

Planning and Zoning Commission Work Session Minutes
March 20, 2014
Conference Room 1-B - 1st Floor City Hall

ATTENDANCE:

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

Commission Members Absent: Tillotson, Wheeler

Staff: MacIntyre, Smith, Teddy, Zenner

Guests: Tad Johnson, Ryan Williams, Mike Griggs, Gabe Huffington, Scott Bitterman, Dave Nichols

ADJUSTMENTS TO AGENDA:

None

TOPICS DISCUSSED – New Business:

- **FY 2015 Capital Improvement Plan (CIP)**

Mr. Zenner introduced the topic and guests that were present to provide the Commission an overview of FY 15 CIP. He noted that according to the Commission's Chapter 20 enabling legislation review and recommendation upon the contents of the CIP was a requirement. Recommendations made by the Commission would be considered by the Council at their budget retreat. Mr. Zenner noted that new to this year's CIP presentations were the Water and Light staff. Including them this year was believed appropriate based on current infrastructure issues effecting downtown development.

Mr. Zenner indicated that Parks and Recreation staff would present first followed by Public Works. Water and Light staff would wrap up the evenings presentations. Mr. Zenner noted that the Commission would have a follow-up discussion on the evening's presentations at the next work session after which a memo would be prepared for the Council.

Mr. Zenner introduced Mike Griggs and Gabe Huffington from Parks and Recreation (P&R) and turned the floor over. Mr. Griggs and Huffington explained several of the projects that will be undertaken in the coming year utilizing the Park Sales Tax. Mr. Griggs indicated that the tax will be up for renewal in 2015. Success of the pending renewal is uncertain due to the proposed Public Works Bond Renewal that will also be on the 2015 ballot.

Mr. Griggs provided an explanation what types of fees are collected by P&R. He explained that fees were collected from two different sources 1) Recreation User fees and 2) Golf Course User fees. The collected fees fund special projects at different location throughout town; however, the Golf Course User fees can only be used on the golf course. Approximately \$130,000 in Recreation Service fees and \$110,000 Golf Course fees were collected last year. These fees are in addition to the \$0.25 Park Sales Tax.

Commissioner Loe inquired about the Park Sales Tax and how it was divided. Mr. Griggs explained how each 1/8 portion of the \$.025 tax was used. He noted that 1/8 of the tax is dedicated to the capital projects that were presented to the Council and voted on. The remaining 1/8 is used for operation expenses and is the “permanent” tax allocated to citywide park purposes.

Commissioners inquired as to why it appeared the CIP included many projects that seemed to be general or “major” maintenance and not true capital projects looking to meet needs into the future. Mr. Griggs and Huffington explained how the CIP historically included both types of projects. Many of the P&R projects included in the CIP were greater than normal maintenance or upgrades and the CIP was the vehicle used to allocate and prioritize such improvements. Mr. Griggs explained that the many of the smaller project were funded from the Recreation User Fees or the 1/8 of the tax used for operations.

Commissioners Loe sought clarification regarding the accounting of the long-term operational costs into the 1-2 year program project. Mr. Griggs and Huffington indicated that yes they had.

Commissioner Stanton asked about the Douglas Park project. Mr. Huffington indicted that the project was scheduled to begin within roughly a month. He continued to indicate that the delay in beginning construction was due to stormwater issues. The ultimate project would be multi-phased.

Mr. Zenner thanked Mr. Griggs and Huffington for their presentation and indicated that if Commissioners had additional questions they could be provided to him and he would arrange to have answers at the next work session. Mr. Zenner then introduced Scott Bitterman and Dave Nichols from the Public Works (PW) department. He turned the floor over to them for their presentation on transportation and other public works related matters.

Mr. Bitterman gave an overview of the streets and sidewalk projects for the upcoming year. He mentioned that renewal of the Road Tax would be on the November 2015 ballot along with the Parks Sales Tax. Mr. Bitterman highlighted several projects within the 1-2 year category which included the Providence Road improvements at Turner/Burham, Broadway and Short Street, and Vandiver Drive at Paris Road. He also highlighted several sidewalk and Getabout projects.

