



Meeting Minutes - Draft Downtown Review Board

Tuesday, July 2, 2024

9:00 AM

Virtual Meeting - Microsoft Teams

1. Call to Order and Roll Call

Chair Lord welcomed Kevin Walker as the new Interim Director of Planning.

Present: 6 - Board Member Nolette, Board Member Kuosman, Board Member Coats, Board Member Hensler, Board Member Lord and Board Member Luciano

Absent: 1 - Board Member Friesema

Excused: 2 - Board Member Kronstadt and Board Member Mikulas

2. Changes to Agenda/Postponements

3. Communications

Ryan Tefertiller, Urban Planning Manager

Mr. Tefertiller also welcomed Mr. Walker into his new role. Mr. Walker said he appreciates the opportunity to serve and will do whatever he can to help.

City Council had an item on their June 24th work session agenda to talk about building height. There was about an hour of discussion regarding a proposal to place an initiative on the November ballot to limit buildings to 250 feet. There was only one council member in support. There was significant discussion by council members to request that staff update the downtown master plan. That effort has already started in partnership with Economic Development, who is working to draft an RFP. This will likely kick off later this fall.

The City released the Mayor's new four-year strategic plan last week. The document is on the City website. There are a few goals and objectives that are highly related to what is done downtown, specifically, housing and economic vitality.

City Council staff has been working with all City boards and commissions to address requirements in the City Charter. This says that all bodies will have an annual report and work plan. Candy Fontecchio added that she spoke with Ayana Garcia, the City Council staff person handling this, since bodies such as Downtown Review Board and City Planning Commission operate differently than others. There was a meeting and City Council staff agreed and they provided templates and deadlines for us. This will be discussed further at a future meeting.

Mr. Tefertiller said there will likely not be any action items for the August

meeting, so it may be cancelled.

4. Approval of the Minutes

- 4.A. [DRB 2292](#) Minutes for the June 4, 2024, Downtown Review Board Meeting.

Presenter:

David Lord, Downtown Review Board Chair

Attachments: [DRB_6.4.24_Minutes_Draft](#)

Motion by Board Member Hensler, seconded by Board Member Kuosman, to approve the minutes for the June 4, 2024, Downtown Review Board Meeting. The motion passed by a vote of 6-0.

Aye: 6 - Board Member Nolette, Board Member Kuosman, Board Member Coats, Board Member Hensler, Board Member Lord and Board Member Luciano

Absent: 3 - Board Member Kronstadt, Board Member Friesema and Board Member Mikulas

5. Consent Calendar

6. Items Called Off Consent Calendar

7. Unfinished Business

- 7.A. [FBZN-24-000](#) An FBZ Warrant with an associated Minor Improvement Plan to allow for the construction of a 7' high wrought iron style fence enclosing the Penrose Library campus addressed as 20 N. Cascade Avenue.

[5](#)

Presenter:

Johnny Malpica, Planner II, Urban Planning Division

Attachments: [Figure 1 - Site Plan](#)

[Figure 2 - Project Statement](#)

[Figure 3 - Downtown BID - PPLD Fencing - Letter of Opposition](#)

[Penrose Library FBZ Warrant - Staff Report Draft_JPM_FINAL](#)

Johnny Malpica, Planner II, explained that the applicant has requested a postponement to September. The applicant has hired a new consultant and they need some more time to go over the design changes.

Motion by Board Member Luciano, seconded by Board Member Kuosman, to postpone the FBZ Warrant with an associated Minor Improvement Plan initially scheduled for July 2, 2024, to the September 3, 2024, Downtown Review Board hearing to provide the applicant with additional time to generate a revised plan that meets the Warrant criteria in Section 5.4.3 of the Form-Based Code. The motion passed by a vote of 6-0.

Aye: 6 - Board Member Nolette, Board Member Kuosman, Board Member Coats, Board Member Hensler, Board Member Lord and Board Member Luciano

Absent: 3 - Board Member Kronstadt, Board Member Friesema and Board Member Mikulas

8. New Business

9. Presentations

10. Adjourn