

TOPPENISH PLANNING COMMISSION
Meeting Minutes
October 3, 2023

Chair Anastasia Sanchez called the meeting to order at 5:30p.m.

ROLL CALL and ATTENDANCE

Present: Chair Anastasia Sanchez, and Commissioners Randy Cobb, Christy Doonan, Janet Mayer, Ezequiel Morfin and Derald Ortloff.

Staff: Dan Ford, Assistant City Manager, Development Services Director
Heidi Riojas, City Clerk

INTRODUCTION OF NEW MEMBERS

Janet Mayer-Lives in Zillah and used to own the Blue Sky Market for 26 years until recently retiring. Attends Church in Toppenish. Current President of the Mural Society Board. Has an interest in the community.

Christy Doonan-Owns Alice's Country Rose Floral that moved to Toppenish 26 years ago. Has severed on the Chamber Board in Toppenish.

APPROVAL OF AGENDA

Additional items added for City Liaison to the Planning Commission inserted into New Business.

Motion to approve agenda by Commissioner Morfin and seconded by Commissioner Mayer.
Agenda approved unanimously.

PUBLIC COMMENT

No members of the public were present for public comment.

APPROVAL OF MINUTES

Motion to approve minutes from June 13, 2023 by Commissioner Morfin and seconded by Commissioner Doonan

NEW BUSINESS

- a. Planning Commission Bylaws and Rules of Procedure.

Previous liaison for the Planning Commission. The person is no longer in this position. Dan Ford will act as the liaison moving forward.

There has been inconsistencies and moving forward the goal is to have consistent meetings. Scheduled meetings are the first Tuesday of every month.

One vacancy at this time. There is the option to reduce the number of positions to 3 or 5 however an odd number should be maintained.

Meeting notices by email will go out with an hour notice reminder instead of 15 minutes.

Flexibility for days, times and number of positions. The Bylaws will need to be adjusted for any changes that are proposed. Hybrid option may be available to be able to join the meeting on-line. Notify Dan Ford of any suggestions or changes that the commissioners may have.

Concesses of the commission to keep the meetings on Tuesday at 5:30pm and will add to the Bylaws.

b. Attendance for Planning Commission Members.

Notice of Attendance to be added to Bylaws to help with letting someone know if a commissioner cannot attend a meeting.

Bylaws will be edited and brought back to Planning Commission for review.

WORKSHOP

a. Signs.

Inconsistencies in sign code. Going around sign code and western theme by using window decals.

Leavenworth uses a theme and can be done. This helps bring in tourism for that city.

What can be done to enforce the codes to make signs consistent. Need to get everyone on the same page and have the businesses buy into the ideas.

OTHER BUSINESS

Commissioner Morfin suggested a topic for discussion regarding the lighting in the downtown area.

Commissioner Mayer suggested that items for discussion be written down and submitted so that they can be added to the agenda.

Chair Sanchez suggested that the information be given out in Spanish and English.

Translator possible for Planning Commission meetings.

Commissioner Mayer discussed murals and wanted to know if there was some kind of guidelines for murals in town.

Motion by Commissioner Mayer discuss murals and guidelines and have this placed on the agenda for a future meeting. Seconded by Commissioner Ortloff. Motion carried unanimously.

Commission Ortloff concerned about the containers at the sugar factory. Possible hazardous materials. Would like to know who the property owner is. This information can be found on the Yakima County website.

UPDATE

Commissioner Morfin suggested something be done for Commissioner Hubert's family. There was a presentation at a council meeting. The family was invited and thanked him for his service. Suggested that something from the Planning Commission thanking his family for his service and invite to them to the next meeting. Would like something added to agenda for the next meeting.

ADJOURNMENT

There being no further business the meeting was adjourned at 7:00 p.m.


Anastasia Sanchez, Chair 12/15/23


Dan Ford, Assistant City Manager