

Planning and Zoning Commission Work Session Minutes
December 19, 2013
Conference Room 1-B - 1st Floor City Hall

ATTENDANCE:

Commission Members Present: Lee, Loe, Puri, Reichlin, Stanton, Strodtman, Tillotson, Wheeler

Commission Members Absent: None

Staff: Teddy, Zenner

Guests: None

ADJUSTMENTS TO AGENDA:

Added appointment of Ms. Loe as the Commission representative to the Downtown Leadership Council

TOPICS DISCUSSED – New Business:

- **Planning Director's Report**

Mr. Teddy provided a report on the status of the zoning consultant contract and gave the Commissioner's a general sense of how the process was intended to be carried out over the 18-24 months following the beginning of the new year. He noted that the Commission would be involved in the process as they were the ones, along with staff, that will be using the revised code most frequently.

Mr. Teddy noted that tentatively the consultants were preparing to spend approximately 2 ½ days at the end of January to interview key stakeholders and to obtain input on the issues that needed to be addressed through the revision process. He further noted that there was a tentatively a scheduled public meeting for January 28 to formally launch the revision process. Mr. Teddy indicated that the consultant believes in a very publicly engaged process and that this meeting would be the first of several that would occur throughout the contract period. Additional details of the meeting and the formal announcements/PR would be provided by the consultants in early January.

There was general discussion about the particulars of what the consultant would be evaluating as part of the revision process. Mr. Teddy provided answers based on what was stipulated within the RFP. He indicated that the consultants were highly recommended by previous clients. Mr. Teddy further added that based on comments received the consultant uses the public input process and the stakeholder interviews to customize the end product to the client's needs – the consultant does not have a "one-size" fits all mentality.

There were questions regarding the potential for a form-based code. Mr. Teddy explained that this would be considered as an option during the code evaluation process. Mr. Zenner noted that

the consultant's sub-contractor Ferrell-Madden were experienced in form-based codes and that he has seen the principal partner in action as part of his training with FBCI.

Mr. Teddy indicated that additional information would be provided to the Commission as the dates became more firm. As for now Mr. Teddy suggested that the Commissioners look at their schedules for possible interview times beginning in the afternoon of January 27 through January 29.

- **November 2013 Building Permit Report**

The results of the November 2013 permit cycle were provided to the Commissioners. There were no questions asked regarding the figures.

ACTION(S) TAKEN: The December 5, 2013 minutes were approved. A motion was made to appoint Ms. Loe to replace Mr. VanderTuig as the Commission's representative on the DLC. Ms. Loe's nomination was approved unanimously by Commission members. No other votes or motions were made.

Meeting adjourned approximately 6:50 p.m.