

Meeting Minutes

Monday, April 28th, 2025
Gresham City Hall/Online via Zoom (Hybrid)
6:30pm

I. Call to Order

A regular session of the Gresham Planning Commission was called to order by Vice-Chair John Hartsock on the 28th of April, 2025, at 6:38pm. The meeting was held both in person at Gresham City Hall and online via Zoom and was recorded digitally. Minutes were prepared by Hayley Hamann.

COMMISSIONERS PRESENT: John Hartsock, Vice-Chair
Chloe Anderson
Delmi Manzanares
Jacquelyn Matulewicz
Greg Schroeder
Frank Stevens
Doug Walker
Kent Zook

COMMISSIONERS ABSENT: Tim Kamp, Chair

COUNCIL LIAISONS PRESENT: Jerry Hinton

STAFF PRESENT: Hayley Hamann, Administrative Assistant II
Mary Phillips, Senior Planner
Terra Wilcoxson, Comprehensive Planning Manager
Ellen Van Riper, City Attorney

II. Annual Legal Training

City Attorney Ellen Van Riper gave a presentation on ethics, public meetings, and records laws relating to the Planning Commissioners as public officials. Key points from the presentation included:

- The public is entitled to attend every public meeting.
- Planning Commission business is to be conducted in the sunlight.
- Public records include all writings relating to the conduct of the City's business which are subject to a records request, including materials and business generated on personal phones or laptops.
- Commissioners may not use their position to obtain financial benefits.
- When a Commissioner is faced with an action that could financially benefit them, they must refrain from participating in discussion or decision making on that matter.
- During a quasi-judicial hearing, if a member has had *ex parte* contacts regarding the matter up for decision, that member must disclose the contact at the beginning of the hearing.

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III. Land Use Training

Mary Phillips gave a presentation on what land use planning is and how it relates to the duties of the Planning Commission. Land use planning is used to make decisions regarding particular activities or issues as they pertain to a specific geographic location, with the intent to achieve the best possible long-term outcome. The presentation included context surrounding Statewide Planning Goals and how the work of the Planning Commission relates to these goals. The Planning Commission acts as the steward of the Comprehensive Plan and is intended to help ensure the City meets all state and regional land use goals. The Planning Commission is the land use advisory body to the City Council, and it coordinates with five subcommittees as related to land use. A work plan is updated each year that focuses on work on community and Council priorities as outlined in the Strategic Plan and its annual Action Plan. Work Plan items support the Strategic Plan and planning projects initiated by Council.

IV. Other Commission Business

- a. **Staff Check-In** – Mary Phillips gave a scheduling update. The next meeting is scheduled for May 12th which will include a work session from the Development Code Project Update team. A joint work session with City Council is scheduled for July.
- b. **Council Liaison Check-In** – Council President Hinton informed the Commission that the Police Department has contracted with Ceasefire, an independent 3rd party consultant, in efforts to reducing violence around the City. The “Gresham Green and Clean” event is scheduled for May 17th at Aspen Highland Park.
- c. **Subcommittee Liaison Check-In/Commissioner Round-Robin** – No Commissioners had any pertinent news to update from subcommittee business or otherwise.

IV. Adjourn

The meeting adjourned at 8:28pm

Chairperson

Recording Assistant

Date

Date

A full recording of this meeting is available upon request.

*These minutes were approved by the Planning Commission on the May 12, 2025, meeting.