

Planning and Zoning Commission Work Session Minutes
January 9, 2014
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: Smith, Zenner
Guests: None

ADJUSTMENTS TO AGENDA:

None

TOPICS DISCUSSED – New Business:

- **ADU Public Engagement**

Mr. Zenner provided the Commission an overview of the anticipated public engagement schedule for the ADU text change. He noted that Mr. MacIntyre and others from the staff were at the Neighborhood Congress providing a high-level overview of the amendment this evening. Mr. Zenner stated that the first public engagement meeting would be held on January 15 and the second would be held on January 29. Both meetings would be at 6-7:30 pm in Conference Rooms 1A & 1B of City Hall. He also noted that the Bill Canton has prepared a web-site for public input and prepared the public notice/flyer for the meetings. The proposed text was also distributed to the list-serv and other neighborhood associations as requested by the Commission.

Mr. Zenner indicated that staff hoped to have an update to the Commission on the initial meeting at the next work session and final comments at the February 6 meeting. There was no scheduled final hearing date due to the unknown nature of the public comments and the possible need to make amendments to the ordinance.

Commissioners indicated that they were satisfied with the proposed schedule.

- **2014 Work Session Topics and Work Program**

Mr. Zenner introduced this topic and explained a little bit about the background associated with how Commission work sessions functioned prior to focusing on the Comprehensive Plan. He noted that in years past there were working groups of the Commission that researched particular topics and reported back to the Commission as a whole. Mr. Zenner stated that his observation was that these work groups, while generally effective, were not the most efficient use of Commissioner's time and may not be the most desirable way of moving forward for future tasks/assignments. Mr. Zenner noted that he felt the Commission was most productive when staff prepared materials independently and then the Commission discussed them collectively. With that observation being stated, Mr. Zenner sought input

from the Commission as to how it would like to proceed forward with establishing its work program and topics list for 2014.

Commissioners commented that they also preferred that the Commission work collectively on projects; however, acknowledged that in some instances committee work could be useful. There was collective agreement that the work program be structured such that staff would produce work product for “full” Commission review. Comments were made that this would ensure productive work sessions.

Commissioner Loe questioned if there would be opportunity to modify the work topics if during a particular activity other related actions were identified. Mr. Zenner explained that would be possible; however, consideration would need to be given as to how that additional work related directly to the topic or issue being worked on at that time.

Mr. Zenner noted, as an example, that certain goals and objectives of the Comprehensive Plan have specific prerequisites that need to be addressed first prior to moving onto other related aspects. The timing of other prerequisite projects would in essence determine how much variability in the work program there would truly be. Additionally, depending on issues assigned by the Council the work program could be varied.

Commissioner Wheeler provided additional insight on how the Commission functioned in the past with its focus and the topics it covered. He noted that prior to the Comprehensive Plan the Commission generally picked topics it wanted to address. He noted now that the Comprehensive Plan has been completed the Commission’s work program is not as vague, but rather guided by the priorities of the Plan. He felt that focusing on Plan related goals and objectives seemed appropriate.

Mr. Zenner noted that he did not have opportunity to review and compile a list of all potential topics for the Commission to consider in 2014; however, felt that there were some “low-hanging” projects it could take on immediately. He stated several items have been on the work session agendas for several years and those could be dealt with immediately. Mr. Zenner also noted that the Commission would be engaged with the Development Codes Consultant early this year in providing input into the new code format and content.

He indicated that at the next work session he would provide a list of potential project topics as well as a Gantt Chart to help map out what direction the Commission could head in over the next several months. He also suggested that the Commission could further discuss its meeting schedule.

Commissioners were supportive of this proposed approach. Chairman Puri asked if staff would provide the Gantt Chart in advance of the meeting for his review. Staff indicated it would do so.

ACTION(S) TAKEN: The December 19, 2013 minutes were approved. Mr. Zenner introduced Clint Smith the department’s newest Planner. Mr. Smith gave a brief Bio. Commissioners introduced themselves to Mr. Smith. No other votes or motions were made.

Meeting adjourned approximately 6:50 p.m.