

# Meeting Minutes

Monday, May 12, 2025  
Online Meeting via Zoom  
6:30pm

## I. Call to Order

A regular session of the Gresham Planning Commission was called to order by Chair Tim Kamp at 6:30pm on the 12<sup>th</sup> of May 2025. The meeting was held online via Zoom. The meeting was digitally recorded, and minutes were prepared by Hayley Hamann.

**COMMISSIONERS PRESENT:** Tim Kamp, Chair  
Chloe Anderson  
Delmi Manzanares  
Greg Schroeder  
Frank Stevens  
Doug Walker  
Kent Zook

**COMMISSIONERS ABSENT:** John Hartsock, Vice-Chair

**STAFF PRESENT:** Hayley Hamann, Administrative Assistant II  
Mary Phillips, Senior Planner  
Austin Ross, Planner II  
Helen Toloza, Deputy City Attorney  
Terra Wilcoxson, Comprehensive Planning Manager  
Josh Williams, Senior Planner

## II. Development Code Project Update (DCPU) Work Session

The goal of this project is to eliminate current redundancies, streamline regulations, and bring the code into compliance with State regulations. Since the last work session, the project team has met with the City’s Developer Advisory Group, Neighborhood Coalition, and had two outreach sessions with Arise and Shine and Latino Network.

Kate Rogers with MIG consulting outlined proposed changes clarifying residential use classifications. Gresham’s code is already in compliance, but clear and objective language was proposed related to housing types and occupancy regulations. Establishing a new residential type called “Shared Housing Facility” and defining “dwelling unit” by bedroom count are considerations being made by the project team. For example: Single Room Occupancy Housing with eight or fewer bedrooms would be considered a single dwelling unit, otherwise it would be called a Shared Housing Facility.

Austin Ross outlined proposed updates to standards for accessory dwelling units (ADU). Under current code, ADUs require a Type II Land Use Decision, whereas duplexes and other middle housing applications are reviewed as a Type I. The project team proposed changes to implement clear and objective standards relating to accessory dwellings and update the permitting process to align with other housing types and remove the barriers to the development of more ADUs in Gresham.

Josh Williams then reviewed the topic of Design Review thresholds. Staff proposed updating the threshold for a Type I Design Review, increasing the square footage threshold from 1,000 square feet to 2,000 square feet. Examples of small projects under 2,000 square feet that could benefit from this change include outdoor play areas, accessory structures such as sheds or detached storage, and small floor area additions to residential or commercial buildings. This change would reduce timelines for small development projects that meet clear and objective standards, reduce costs for small projects, and free up staff resources to focus on more complex projects. Other proposed changes for this portion of the project include updating code language to be more clear and objective. Voluntary pre-applications will still be available to those applicants who wish to have dedicated staff time to review their proposal before applying.

The last topic discussed in this work session was surrounding Rockwood Block sizes. Staff proposed standardizing the block size to a maximum of 300 feet by 300 feet with the exception of the centralized triangle area hub. This change would create consistency in block widths for developments and transportation connections as the Rockwood neighborhood develops. In the event of an irregularly shaped site or building, the applicant would still have the option to deviate from the standard through the discretionary process, being reviewed by staff, then the decision body.

Planning Commissioners were overall in agreement with the code changes presented and proposed by staff. The project team plans to release a public draft and come back to the Planning Commission for a hearing in the fall. The Commission requested one more work session prior to the hearing.

### **III. Other Commission Business**

- a. **Minutes Review:** Minutes from February 24<sup>th</sup>, 2025, April 14<sup>th</sup>, 2025, and April 28<sup>th</sup>, 2025, were reviewed by the Commission. Commissioner Zook motioned to approve the minutes as presented. Commissioner Stevens seconded the motion. The motion passed unanimously. Minutes were approved as presented.
- b. **Staff Update:** Mary Phillips gave a scheduling update.
- c. **Subcommittee Liaison Assignments:** The Commissioners discussed and volunteered to be liaisons for the different subcommittees and the new assignments are as follows:
  - Community Development and Housing- Commissioner Anderson
  - Design Commission – Commissioners Walker and Kamp
  - Historic Resources – Commissioner Zook
  - Transportation – Commissioner Stevens
  - Urban Forestry – Commissioner Schroeder
  - Floating/Back Up – Commissioner Hartsock
- d. **Subcommittee Liaison Check-In/Commissioner Round Robin:** No Commissioners had any pertinent updates for this meeting.

### **IV. Adjourn**

The meeting adjourned at 7:32pm.

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Chairperson

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Recording Assistant

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Date

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Date

*A full recording of this meeting is available upon request.*

\*The Planning Commission approved these minutes at the June 23, 2025 meeting.