

Meeting Minutes Planning Commission

City of Medicine Lake Meeting to be held in person September 15, 2022 6:00 pm

Topic: Medicine Lake Planning Commission

Time: September 15th, 2022 06:00 PM Central Time

Location: Medicine Lake City Offices 10609 South Shore Drive.

1. Meeting was called to order at 6:03 pm.

Members present include: Chair Jesse Swanson, Brad Beisel, David Ferenci, Glen Skajewski, Bill Enright, and Shaun Kennedy. Absent was Debi Stafne.

2. Approval of Agenda

Brad Beisel moved to approve the agenda. Shaun Kennedy second the motion. All voted in favor of the motion.

3. Approval of Minutes from May 19, 2022 meeting

David Ferenci moved to approve the minutes from June 23. Brad Beisel second the motion. The motion passed on a 5-0 vote with Skajewski abstaining.

4. Public Hearings: There were no public hearings scheduled for the meeting.

5. New Business: None

- a. Commission members took this opportunity to discuss recent land use applications focusing on what could be done differently to better understand the scope and magnitude of projects and to minimize surprises when the project commences construction. Discussion ensued around key projects and processes. It was determined that more clear information should be provided on projects with regard to the demolition plans so that the scope of

the project is clearly understood with respect to if a project is a remodel or a more complete tear down. This might require an ordinance amendment to require that information be submitted as part of a variance request. It was also noted that when a variance is being requested, prior to the Planning Commission meeting, commissioners should visit the site to see the project and better understand its context. This would help in making determinations and findings on the variance. Staff indicated that when applicants sing and application they are agreeing to allow commissioners, staff and council members to visit the site as part of the review process. Site visits should be coordinated with the applicant. Staff will make it a point to push out a staff report sooner to allow time for commissioners to coordinate such a visit before the meeting.

Scheib suggested that some of these items could be integrated into the standard procedures for variances or other land use applications or brought forth at some future date with a 'clean up' sort of amendment to the zoning ordinance. Furthermore, these suggestions can also be incorporated into the Construction Management Plan process so that we can minimize surprises and make sure projects proceed with less or minimal impact on the community.

Further discussion ensued regarding project trends and lessons learned.

6. Old Business: There was no old business discussed at the meeting.

7. Adjournment

Adjournment was moved by Bill Enright and second by Brad Beisel. All members present voted in favor of the motion. The meeting was adjourned at 7:15 pm.

Respectfully submitted,
Brad Scheib
Zoning Administrator

Approved on July 20, 2023