

**City of Benton City  
Planning Commission Board Meeting Minutes  
September 2<sup>nd</sup>, 2015**

**CALL TO ORDER** – (00:01:49\*Audio recording begins) Commission Chair Allen called the September 2<sup>nd</sup>, 2015 Planning Commission Board Meeting to order at 6:00 p.m.

**ROLL CALL** – (00:01:51\*) **Commissioners Present:**  
**Commission Chair Don Allen**  
**Commissioner Gary Robins**  
**Commissioner Steve Zetz**  
Board Vacancy  
Board Vacancy

**City Professionals Present:**  
**Stephanie Haug, Clerk of Board**

**PLEDGE OF ALLEGIANCE TO THE FLAG/U.S.** – Commission Chair Allen led the Board and audience in the Pledge of Allegiance - (00:02:02\*)

**APPROVAL OF MINUTES FOR MAY 27<sup>th</sup>, 2015 PLANNING COMMISSION BOARD MEETING**  
(00:02:32\*)

**Commissioner Robins:** I'd like to approve the Minutes from our last meeting.

**Commissioner Zetz:** I'll second.

**MOTION #1** - Commissioner G. Robins moved and Commissioner S. Zetz seconded to approve the Minutes of the May 27<sup>th</sup>, 2015 Planning Commission Board Meeting as presented.

**VOICE VOTE #1** –C. D. Allen, C. G. Robins, C. S. Zetz  
**ALL YEAS.** Motion carried.

**VARIANCE APPLICATION – 616 BOTAKA LOOP** - (00:02:54\*)

**A. STAFF REPORT**- (in packets)

**B. PUBLIC HEARING**

**\*\*\* Public Hearing begins at 6:03 p.m. \*\*\***

No Comments

**\*\*\* Public Hearing ends at 6:03 \*\*\***

**C. FINDINGS OF FACT**

**D. RECOMMENDATION OF PLANNING COMMISSION**

**Commissioner Allen:** I'd like to make a recommendation to accept.

**Commissioner Robins:** I'll second.

**MOTION #2** - Commissioner D. Allen moved and Commissioner G. Robins seconded to recommend approval of the variance application for 616 Botaka Loop.

**Ms. Haug:** You need to include your findings of fact in the motion.

**Commissioner Zetz:** I move to amend the motion to accept the variance, as well as the findings of fact for the requested variance.

**Commissioner Robins:** I'll second.

**MOTION #3** - Commissioner S. Zetz moved and Commissioner G. Robins seconded to amend the motion to accept the variance, as well as the findings of fact for the requested variance.

**VOICE VOTE #3** –C. D. Allen, C. G. Robins, C. S. Zetz  
**ALL YEAS.** Motion carried.

**Commissioner Allen:** Voice vote for the motion to accept as amended

**VOICE VOTE #3 –C. D. Allen, C. G. Robins, C. S. Zetz**  
**ALL YEAS. Motion carried.**

**COMPREHENSIVE PLAN UPDATE INFORMATION (00:06:45\*)**

**Stephanie Haug, Clerk of Board** – information regarding upcoming process – next meeting to review/update public participation plan- September 30<sup>th</sup>, 6pm? – long process, similar to Shoreline Master Plan update process

**Commissioner Robins:** Do we have a comprehensive plan for us to look at?

**Ms. Haug:** In your next packets, I will be sure to include a copy.

**Commissioner Zetz:** Start update from scratch or do a comprehensive amendment?

**Ms. Haug:** Hoping to do a comprehensive update to what we have already. It's a good base. Next meeting will be working on Public Participation Plan.

**Commissioner Robins:** Can we do a paragraph to summarize? For those who won't understand the whole document? Easier for people to understand and might have better participation.

**Ms. Haug:** That will be discussed as part of the Public Participation Plan at next meeting, but is a good idea.

**Commissioner Zetz:** Any luck on new members?

**Ms. Haug:** No one at this time.

**Commissioner Allen:** Maybe we should advertise at Benton City Daze.

**Ms. Haug:** I will look into that!

**ADJOURNMENT (00:20:16\*)**

**Commissioner Robins:** I'll make a motion that we adjourn this meeting.

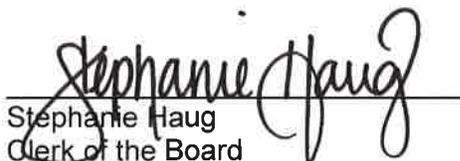
**Commissioner Zetz:** Second.

**MOTION #4 – Commissioner G. Robins moved and Commissioner S. Zetz moved to adjourn the September 2<sup>nd</sup>, 2015 Planning Commission Board Meeting at 6:19 p.m.**

**VOICE VOTE #4 –C. D. Allen, C. G. Robins, C. S. Zetz**  
**ALL YEAS. Motion carried.**

Planning Commission Meeting ends at 6:19 p.m. (00:20:27\*Audio recording ends)

  
Don Allen, Commission Chair  
Planning Commission Board

  
Stephanie Haug  
Clerk of the Board

Date: 9-30-2015