



MEETING MINUTES

Annual City Council – Planning Commission Meeting

Thursday, February 13, 2025, 1:00 to 3:00 p.m.

City Administration Building | 30 S Nevada Ave. Suite 102

1. Call to Order

President Helms called the meeting to order at 3:02 p.m.

Councilmembers Present:

President Randy Helms, Councilmember Dave Donelson, Councilmember Brian Risley, Councilmember Nancy Henjum, Councilmember Michelle Talarico, Councilmember David Leinweber

Commissioners Present:

Andrea Slattery, Martin Rickett, Esad Sipilovic (Online), David Robbins, Kenneth Casey, Nadine Hensler, Jennifer Cecil, Colby Foos, Amanda Gigiano (Online), Michael Benenati (Alternate), Ryan Case (Alternate)

Other Attendees:

CSU CEO Travas Deal, Planning Director Kevin Walker, City Attorney Trevor Gloss, Council Administrator Emily Evans, Deputy Council Administrator Michael Montgomery, Constituent and Outreach Program Coordinator Sam Friedman, Boards and Commissions Program Administrator Ayana Garcia, Planning Commission Staff Liaison Mellisa Wutzke

2. Discussion Items

a. 2024 Planning Commission Annual Report Presentation

- Presentation of the Planning Commission Annual Report has been postponed, as the Planning Commission and Planning Department have not yet finalized the report.
- However, key elements of the 2025 Work Plan were discussed, including:
 - Concerns about balancing development costs with infrastructure needs.
 - A review of changes in Park Land Dedication Ordinance school impact fees, particularly how the cost per acre for school development and parkland fees have evolved since 2020.

b. Planning Commission Rules and Procedures



- Update to the Planning Commission Rules and Procedures is in progress and is expected to be finalized by April 2025.
- Formal presentation of the revised rules to the Planning Commission is scheduled for July 2025.
- Key topics under consideration include:
 - Election of Chair and Vice Chair – scheduled in June 2025
 - Rules for alternate members in quorum situations – the Chair will have discretion over their participation.
 - Participation Process for Alternate Members when a Quorum is Present – the Chair will determine the level of involvement for alternates when full participation is not required.
- A subcommittee will work on these revisions, with participation from Commissioners – Michael Benenati and Jennifer Cecil.

c. Planning Department Updates

- Updates to the Unified Development Code: Concerns were raised regarding past appeals in which appellants lacked the necessary legal standing. Possible revisions to clarify the appeals process are being explored.
- Plan COS Update: the city's comprehensive growth strategy continues to prioritize smart growth principles that support sustainable and well-planned development.
- Affordable Housing Strategy: Planning Department is evaluating additional planning tools to enhance affordable housing initiatives.
- Major Planning Department Initiatives
 - Southeast Strong Neighborhood Plan: Expected to be presented to the Planning Commission within 30 to 60 days.
 - Greater Westside Neighborhood Plan & Downtown Plan: Ongoing development and community engagement efforts are underway.



e. Council and Commission Coordination

- Concerns raised regarding the process of presenting Planning Commission recommendations to City Council.
 - Planning Commission Chair Andrea Slattery expressed that, in a recent instance regarding Accessory Dwelling Units (ADUs), the Commission's recommendation was presented differently when delivered by the Planning Commission to City Council. She questioned the process and emphasized the importance of ensuring that Planning Commission recommendations are clearly and independently conveyed to City Council.
 - It was suggested that the Rules and Procedures revisions should include clearer decision-making and reporting structures to ensure proper communication of Planning Commission recommendations to City Council.

f. Next Steps

- May 2025: Joint Training for Commissioners and Councilmembers
 - Planning Commission Chair Andrea Slattery volunteered to assist in the planning and development of this training program.
 - Councilmember David Leinweber emphasized the need for a robust onboarding process for new Commissioners and Councilmembers.
- Summer 2025: CSU Water Tour Visit
 - A tour for Planning Commissioners will be scheduled to enhance their understanding of CSU's water infrastructure and planning initiatives.
- September 2025: Next Joint City Council & Planning Commission Meeting

3. Adjourn

- The meeting was adjourned at 2:50 p.m.