

**Planning and Zoning Commission Work Session Minutes**  
**August 7, 2014**  
**Conference Room 1-B - 1<sup>st</sup> Floor City Hall**

**ATTENDANCE:**

Commission Members Present: Burns, Lee, Loe, Puri, Stanton, Strodman, Tillotson

Commission Members Absent: Reichlin, Russell

Staff: Bacon, Smith, Teddy, Zenner

**ADJUSTMENTS TO AGENDA:** Discussion of Module 1 of the Columbia Codes Update

**TOPICS DISCUSSED – New Business:**

- **Comprehensive Plan Implementation Tracker**

Mr. Zenner introduced the topic and indicated that Ms. Bacon would provide the presentation. Ms. Bacon gave an overview of the purpose of the meeting. She presented a slide show that included the Comprehensive Plan references which provide the basis for why the tracking tool/report card was to be developed. Ms. Bacon indicated that reporting on plan implementation was to begin within two years after the Comprehensive Plan's adoption – meaning October 2015.

Ms. Bacon explained that the proposed tracking tool/report card was intended to be used as a tool by both the staff and the Planning Commission in setting the Commission's annual work program. There was general discussion regarding this opportunity and how Council's assignments would affect annual progress reports.

Ms. Bacon continued by explaining that she had been looking at a variety of different options for presenting Plan implementation progress. She noted that to make it meaningful and used by the public it would be necessary to make the reporting tool easy to understand and graphically driven. Ms. Bacon indicated that she had look into the Microsoft Project Manager and also noted that the City is in the process of investing in a project management software package that could be used City-wide. While each software package would likely address all reporting needs, both could be more advanced than what was necessary at this point.

Ms. Bacon indicated that the plan implementation matrix that is part of Chapter 5 of the Comprehensive Plan provides a good base from which to build the implementation report card. She provided the Commission a proposed expanded version of the matrix that included several additional columns in which there were review/progress metrics.

Ms. Bacon noted that the matrix would be web-based and interactive allowing for a variety of additional information not shown in the matrix to be easily linked to it. She also noted that the icons representing each task could be easily modified. Ms. Bacon asked the Commission to consider the content of the matrix and indicated she was interested in knowing if what was presented was correct and accurate. She also mentioned it would be most helpful to consider the architecture of the matrix.

There was Commission discussion on the proposed matrix. Commissioners indicated that terms needed to be simplified - avoid acronyms. They noted the use of icons was considered helpful; however, consideration should be given to the use of color within the icons. Additionally, Commissioners noted that "Time Frame" icons needed to draw a distinction between "overall" project time length and "progress".

There was significant discussion regarding the inclusion of the “Public Prioritization” column within the publicly viewable matrix. The discussion focused generally around the issue of the Commission working on projects out of order with the public prioritization. Mr. Zenner noted that it may be possible that this would happen simply because certain goals/objectives within the existing matrix are prerequisites to others. He further noted that the public’s perception of this difference was likely not understood when the request to rate the importance of one goal over another was made. Ms. Bacon added that the column in question was already publicly viewable as it was part of the on-line version of the Comprehensive Plan.

The Commission had additional discussion relating to this issue and it was concluded that the column would remain in the viewable matrix. Commissioners commented that their role was to complete projects necessary to fulfil the objectives of the Comprehensive Plan and that to do so may sometimes mean that tasks they would be working on would be different in priority from the public that commented on the plan. They also noted that certain activities already completed, such as the ADU ordinance – a Council priority, were out of sync with the public’s prioritization.

Ms. Bacon finished her presentation by noting that what she presented this evening would be modified based on the Commission’s comments and expanded to include the other four implementation matrices. She also noted that for ease of review the sample matrix shown this evening would be e-mailed to each Commissioner on Friday.

- **Update on Module 1 – Columbia Codes Update**

Mr. Teddy provided the Commission with an update on the most recent activity of the Codes Consultant and distributed a summary of what Module 1, Zone Districts and Permitted Uses, included. Mr. Teddy explained that the Consultants met with the public on Tuesday evening during a public forum and indicated that comments on Module 1 needed to be submitted by September 15. The comments would be incorporated into the future final public draft that would be generated sometime early next year.

Mr. Teddy explained that he would like to present the Commission with an overview of Module 1 at the next work session to gain some Commissioner feedback. Mr. Teddy gave some examples of the Module 1 content and Mr. Zenner showed that content on the “big screen”. Mr. Zenner reminded that Commission that what they would be reviewing was only 1/3 of the proposed code so certain elements were not fully shown - such as definitions. Those areas would be added in subsequent Modules.

Mr. Teddy indicated what the Module production schedule would be. He noted that Module 2 would be available in October and Module 3 would be available in January 2015.

**OLD BUSINESS**

- Work Program Status – status update

No report given

**ACTION(S) TAKEN:** July 24, 2014 minutes were approved. No other votes or motions were made.

Meeting adjourned approximately 6:55 p.m.