



## **Development Services Committee Minutes January 21, 2026**

Police Court Campus, 1805 Continental Place

### **Present**

Mayor Donovan (via Zoom)

Councilmembers: Beaton, Daman (via Zoom), Hudson, Oliver (via Zoom),  
Tercero (via Zoom), Vander Stoep

Absent: West

Staff: Development Services Director Sexton, Principal Planner  
Lowell, City Attorney Rogerson, Finance Director Volesky,  
Building Official Woodard, Engineering Manager Danforth

Citizens: 7

### **1. Opening Ceremonies**

- A. Councilmember Vander Stoep called the meeting to order at 6:00 p.m.

### **2. Approval of Agenda**

The agenda was approved as presented

### **3. Approval of Minutes**

**Councilmember Hudson moved to approve the January 7, 2026 Public Safety Committee and the January 14, 2026, Public Works and Library Committee minutes. Motion seconded by Councilmember Daman. Motion passed 7-0**

### **4. Department Overview**

Mr. Sexton provided an overview of the Development Services organizational chart; there are currently five unfilled positions. The department is in the process of hiring an Engineer and a Senior Planner. Vacancy savings will be used to temporarily contract with two Planners.

- A. Building Division: Mr. Woodard briefly described the responsibilities of the division team of three that include plan review, code

compliance, building inspections, issuance of permits and certificates of occupancy, safety and code enforcement and code interpretation. Permit, inspection, and code enforcement statistics were shared, as well as an overview of processes.

- B. Engineering Division: Mr. Danforth leads the Engineering Division of two, soon to be three and manages the review of civil construction plans, analyzing and approving stormwater designs, utility connections infrastructure capacity and coordinates with the Public Works Department on the protection of public right-of-way and other city assets. The division also approves fill and grade permits, boundary line adjustments, right-of-way, sanitary sewer, and traffic concurrency permits.
- C. Planning Division: Ms. Lowell explained the responsibilities of the Planning Division that include maintaining the Comprehensive and Shoreline Plans, developing and administering zoning and development regulations, land use and development applications, advising officials on growth, housing, transportation, and land use issues, ensuring compliance with state and federal laws, facilitating public engagement, and community outreach. Permit data and program administration information were shared. She reminded Council that the division currently has two unfilled planning positions.

## **5. Comprehensive Plan**

- A. Status and Update: Mr. Sexton provided an update of the current state of the Comprehensive Plan. The contract with the previous consultant, OTAK has expired with many items left unfinished. Staff searching for a new consultant to get the project back on track.
- B. Overview of Docket Process/Procedures: Ms. Lowell explained that, despite the Comprehensive Plan complications, setting legislative priorities will proceed as scheduled by January 31<sup>st</sup>. The docket compiles public and council requests for Municipal Code amendments and Comprehensive Plan changes. Staff will present a resolution prioritizing work based on staff capacity and budget for the year. Staff will schedule additional time to provide information and discuss processes if necessary.

- 6. **"Missing Middle" Interim Ordinance Update:** Due to staffing constraints and state preemption, Council will delay the middle housing ordinance until late spring

## **7. Miscellaneous**

- A. Councilmember Vander Stoep asked to have more involvement with the Planning Commission in regard to policy discussions.

- 8. **Agenda Requests** - none

## **Action Items**

### Steve Sexton

- Continue hiring process for two vacant positions; proceed with search for a contracted planner
- Continue coordination on comprehensive plan and downtown subarea plan integration once new consultant is selected
- Plan for late spring presentation of missing middle housing ordinance to Council

### Planning staff

- Proceed with grading applicant review and interview scheduling for engineering department positions by mid-February
- Prepare for comprehensive plan consultant interviews and assist with contract recommendations for February Council agenda
- Prepare for annual docketing process by January 31 deadline; gather and submit legislative requests for city projects
- Provide explanatory materials/slides on docketing process and timelines to Council for better understanding

### Mayor and Steve Sexton

- Develop formal approach to increase regular Planning Commission involvement in policy discussions, starting with lot coverage percentage topic; report back findings

The meeting adjourned at 6:49 p.m.

Submitted by: Becky Jensen, City Clerk