

**CITY OF FIRCREST PLANNING COMMISSION  
REGULAR MEETING MINUTES**

September 06, 2022  
6:00 PM

Fircrest City Hall  
115 Ramsdell Street

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**CALL TO ORDER**

The Chair Shirley Schultz called the Fircrest Planning Commission Study Session to order at 6:00 p.m. (the meeting was held by in-person attendance)

**ROLL CALL**

Commissioners, Shirley Schultz, Andrew Imholt, and Sarah Hamel were present. Commissioners Kathy McVay and Ben Ferguson were absent and excused. Staff present: Administrative Services Director Jayne Westman and Permit Coordinator / Code Enforcement Officer Suzie Cappiello.

**APPROVAL OF MINUTES**

The minutes for the meeting of July 5, 2022, were presented for approval. The July 5, 2022, minutes will be deferred onto the next Agenda for lack of quorum.

**APPROVAL OF MINUTES**

The minutes for the meeting of August 16, 2022, were presented for approval. The August 16, 2022, minutes will be deferred onto the next Agenda for lack of quorum.

**CITIZENS COMMENTS**

None.

**PUBLIC HEARINGS**

None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

- a) Director Westman informed the commission that the Public Hearing scheduled for the Planning Commission on 09/13/2022, was scheduled on the night of a City Council meeting. She requested they cancel the current Public Hearing and asked the commission to approve a special meeting date for the Public Hearing of the Planning Commission on 09/20/2022.

**Moved by Hamel and seconded by Imholt to cancel the Public Hearing of the Planning Commission on September 13, 2022, at 6 PM. Upon vote, the motion carried unanimously.**

**Moved by Hamel and seconded by Imholt to set a special meeting of the Planning Commission on September 20, 2022, at 6 PM. Upon vote motion carried unanimously.**

**Moved by Hamel and seconded by Imholt to set the Public Hearing of the Planning Commission on September 20, 2022, at 6 PM. Upon vote motion carried unanimously.**

**b) Comprehensive Plan Periodic Update Discussion**

Director Westman informed the Planning Commission that the periodic update for the city is due in 2024, the last update was in 2016. Westman informed the Commission that the State is requiring new elements to be a part of the new comp plan and because of this state mandate, they will also help fund the update. They have allocated a grant of up to \$125,000, which the city would need to apply for. These funds would be used to have a consulting firm come in and help staff create the new elements and to update all other elements for the new comp plan.

Westman stated “Contracted, Senior Planner Jeff Boers, will not be taking on the periodic update for 2024, since it is not definite if he will remain on contract with the City long enough to see the periodic update through”. Mr. Boers suggested that the City go out for bid for a consulting firm for which he would help choose.

Staff’s plan is to post an RFQ, solicit bids and contract with a planning firm to help assist with the periodic update. Westman stated the grant needs to be applied for by the end of the month. Westman anticipates staff to have a contract in place by January 1, 2023.

Chair Schultz asked Director Westman if the scope of work and checklist for the consultant be shared with the Planning Commission so they can be informed as the city goes through this process. Director Westman agreed to this request, she stated all public engagement will be posted on the website as well.

**ADJOURNMENT**

**Imholt moved; seconded by Hamel to adjourn the meeting at 6:23 PM. Upon vote, the motion carried unanimously.**

  
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Shirley Schultz  
Chair, Fircrest Planning Commission

  
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Jayne Westman  
Administrative Services Director