1. Call to Order
   a. Pledge of Allegiance
   b. Attendance *(by presence, not roll call)*
      i. Position 1: Scott Kilmer
      ii. Position 2: Andrew Wiesenfeld
      iii. Position 3: Lora Butterfield
      iv. Position 4: Jeff Southard
      v. Position 5: Sandin Grasdalen
      vi. Position 6: Dawne Swanson
      vii. Position 7: Jason Neil

2. Consent Agenda: All matters listed under Item 2, Consent Agenda, are considered routine in nature and will be enacted by one motion. Individual discussion of these items is not planned. A member, however, may remove any item to discuss as an item for separate consideration under New Business.
   a. Agenda Approval or Modifications
   b. Approval of Meeting Minutes for February 3, 2020
   d. Review of Land Division Report – February 2020
   e. Review of Current EDAB Roster

3. Citizen Comment Period: This portion of the agenda is reserved for the public to comment on items not on the agenda. The Planning Commission may invite additional public comment on agenda items noted for discussion later in the meeting.

4. Items of Business
   a. Action Item(s)
      i. None
   b. Discussion Item(s)
      i. Joint Meeting Debrief
      ii. 2020 Work Plan

5. Staff Comments

6. Board Member Updates

7. Adjourn
1. **CALL TO ORDER:** Chair Butterfield called the meeting to order at 6 p.m.
   
   A. **Members Present:** Kilmer; Wiesenfeld; Butterfield; Southard; Grasdalen; Neil
   
   B. **Commissioners Absent:** None
   
   C. **Staff Member(s) Present:** Darren Groth, Community Development Director
   
   D. **Others Present:** Mayor Eidinger
   
   E. **Additional Item:** New member Grasdalen introduced himself to the Board

2. **CONSENT AGENDA**
   
   A. Agenda Approval or Modifications
   
   B. Approval of Meeting Minutes for January 6, 2020
   
   C. Review of Draft Planning Commission Minutes for January 13, 2020
   
   D. Review of Land Division Report – December 2019
   
   E. Review of Current EDAB Roster
      
      i. Wiesenfeld moved to approve, as presented. Neil seconded.
      
      ii. The Board voted 6-0 to approve the Consent Agenda.

3. **CITIZEN COMMENT PERIOD:** None

4. **NEW BUSINESS**
   
   A. **Action Item(s)** None
   
   B. **Discussion Item(s)**
      
      i. EDAB Achievements
         
         a. Butterfield opened the discussion and asked for comments
         
         b. Groth provided an explanation of the agenda bill
         
         c. Discussion ensued
         
      ii. 2020 Work Plan
         
         a. Butterfield opened the item
         
         b. Neil asked about upcoming projects and how Buxton shares information
         
         c. Groth described the City’s economic development partnerships
         
         d. Discussion ensued

5. **STAFF COMMENTS:** Groth updated the board on the status of the Building Official, the results of the strategic planning meeting with City Council, and reminded member of the upcoming Special Joint Meeting with City Council

6. **BOARD MEMBER UPDATES:** None

7. **ADJOURN:** Chair Butterfield adjourned the meeting at 6:52 p.m.
1. CALL TO ORDER: Commissioner Guillory called meeting to order at 6:08 PM

A. Commissioners Present: Guillory; Goode; Wagner; Ramirez; Slate

B. Commissioners Absent: Overfield; Pincas

C. Staff Member(s) Present: Darren Groth, Community Development Director
Jeremy Metzler, Public Works Director
Evan Hietpas, Planning Technician

D. Others Present: Mayor Eidinger
Councilmember Tomyn

2. CONSENT AGENDA: Slate moved to APPROVE as presented, Wagner seconded. Commission voted 5-0 to approve.

3. CITIZEN COMMENTS:

A. Keith Bryant- Made Planning Commission aware that duplexes are not currently allowed in the Single-Family 3 zoning district. He explained that this impacted the marketability of a property that has an existing duplex located on it in the SF-3 zone, because if damage occurred to it, there may not be an opportunity to repair or rebuild the structure

B. Minoru Uchida- Announced that a meeting is being held in Fife regarding the SR 167 completion project on February 27, 2020.

4. PUBLIC HEARINGS: None

5. NEW BUSINESS:

A. Action Item(s):

B. Discussion Item(s):

i. Use Tables
   a. Groth opened the discussion and presented the “Hybrid Use Chart”
   b. Discussion ensued
   c. Groth recommended postponing the Public Hearing until April
   d. Planning Commission agreed to postpone the Public Hearing until April

ii. Street Light Standards
   a. Hietpas opened the discussion and asked the Planning Commission for further direction on this discussion item.
   b. Commissioners asked for clarification on four questions:

iii. Building Height Regulations
   a. Groth opened discussion by explaining the relationship between building height standards and design standards that aim to achieve “4 over 1” development.
   b. Discussion ensued.
c. Groth recommended remove the FAR distinction in Town Center.
d. Commission asked to have the 2017 Community Preference Survey included in
   the March agenda packet and continue the discussion at the next meeting.

iv. Community Engagement- Edgewood 101
   a. Hietpas introduced the City’s efforts to establish a course that informs the public
      about what services local governments provide and how they function.
   b. Hietpas asked the Commissioners for their feedback on why they chose to
      volunteer for the Planning Commission and what topics they are passionate
      about.
   c. Ramirez-
      • Interests: 1.) Utility Tax 2.) Equity, Diversion, and Inclusion
   d. Slate-
      • Interests: 1.) City Finance and Budget 2.) Public Safety 3.) Rapid Growth
      • Suggestions: 1.) Get Online Format
   e. Guillory-
      • Interests: 1.) Racial/ Social Justice 2.) Permitting Process
      • Suggestions: 1.) Being a good public participant
   f. Wagner
      • Interests: 1.) Growth
      • Suggestions: 1.) Educating people on the best way to address concerns
   g. Goode
      • Interests: 1.) Public Service
      • Suggestions: 1.) Educating people on which boards/ commissions exist
         and who serves on them

v. 2019 Achievements
   a. Groth opened discussion by presenting a list of the Commission’s 2019
      achievements; and asking for additional items.
   b. Commission proposed to add “Four City-initiated Comprehensive Plan
      Amendment Recommendations” to the list of achievements.

vi. 2020 Work Plan
   a. Groth opened discussion.
   b. Discussion ensued.

