

Planning and Zoning Commission Work Session Minutes
May 22, 2014
Conference Room 1-B - 1st Floor City Hall

ATTENDANCE:

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

Commission Members Absent: Reichlin

Staff: Bacon, MacIntyre, Smith, Teddy, Zenner

Guests: None

ADJUSTMENTS TO AGENDA:

None

TOPICS DISCUSSED – New Business:

- **Infrastructure “scorecard” overview follow-up**

Mr. Smith provided a summary recap of the prior work session’s discussion regarding the scorecard and sought Commissioner’s comments on the distributed questionnaire. Commissioners requested a more detailed recap of the previous discussion. Mr. Smith gave a more detailed overview of prior discussion.

There was general Commission discussion of what staff was requesting and it was agreed that additional work session time was needed to review the questionnaire. Mr. Smith indicated that he would send out the PowerPoint slides used at the prior work session and a copy of the Boone County scorecard for the Commissioner’s review. Mr. Zenner noted that additional discussion of the topic would be worked into a future work session.

Additional discussion occurred on the topic and it was further recommended that a more detailed outline of what the scorecard was to measure needed to be developed. Commissioner’s expressed the need to have something more tangible to react to. It was suggested that prior to scheduling the item for further work session time a delay of approximately 2 months was warranted to allow staff to develop the outline and potential evaluation measures.

- **Columbia Imagined Plan Implementation - introduction**

Ms. Bacon gave an overview of what the purpose was for tracking the implementation Columbia Imagined. She indicated that two ways of tracking plan implementation would include 1) tracking systems and 2) a “report card” which was to be completed within 2 years of plan adoption. Ms. Bacon indicated it was the second way of tracking plan implementation that was driving why staff was presenting this topic tonight. She noted the “report card” was due by October 2015.

Ms. Bacon provided an explanation of how the plan would be implemented from 3 different perspectives – 1) Regulatory, 2) Administrative, and 3) Capital Investments. She provided several

examples of how the City already had tracking systems that work well. She mentioned the Visioning “report card”, the City’s Strategic Plan, and the Council memo format.

Ms. Bacon explained that the “report card” would identify 1) what's been done and 2) what's left to do. She provided several examples of how the “report card” would help keep the Commission, staff, and Council focused on work projects necessary to facilitate implementation of Columbia Imagined. She noted that the “report card” would likely influence the Commission’s and staff’s work programs in the future.

There was general Commission discussion regarding the proposed systems and “report card” format that would be used to track implementation success. Chairman Puri recommended that “status reports” and “milestones” needed to be separated to make a useful report card. He felt that status of specific aspects of implementation should be reported separately from milestones. He believed milestones should be used to show success in meeting tasks which can be used in the report card which will help meet the objective of the report card.

Commissioner Stanton gave an example of his experience using Microsoft Project Manager to help track the completion of projects when he worked for the State of Missouri. He strongly suggested that staff investigate the software package. He felt that the features of the software would address many of the desired outcomes of the tracking program that Mrs. Bacon talked about. He also noted that the software could track project progress in real-time.

Ms. Bacon continued with her presentation and explained how amendments and updates to the plan were envisioned to occur. She noted that this was not a critical item that needed to be addressed completely at tonight’s work session. She offered some options on how to handle the updating process of which one was to use the CATSO PPP process.

There was additional general Commission discussion and it was agreed that the staff would begin to compile additional information for further review. Ms. Bacon noted that prior to the adoption of the “report card” the Commission and staff would need to identify the metrics that would be included in it and that Council desired to approve it. What type of Council approval would be required was not clearly stated within Columbia Imagined. As a result, Ms. Bacon indicated that staff would seek additional clarification on what was desired during one of the Council work sessions in November of this year.

OLD BUSINESS

No old business items discussed.

ACTION(S) TAKEN: May 8, 2014 minutes were approved. No other votes or motions were made.

Meeting adjourned approximately 6:50 p.m.