

# Lewis County Planning Commission

## Public Meeting

In-Person & Virtual Meeting via Zoom

**January 13, 2026 - Meeting Notes**

**Planning Commissioners Present:** Jason Alves, District 1; Jeff Skutley, District 2; Frank Corbin, District 3; Roger Moore, At-Large; Gretchen Fritsch, District 3;

**Staff Present:** Mindy Brooks, Director of Community Development; Natalie Kamieniecki, Senior Long Range Planner; Megan Sathre, Administrative Assistant;

### Materials Used:

- Agenda
- Draft Meeting Notes – November 10, 2025
- 2026 Bylaw Amendments
- 2026 Docket
- Planning Commission Applications and Evaluation Form
- LCC 2.05, Advisory Groups

### 1. Zoom Guidelines

The clerk dispensed with the Zoom Guidelines.

### 2. Call to Order

- A. Determination of a Quorum

5 Commissioners were present; there was a quorum.

### 3. Approval of Agenda

The Chair entertained a motion to approve the agenda for January 13, 2026. Commissioner Moore made the motion to approve the agenda; seconded by Commissioner Alves. The motion carried unanimously.

### 4. Approval of Meeting Notes

The Chair entertained a motion to approve the meeting notes from November 10, 2025.

Commissioner Moore made the motion to approve the meeting notes; seconded by Commissioner Skutley. The motion carried unanimously.

## **5. Public Comment**

There were no members of the public who wished to provide comments.

## **6. Workshop**

### **A. Elections**

Commissioner Skutley nominated Frank Corbin for the position of Chair, seconded by Commissioner Alves. The motion passed 4-0.

Commissioner Moore nominated Jason Alves for the position of Vice Chair, second by Commissioner Skutley. The motion passed 4-0.

### **B. Planning Commission Bylaws**

Mindy noted changes to Section 4.3 and Section 5.1.

Commissioner Corbin noted Section 7.2 that says that clerk and chair will work together if a commissioner has 3 or more absences occur within a 6-month period.

Commissioner Alves made a motion to approve the bylaws, seconded by Commissioner Moore. The motion passed unanimously.

### **C. 2026 Docket**

Mindy noted that the Public Benefits Rating System public hearing got moved since the last docket was sent out for review. This docket is tentative and open to changes throughout the year.

Commissioner Skutley asked how many applications have been received for STR advisory committee. Mindy responded that there have been quite a few. Commissioner Corbin noted that people interested in representing long term rentals should seek other avenues to share their thoughts since this is a Short Term Rental advisory group.

Commissioner Alves made a motion to approve the 2026 docket, seconded by Commissioner Fritsch. The motion passed unanimously.

### **D. Planning Commission Vacancy**

Commissioner Corbin asked if the Planning Commissioners would like to discuss the evaluation of Planning Commissioner applications in executive session. The commissioners had consensus that they would like to enter executive session. Mindy noted that this is allowed per RCW 42.30.110 H. Executive session began at 6:20pm and, with extensions, continued until 6:47pm.

Commissioner Alves made a motion to recommend Nathan Carpenter for District 1, seconded by Commissioner Moore. The motion passed unanimously.

The majority of the Planning Commissioners were not ready to recommend someone for District 2. Chair Corbin asked staff what additional options are available for meeting the applicants. Mindy responded that the first option is to invite the candidates to an open public meeting and have a social time to meet them. The second option is to invite the candidates to make a 3 minute statement at a public meeting, with limited questioning. The third option would be an interview style in a public meeting or during executive session.

Commissioner Alves made a motion to invite the two District 2 applicants to come to the next scheduled planning commission meeting and talk to them in a social setting at the beginning of the meeting. Seconded by Commissioner Moore. The motion passed unanimously.

Mindy noted that a letter of transmittal will be given to the Board of County Commissioners regarding the recommendation for each district appointment.

## **7. Good of the Order:**

### **A. Staff**

Mindy shared that beginning January 1<sup>st</sup> the STR registry began. Over 100 applications have been received at this time. Staff received a mailing list from the Assessor's office of those who have been taxed as an operating STR and have been using this list to try to reach people directly in addition to the press release and emails that have been provided to the public. Also beginning January 1<sup>st</sup>, sign code implementation began. There will be a press release going out about that soon.

### **B. Planning Commissioners**

There were no items from the Planning Commissioners for good of the order.

## **8. Calendar:**

The next Planning Commission meeting will be on January 27, 2026, and the agenda items will be a workshop on the Public Benefits Rating System and a workshop on the Short Term Rental Advisory Group.

## **9. Adjourn**

Commissioner Alves made a motion to adjourn. The meeting was adjourned at 7:03 pm.