

**CITY OF UMATILLA
PLANNING COMMISSION
FEBRUARY 26, 2019
COUNCIL CHAMBERS**

- I. CALL TO ORDER:** Meeting called to order at 6:35 p.m.
- II. ROLL CALL:**
 - A. Present:** Commissioners; Hilda Martinez, Jodi Hinsley, Ramona Anderson, Kelly Nobles, Boyd Sharp, Bruce Mclane and Craig Simson.
 - B. Absent:**
 - C. Late arrival:**
 - D. Staff present:** City Manager Dave Stockdale, City Planner, Brandon Seitz, Community Development Director, Tamra Mabbott and Community Development Coordinator, Esmeralda Horn.
- III. APPOINTMENT OF COMMISSION PRESIDENT AND VICE PRESIDENT:**

Consensus 5-0 to vote Boyd Sharp for President. Consensus 5-0 to vote Jodi Hinsley for Vice President.
- IV. APPROVAL OF MINUTES:** Minute for both October 23, 2018 and November 27, 2018. Motion to approve made by Ramona Anderson, second by Jodi Hinsley. Motion passed 5-0.
- V. UNFINISHED BUSINESS:** None
- VI. NEW BUSINESS:** None
- VII. DISCUSSION ITEMS:**
 - A. Planning Commission Training- Dave Stockdale**

City Manager, Dave Stockdale reviewed with commission ordinance for the commission and verbiage used such as shall/may, terms, rules/regulations and authority. The ordinance will be updated to change around some vocabulary such as “city administrator” the city has not had an administrator in a long time so we will be working on updating the terminology.
 - B. Bi-laws**

Review of commission bylaws by City Planner, Brandon Seitz.
 - C. Planning Commission Yearly Report**

Review of format and information provided on yearly report.
Motion made by Commissioner Hinsley to accept report as official planning commission report and have President Sharp present to Council. Motion second by Commissioner Anderson. Motion carried 5-0.
- VIII. INFORMATIONAL ITEMS:**
 - A. Buildable Lands Inventory/Housing Needs Analysis**

Community Development Director, Tamra Mabbott reviewed the analysis with planning commission and invited members to the open house.
 - B. Community Development Department Quarterly Report**

Community Development Director, Tamra Mabbot reviewed quarterly report and offered to provide it to them via email quarterly.

IX. ADJOURNMENT: Adjourned at 7:43pm.