

## **I. Call to Order**

A regular session of the Gresham Planning Commission was called to order by Chair Pramuk on the 23<sup>rd</sup> of August 2021, at 6:33 PM online via Zoom. The meeting was digitally recorded, and minutes prepared by Grace Jelks.

**COMMISSIONERS PRESENT:** Laura Pramuk, Chair  
Tim Kamp, Vice-Chair  
Phil Wich  
Michael Bennett  
Jef Kaiser  
Sue Ruonala  
Paul Drechsler

**COMMISSIONERS ABSENT:** Richard Anderson  
Jason Ping

**COUNCIL LIAISONS PRESENT:** Vince Jones-Dixon  
Sue Piazza

**STAFF PRESENT:** David Berniker, Urban Design & Planning Director  
Amanda Lunsford, Administrative Analyst  
Kevin McConnell, Senior City Attorney  
Ken Onyima, Senior Development Planner  
Mary Phillips, Senior Comprehensive Planner  
Jim Wheeler, Urban Design Manager  
Nina Vetter, City Manager

## **II. Planning Commission Work Session**

Mary Phillips gave an introduction to the staff memo, narrowing the list of topics to communicate with City Council. Kevin McConnell reviewed his memo explaining the requirement for the Coordinating Committee and for a Planning Commission work plan. Commissioner Bennett clarified the correct intent and existing subcommittees. Staff clarified that the Coordinating Committee could meet at the call of the chair and explained next steps for setting up the Coordinating Committee. The Commission and staff discussed bringing forward ideas that the Planning Commission has already discussed in previous meetings, who can call a meeting and the possibility of a meet and greet with the subcommittees. Commissioner Bennett suggested moving forward with the meet and greet with the subcommittees and having Kevin McConnell there to explain the memo and that it is a code requirement.

Commissioner Ruonala asked for clarification on the process for citizen involvement on committees, such as interviewing for committee openings and how much involvement the Chair has on applicant selection. Mary Phillips and staff clarified the applicant process. Commissioner Ruonala asked if there was a process in place for contacting applicants and conducting exit interviews. Mary Phillips responded that OGM follows up with applicants but does not hold exit interviews. Chair Pramuk clarified who in OGM handles applicants, which Mary Phillips and Kevin McConnell confirmed. Counselor Piazza shared that these questions were brought up in another meeting she attended and as she finds answers she will bring them back to the Planning Commission.

Commissioner Bennett asked if the Coordinating Committee had to be noticed. Kevin McConnell responded that it had to be posted as they were subject to public meeting laws. Commissioner Bennett expressed concerns about adding more duties for UDP staff. Commissioner Dreschler discussed meeting with UFS Chair Buck regarding communication with various subcommittees. Commissioner Bennett would like to establish a date certain for a meeting with the other subcommittees and Kevin McConnell in attendance. Chair Pramuk would like to work with David Berniker to make sure these meetings can be appropriately staffed and to give the subcommittees some additional dates certain of availability.

Chair Pramuk asked Mary Phillips to give an overview of the memo for the work plan. Mary Phillips provided background information and an overview regarding Planning Commission topics: 1) Coordination of workplans with City Council and 2) Land use topics of consideration to bring to City Council's attention before they go on retreat. Staff put together a list of relevant topics that the Commission has discussed at meetings, sorted by priority: coordination with Council; coordination with subcommittees and how they perform their duties as outlined in the GRC; continuing Council Work Plan efforts; diversity, equity, and inclusion (DEI); housing and houselessness; code compliance; climate action; natural resources; transportation system plan update; and individual questions outlined at the end of the memo.

Chair Pramuk expressed concerns of wanting to pare down the large number of topics. Commissioner Wich stated he felt comfortable narrowing down the list of topics tonight, having Chair Pramuk and Vice Chair Kamp represent the Commission, and having David Berniker lead and/or represent the interests of the Commission. Commissioner Kaiser agreed. Chair Pramuk asked for clarification to help narrow down the topics for discussion. Mary Phillips suggested a two-prong approach where the Commission puts forth a list of topics for a full discussion and list of topics that are of concern but do not warrant a full conversation. David Berniker stated that the memo put forth to City Council outlining the topics for discussion at the meeting should be no longer than two (2) pages, with a list of topics for full discussion and a list of topics of concern. The Commission discussed narrowing down topics to bring up to Council for their work plan. Mary Phillips asked that everyone give their top 2 (two) priorities for the list. Commissioner Bennett commented that he likes the idea of moving things forward using the idea of voting for actionable items. Vice Chair Kamp identified infrastructure; Commissioner Wich identified DEI; Commissioner Kaiser identified climate action; Commissioner Bennett identified housing and transportation; Commissioner Dreschler identified housing and transportation; Commissioner Ruonala identified climate action plan and housing; Chair Pramuk identified green infrastructure, DEI and citizen participation. David Berniker discussed the timeline for the draft of memo. Chair Pramuk discussed the outline for the memo vs. the presentation for the upcoming meeting.

### **III. Other Commission Business**

June 7, 2021, Minutes

Staff said there was an edit to the minutes, which had already been done. Commissioner Ruonala moved to approve the June 7, 2021, minutes, and Commissioner Dreschler seconded. The motion carried.

Park Advisory Group

Chair Pramuk asked if anyone was interested in joining the Parks Advisory Group as Planning Commission Liaison. Commissioner Ruonala said that there was some confusion on the date and time of the meeting for the committee. She asked if Commissioner Dreschler was interested in attending, which he said that he was happy to help until his term ends. David Berniker will forward Commissioner Dreschler's information to the committee.

City Council Check-In

Councilor Piazza advised that the City Council has been on break for about two (2) weeks. The new police chief is starting. She clarified with Commissioner Dreschler that the Parks Advisory Group will not be up and running until after his term expires. Councilor Piazza asked for the process was for replacing the empty seats on the Planning Commission. Mary Phillips stated that the recruitment goes through OGM.

UDP Staff Check-In

Mary Phillips stated that there is a meeting on September 7, 2021, and several items with dates to be determined.

Adjournment

Commissioner Wich moved to adjourn the meeting and Commissioner Kaiser seconded. The motion carried.

**The meeting adjourned at 8:57 p.m.**

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Chairperson

\_\_\_\_\_  
Recording Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*A full recording of this meeting is available upon request.*