

**Minutes for City of Phoenix Planning Commission
Regular Meeting and Public Hearing
Monday, September 11, 2023
6:30p.m. at 220 N. Main St. (Phoenix Civic Center)
In-Person/Zoom Hybrid Meeting**

1. CALL TO ORDER and ROLL CALL

Larry Dickson, Planning Chair, called the Planning Commission's regular meeting to order on Monday, September 11, 2023, at 6:30 p.m.

ROLL CALL

PRESENT: Carolyna Marshall, Larry Dickson, Milan Hanson, and Marcia Monceaux

ABSENT: Jeffrey Luers, Terry Helfrich

STAFF PRESENT: Zac Moody, Planning Manager
Jeff Wilcox, Associate Planner

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA:

None

4. APPROVAL OF MINUTES:

a. July 24, 2023 Regular Meeting

**MOTION (00:02:00): I move we approve the minutes for July 24th
MOVED BY MONCEAUX, SECONDED BY HANSON.
MOTION APPROVED BY UNANIMOUS VOTE**

5. PUBLIC COMMENT:

None

6. PLANNING COMISSION DISCUSSION OF NON-AGENDA ITEMS:

None

6. NEW BUSINESS:

a. Public Hearing: Conditional Use Permit, File # CU23-02 – PM Design Group

Staff read the Opening Statement

Staff Report, Summary (Zac Moody)

- This application is for a Type-3 Conditional Use Permit

- The proposal is for a drive thru-coffee shop and parking area.
- The application is subject to the standards within Phoenix Land Development Code (PLDC) Ch 2.4, Ch 3, 4.2 and 4.4.
- The building measures approximately ~2100 square feet
- A revised landscaping plan was required because the parking area was not initially landscaped. It is shown in the Agenda Packet. Staff finds the revised landscaping plan meets, or can meet the standards of the PLDC with conditions of approval as outlined in the Final Order.
- Parking was provided beyond the required amount; however the site plan shows the parking area is to be shared with nearby pad lots.
- Staff finds the application can meet the standards and criteria within the zoning code and recommends approval with conditions as indicated in the Draft Final Order.

Applicant Testimony, Chuck Doherty, PM Design Group (11314 NW 13th Ct, Vancouver WA 98685)

- Doherty thanked the commission for their thoughtful consideration.
- He discussed rooftop unit screening, pathways through development, bike parking, and crosswalk requirements.

Commission Questions

- Will sign permits be required? **Yes, there will be a separate zoning and building permit process for any proposed signage.**
- The lot to the north, is that vacant? **That's correct, the site to the north is not being considered at this time and is vacant.**
- Will vehicle access be provided to the coffee shop from Hwy 99 headed south? **Yes, there will be a turn pocket as proposed.**
- Was comment received? **Yes, public agencies provided comment on the project, this included comment on stormwater facilities, and vehicle trips, all agency comment has been included in the Agenda Packet for consideration.**

Public Hearing Opened

Finding no members of the public in attendance, the Public Hearing was closed so that discussion and deliberation could begin.

Commission Discussion (Staff responses in **bold**)

- None

MOTION (00:19:00): I move to approve CU23-02 and SP23-07 a conditional use and site design review for the development of the site with the conditions of approval as outlined in the Planning Commission Final Order.

MOVED BY MONCEAUX, SECONDED BY HANSON.

MOTION APPROVED BY UNANIMOUS VOTE

7. OLD BUSINESS:

None

8. COMMENTS FROM THE COMMISSIONERS:

None

9. PLANNING MANAGERS REPORT:

- Upcoming meetings: There may be an uptick in planning commission meetings over the next few months because of several Type-III applications on the horizon, zoning code amendments and an upcoming annexation.
- City Website: The new City website goes live on 9/12. Staff encourages the commission to have a look and provide feedback.
- Phoenix Rising Celebration: The City is hosting a BBQ Celebration at Phoenix Elementary School, Saturday 9/16. The intent is to celebrate the rebuild and how far the community has come since the Alameda Drive Fire. There will be family activities.

10. ADJOURNMENT:

The meeting adjourned at 6:55 p.m.

Respectfully submitted by,



Jeff Wilcox
Associate Planner