There was additional discussion regarding the issues of sewer and stromwater improvements in both the downtown and throughout the City. The focus of the discussion centered on the fact that again many of the projects in the CIP appeared to be maintenance related not forward looking. There was general agreement that this was the situation; however, the CIP was historically used for this purpose.

It was noted that revisions to the fee structure for stromwater were underway and that additional monitoring equipment was being placed to get a better understanding of where problem areas were located. There was acknowledgement that in new development infrastructure is installed by the developer according to more contemporary design standards; however, the current fee collection process did not accommodate for long-term maintenance costs.

Mr. Zenner indicated that recent discussion of contributions by proposed downtown developments was an attempt to address the short-falls in funding for infrastructure. He also noted that it would not be unlikely that the discussion of “adequate cost-allocation” would be raised to deal with the long-range maintenance impacts.

Commissioner Stanton indicated that it was critical to obtain a better understanding of the issues relating to the infrastructure deficiencies. Mr. Nichols indicated that studies were being undertaken to do just that.

Mr. Zenner thanked Mr. Nichols and Bitterman for their presentation and indicated that if Commissioners had additional questions they could be provided to him and he would arrange to have answers at the next work session. Mr. Zenner then introduced Tad Johnson and Ryan Williams from the Water and Light (WL) department. He turned the floor over to them for their presentation on electric and water related matters.

Mr. Johnson gave a brief overview of the funding philosophy of the water and light projects. He noted that that water service expansion is typically handled by either bonds or by developers whereas the expansion of the electric system is covered by rates. Bonds are used to address maintenance and upgrade issues since fees received for water service delivery are typically insufficient to cover capital expenses.

Mr. Johnson also provided an overview and description of the service territories for the water system and the electric system. He also gave a brief explanation of how the varying providers coordinate between the boundaries.

Mr. Williams then gave an overview of the several key projects that were included in the CIP. He talked about the expansion of the electric service into the downtown and the bond issue that will be forthcoming for the southern electric system. Approval of the bond would allow for redirecting electric resources into the downtown and alleviate the current challenges being faced with service provision. He also talked about water expansion at the well fields to replace wells and have one spare available.

There was additional discussion about the need to upgrade water lines within the downtown for the purposes of ensuring adequate fire flows. Mr. Johnson noted that this is often addressed during the redevelopment process and is commonly a cost of placed upon the developer. Under certain circumstances though the CIP include “major” maintenance or upgrade projects not unlike those found with parks or public works projects.

Mr. Zenner thanked Mr. Johnson and Williams for their presentation and indicated that if Commissioners had additional questions they could be provided to him and he would arrange to have answers at the next work session.

- **FY 2015 Planning Commission Budget**

Mr. Zenner gave an overview of the proposed Commission budget for FY 2015. He noted that upon review of the existing expenses for FY 2014 it appeared unnecessary to request a budget increase. Mr. Zenner indicated that there would be an overage remaining in the travel budget for this year even though two Commissioners attended the Smart Growth Conference. He further stated that given the budget constraints city-wide a request for a budget increase would likely not be well received.

Chairman Puri request comments from the Commission. None were offered. He then asked for Commissioner's consent to the proposed budget. There was unanimous support of the budget proposed by staff. Mr. Zenner indicated that staff would prepare the necessary notification relating the Commission's budget request and forward it to the City Clear prior to April 7.

- **February 2014 Building Permit Report**

Mr. Zenner gave an overview of the permit report. He noted that the March report would be provided at the next work session – consistent with standard practice. There were no Commissioner questions relating to the report.

OLD BUSINESS

No old business items discussed.

ACTION(S) TAKEN: Minutes from the March 6, 2014 meeting approved. No other votes or motions were made.

Meeting adjourned approximately 6:50 p.m.