)-via Zoom  
Jason Dale  
Mathew Mansfield  
Jose Villalpando (Vise Chair)- via Zoom

Commissioners Absent: Randy Rickert, Kayla Maverick, Kriss Wright

City Council Representative: Absent

Staff Present: Community Development Director: Scot Siegel  
Associate Planner: Jeremiah Cromie  
Administrative Assistant/Secretary: Fé Bates

### PUBLIC COMMENTS

There were no public comments.

### CONSENT CALENDAR

#### **11/13/2025 Planning Commission Meeting Minutes**

The Planning Commission reviewed the meeting minutes from November 13, 2025

*Commissioner Dale moved to approve the planning commission meeting minutes as written for 11/13/25.  
Commissioner Mansfield seconded the motion.*

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

### NEW BUSINESS

#### **Presentation by City Recorder Rachel Thomas of the newly adopted City Council, Board, Commission & Committee Guidelines and outline their implications for the Planning Commission**

City Recorder Rachel Thomas presented the newly adopted City Council, Board, Commission and Committee Guidelines that were approved by the City Council in November 2025. Director Siegel

---

introduced the presentation, noting there were areas where the existing Planning Commission guidelines were outdated or potentially in conflict with the new citywide guidelines.

Rachel Thomas explained that the City Council had merged previously separate council and committee rules into one document to maintain consistency across all city boards and commissions. She outlined the hierarchy of rules (federal law, state law, city charter and code, council rules, committee bylaws, and finally Robert's Rules for small boards).

Key points from the presentation included:

- The new citywide guidelines supersede any conflicting Planning Commission rules
- The commission now follows Robert's Rules for small boards, which simplifies parliamentary procedure
- Clarification on quorum requirements (50% plus one, with vacancies not counting)
- Guidance on serial meetings and avoiding public meeting violations
- Public comment procedures, noting that comments must be relevant to Planning Commission work
- Guidelines for registration for public comment (before meeting for general comments, until close of hearing for public hearings)
- Written comments no longer being read aloud during meetings unless for ADA accommodation
- Online participation requiring pre-registration by noon on the meeting day
- Procedures for handling disruptive behavior during meetings
- Voting and motion protocols
- Ethics guidelines for commissioners speaking to the public
- Attendance requirements (no more than 25% unexcused absences)
- Meeting scheduling and agenda creation procedures
- Staff interaction guidelines

Following the presentation, commissioners asked clarifying questions about public comment relevancy, commissioners abstaining from voting, and the procedure for reviewing and approving minutes. Commissioner Mansfield specifically noted that it was important to retain the process of reviewing minutes as there had been instances of corrections needed in the past.

The Commission decided to table the decision on whether to retire the existing Planning Commission guidelines until the next meeting to allow commissioners more time to review the materials.

*Motion: No formal motion was made, but there was consensus to table the discussion until the next meeting.*

## **ITEMS FROM STAFF**

### **Anticipated Schedule of Planning Commission Activities**

Director Siegel announced that there may be two new planning commissioners joining in January, as the Mayor had nominated replacements for the open seats, which will be considered by City Council for approval on December 15. He mentioned that Commissioner Maverick did not reapply for her position. It was noted that student commissioner Abby Sites would be returning if approved by Council.

**Staff Updates for Planning Commission**

Director Siegel informed the Commission of a partition application in the unincorporated part of the county within the urban reserves off Zimri Road. He explained that under the urban growth management agreement with the county, such applications are referred to the city for comment by City Council, not the Planning Commission.

Associate Planner Jeremiah Cromie reported that there might be changes coming to the process for right-of-way closures early next year. He also updated the Commission that all temporary Tualatin Valley Fire and Rescue stations have been approved and passed the appeal period, while the main station has been approved but is still in the appeal period. Work on these stations may begin early next year.

Secretary Fe Bates reported that based on email responses from commissioners, a compromise meeting time of 6:30 PM (instead of 7:00 PM) was proposed for future Planning Commission meetings starting in January. All commissioners present indicated they were comfortable with this change.

**ITEMS FROM COMMISSIONERS**

No updates were provided by commissioners

**ADJOURNMENT**

Chair Newton-Curtis adjourned the meeting at: 800 p.m.

Attest:

  
\_\_\_\_\_  
Kris Wright, Planning Commission Chair

  
\_\_\_\_\_  
Fé Bates, Planning Commission Secretary