



PLANNING COMMISSION MINUTES

COUNCIL CHAMBERS

MONDAY, DECEMBER 1, 2025

6:00 PM

Meeting Items

1. Call to Order/ Approve Agenda

A regular meeting of the Planning Commission was called to order by Chair Chuck Ackman at 6:00 p.m. Commissioners in attendance were Samantha Green, Barton Jackson, Ed Miglio, Michael Salt, Tina Wilson, and Chair Chuck Ackman. Also in attendance were the City Planning Manager, Harry Davis, City Planner I, Leslie McGillivray-Rivas, and Kari Casper, Administrative Assistant. No motion was made to approve the agenda.

2. Approval of the Minutes

Motion by Michael Salt, seconded by Tina Wilson, to approve the meeting minutes of November 17, 2025, as presented. The motion passed unanimously.

3. Public Hearings

A. Resolution 2025-XXX Approve Preliminary and Final Plats for Olson Addition at 415 Brand Ave. SW

Mr. Olson purchased the lot behind him and is requesting that the two lots be combined. Mr. Davis stated that these properties were never platted and needed to be. Staff stated that this matter meets the criteria for preliminary and final platting. Chair Ackman then opened up the public hearing at 6:03, and no one came forward. and then closed the public hearing at 6:03. He brought it back for discussion, and there was none.

Motion by Samantha Green, seconded by Barton Jackson, to recommend approval of Resolution 2025-XXX Approve Preliminary and Final Plats for Olson Addition at 415 Brand Ave SE based on the findings and criteria as presented. The motion passed unanimously.

B. Resolution 2025-XXX Approve Conditional Use Permit Amendment for a K-12 Charter School at 128 8th Avenue NW

There was a previous action regarding this property, and this action is just amending that action. The request is to expand the use to 19,000sf. Mr. Davis stated that the parking is more than adequate for the space. The daycare is moving out, and the school will take over that space. This will increase to 250 students and 25 teachers. There are no major concerns, and this action meets the criteria for the recommended action. Commissioner Wilson asked if the daycare was displaced. The chair opened up a public hearing at 6:09 p.m. Reed Robinson, the architect, came forward to answer any questions and stated the daycare had moved. The chair then closed the public hearing at 6:09. Commissioner Jackson remembered this action previously. The chair reiterated the previous recollection as well..

Motion by Barton Jackson, seconded by Tina Wilson, to recommend approval of Resolution 2025-XXX Approve Conditional Use Permit Amendment for a K-12 Charter School at 128 8th Avenue NW based on the findings and criteria as presented. The motion passed unanimously.

C. Mighty Fine Coffee Addition/127 14th St NW - Preliminary and Final Plat; Variances

Barton Jackson recused himself from this and left the room. Ms. McGillivray-Rivas mentioned that staff received correspondence from the applicant stating that they would not be able to move forward with the platting process at this time. The chair mentioned that there are no members of the public present. He opened and closed the public hearing at 6:14 p.m. With no further discussion, a motion was made by Tina Wilson, seconded by Michael Salt, to recommend approval to table the action until the next Planning Commission meeting on December 15, 2025, as presented. The motion passed unanimously.

1 Resolution 2025-XXX Approve Variances for Lot Area and Impervious Surface Coverage at 127 and 123 14th St NW

2 Resolution 2025-XXX Approve the Preliminary and Final Plats for Mighty Fine Coffee Addition

D. Ordinance 2025-XX Approve a Zoning Text Amendment to Chapter 13

This amendment is to reestablish the PI zoning district. Right now, the setbacks have not been established. This is a very small change. Staff said that to date, they have not had a lot of need since there haven't been any developments yet.

Motion by Samantha Green, seconded by Barton Jackson, to recommend approval of Ordinance 2025-XXX Approve a Zoning Text Amendment to Chapter 13, having met the criteria and findings as presented. The motion passed on a 5/0 vote. Commissioner Jackson was asked to return to the room.

5. Items for Discussion

None.

7. Board & Commissions Updates & Reports

Staff said that Jasy 1st Addition passed through the City Council. Ivy Hill's Ordinance also passed the 2nd reading. Commissioner Wilson asked staff for clarification, wanting to know if Jasy's addition was for storage. She remembered the story in the newspaper. Staff said that there is outdoor storage that is allowed, but it's for lumber. Staff said that it would be a contractor. Chair Ackman asked about the words at the bottom of the agenda. Staff said that the words may be the new vision statement from strategic planning.

8. Adjournment

Motion by Tina Wilson, seconded by Michael Salt to adjourn the meeting at 6:22 p.m. The motion passed unanimously.

By: Kari Casper
Kari Casper