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## MINUTES

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**1. CALL TO ORDER:**

Chairman Snead called the meeting to order at approximately 5:30 p.m.

**1.1 Roll Call:**

The following were:

Present: Chairman/Councilmember Tim Snead, Member James O'Hara

Also Present: Clerk Chantel Crowe, Dr. Poe, Grand Coulee Veterinary Clinic

**1.2 Pledge of Allegiance.** Flag not present

- 2. Public Comment:** Dr. Poe stated currently they are performing services on large animals in the existing parking area in the transport trailer. Dr. Poe stated they dispose of waste by bagging and placing in dumpsters currently. The clerk let Dr. Poe know the approval of conditional use permits go through a hearing examiner for final decision and if denied there are no funds returned.

- 3. Consent Agenda:** Mr. Snead motioned to approve the meeting minutes from March 12, 2025, Mr. O'Hara second, motion carried.

- 3.1** Mr. Snead asked the Letter of Interest for the Planning Agency position from Ms. Renata Rollins to be added to New Business as Section 5.4.

**4. Unfinished Business:**

**4.1** Discussion of funding for Comprehensive Plan Update – Plan update required in 2027

- 4.1.1** Mr. Snead and Mr. O'Hara were firm on not moving forward until funding was secured through the grant process.

- 4.1.2** SCJ Alliance, the City's planning consultants, will be submitting the grant application in June/July this year.

**4.2** Discussion of Code update during Comprehensive Plan Update – Coulee Medical Center and Veterinary Office.

- 4.2.1** Mr. Snead and Mr. O'Hara discussed the mutual benefit for the City to update the Code for the Coulee Medical Center and Veterinary Office projects through the Comprehensive Plan update rather than a separate action, provided the City Council directs it.

**5. New Business:**

**5.1** Discussion of the Comprehensive Plan Update – Climate Portion Requirement

- 5.1.1** Mr. Snead and Mr. O'Hara were firm on not moving forward until funding was secured through the grant process. Mr. Snead and Mr. O'Hara asked the clerk to get information on what the climate portion requirements were.

**5.2** Discussion of Letter Submitted regarding parcel purchase

- 5.2.1** Mr. Snead requested the Clerk provide to him the parcel data to review. Discussed there are not City owned parcels for sale at this time and the City Council will be handling this process. The Clerk was asked to send a letter stating there are no City properties for sale at this time and to contact City Hall for further questions or concerns to the sender.

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**5.3** Discussion of the development at 317 Spokane Way (old elementary school)

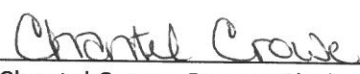
**5.3.1** There is not a formal development submittal at this time therefore, where the Agency would like to see it move forward, it seems inappropriate for review at this time.

**5.4** Discussion of Letter of Interest for Planning Agency position from Ms. Renata Rollins. Mr. Snead will recommend approval for the appointment of Ms. Renata Rollins to the Mayor.

**6. ADJOURNMENT:**

**6.1** As there was no objection, the Chair adjourned the meeting at approximately 6:05 p.m.

  
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Tim Snead, Chairman

  
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Chantel Crowe, Deputy Clerk