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**MEETING MINUTES**  
**Benton County Planning Commission**  
**November 19, 2024**

**I. CALL TO ORDER**

Benton County Planning Commission Chair Fowler called the meeting to order at 6:00 pm. The meeting was open to the public virtually via a published Zoom link.

**COMMISSION MEMBERS PRESENT**

Nicholas Fowler, Chair  
Greg Hamann, Vice Chair  
Evelyn Lee  
Ed Fulford  
Sara Cash (virtual)  
John Wilson (virtual)

**STAFF**

Petra Schuetz, Interim Director and  
Planning Official  
Amanda Makepeace, Recorder

**COMMISSION MEMBERS ABSENT**

Catherine Biscoe  
Andrew Struthers

**II. MINUTES**

Commissioner Lee **MOVED** to **APPROVE** the October 1, 2024 Minutes.  
Commissioner Wilson: **SECONDED**.  
**Motion carried, 6-0.**

**III. COMPREHENSIVE PLAN & DEVELOPMENT CODE UPDATE**

- **Shannon Bush's Absence:** Schuetz provided the update. Fowler emphasized the need for clear outreach connections.
- **Data & Outreach:** Focus on including underrepresented communities and addressing access barriers, especially in rural areas.
- **Community Engagement:** Concerns about outreach to both incorporated and unincorporated communities. Tailoring outreach to different groups discussed.

- **Granularity of Outreach:** Need for both broad and detailed approaches to ensure effective engagement.
- **Budget & Constraints:** Outreach budget limited to \$75,000.
- **Language Feedback:** Concerns about the term “stakeholder”; alternatives like “priority populations” suggested.
- **Process & Timeline:** Need for transparency in the outreach process.
- **Development Code Revisions:** Updates on state legislation (HB2727) and UGB planning workshop.
- **Budget & Next Steps:** Push to include the Comprehensive Plan in the county’s budget. Lee expressed concerns about affordable housing.
- **Outreach Tools:** Emphasis on rural community engagement and diverse outreach methods (train the trainer, face-to-face, digital).
- **Next Meeting:** Joint meeting on December 3, 2024, about UGB expansion.

#### IV. **PLANNING COMMISSIONER | STAFF UPDATES**

- **Wilson’s Update:** Wilson to join Adair Village City Council in January 2025, potentially affecting PC attendance.
- **Fulford Update:** Regional Housing Subcommittee outreach discussed. Next step is BOC goal setting discussion in December.
- **Republic Services Application:** 30-day completeness review period ends December 3, 2024; if deemed complete, Planning Commission review could begin in February.
- **Wilson’s Question:** Inquired about CUP process; Schuetz clarified staff’s role in recommendations.
- **Appeal Update:** St. Martin’s CUP decision (LU-23-051) appealed to LUBA. Appeal process could take months.

Chair Fowler **ADJOURNED** the meeting at 7:44 pm.