6. STAFF COMMENTS:
   Groth informed Commission that one of the City’s Senior
   Planners has decided to leave the City on February 6th.

7. COMMISSIONER UPDATES:
   Wagner asked to include an explanation of the Land Division
   Report as a discussion item for the March meeting.

8. ADJOURN:
   Commissioner Guillory adjourned the meeting at 8:21 PM.
### City of Edgewood
### Monthly Development Report

**Permits Received by Month**

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City of Edgewood
Monthly Development Report

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POSITION 1
Scott Kilmer
skilmer@cityofedgewood.org
Term ending June 30, 2021

POSITION 2
Andrew Wiesenfeld, Vice Chair
awiesenfeld@cityofedgewood.org
Term ending June 30, 2021

POSITION 3
Lora Butterfield, Chair
lbutterfield@cityofedgewood.org
Term ending June 30, 2021

POSITION 4
Jeff Southard
jsouthard@cityofedgewood.org
Term ending June 30, 2020

POSITION 5
Sandin Grasdalen
sgrasdalen@cityofedgewood.org
Term ending June 30, 2020

POSITION 6
Dawne Swanson
dswanson@cityofedgewood.org
Term ending June 30, 2020

POSITION 7
Jason Neil
jneil@cityofedgewood.org
Term ending June 30, 2020
Date: March 2, 2020

Title: Joint Meeting Debrief

Attachments: None

Submitted By: Darren Groth, CED Director

Discussion
During the February 18, 2020 Special Joint Meeting, the Board met with City Council. While the Director was not able to attend the meeting, Chair Butterfield shared her notes, which are listed below. This list is intended to start the discussion for this agenda item.

1. Planning Commission Chair Overfield suggest we contact former Mayor, Jeff Hogan. Apparently he has experience and contacts that could benefit the EDAB.
2. Councilmember West suggested we come up with a good vision of the town center plan, so that when development comes, we know what to do with it.
3. Councilmember Tomyn suggested we connect with home-based businesses to:
   a. Prepare for 4/1 mixed use development. Perhaps they could use office space.
   b. Have some sort of event for home-based businesses
4. Councilmember Tomyn was also complimentary of the relationship EDAB has made with Mountain View Community Center
5. EDAB member Wiesenfield suggested the city include an article in the Edgewood magazine about EDAB. Councilmember Tomyn thought it would be good to do an article of each of the boards/commission.
6. EDAB member Wiesenfield also suggest getting some generic business cards for EDAB committee. Councilmembers thought it would be a good idea for each of the boards/commissions to have generic business cards.
7. EDAB member Wiesenfield would also like to see a flyer made that describes EDAB, our role and our mission that could be handed out to businesses and potential businesses.
8. The suggestion was also made for EDAB to have a table at the Edgewood Picnic.

Recommendation
Hold an after action debrief on the Special Joint Meeting with City Council.
**Date:** March 2, 2020  

**Title:** 2020 Work Plan  

**Attachments:** 1) 2019 Work Plan  

**Submitted By:** Darren Groth, Community Development Director  

**Discussion**  
On January 29, 2019, the EDAB held a joint meeting with City Council to strategize the EDAB’s work plan for 2019. The City Council offered general direction to the members present for the discussion and recommended that the EDAB could spend their next meeting(s) compiling their ideal work plan and presenting back to City Council for adoption. As a result, once the EDAB finalizes their recommended 2019 Work Plan, various board members, e.g., selected representatives, the chair, or the entire board, will present their objectives to the City Council and seek adoption of the EDAB 2019 Work Plan. The EDAB winnowed their work plan down to three primary goals during their March 4, 2019 meeting. On April 9, 2019, City Council approved the EDAB’s 2019 Work Plan. This agenda item is intended to allow the EDAB to finalize their Work Plan for 2020.

**Recommendation**  
Finalize EDAB’s work plan for 2020.
Economic Development Advisory Board

2020 Work Plan

1) Create, distribute, and analyze results of a restaurant or other preferred business survey.
   a. Optional methods of distribution include: Survey Monkey, publishing the survey in the
      local paper; copies in the Chamber of Commerce office; a new webpage on the City’s
      website; or a separate website or landing page.
   b. Seek [anecdotal] information to give to a targeted restaurant or eatery, e.g., “Our recent
      survey showed that 72% of the respondents wanted XYZ Café in Edgewood.”
   c. End result may be a press release or new marketing materials.

2) Develop a SWOT Analysis.
   a. Schedule economic development workshops, at least two
      i. First workshop – ask for input from stakeholders
      ii. Second workshop, at least a month later so the analyses can be completed –
           present the findings.
   b. Use the SWOT Analysis to develop a strategic plan and the SWOT findings may be used
      in business attraction.

3) Serve as Business Retention Ambassadors.
   a. Visit existing businesses and conduct a survey or see if they will provide testimonials,
      i.e., what is it like doing business in Edgewood.
   b. Determine if they are looking to expand – if so, can you find another place for them in
      Edgewood?
   c. If they may be looking to leave – find out why and see what can be done to keep them
      in Edgewood.