

**Planning and Zoning Commission Work Session Minutes**  
**July 10, 2014**  
**Conference Room 1-B - 1<sup>st</sup> Floor City Hall**

**ATTENDANCE:**

Commission Members Present: Burns, Loe, Reichlin, Russell, Stanton, Strodtman,  
Commission Members Absent: Lee, Puri, Tillotson  
Staff: MacIntyre, Smith, Teddy, Zenner

**ADJUSTMENTS TO AGENDA:** None

**TOPICS DISCUSSED – New Business:**

- **Steep Slopes – Council Tracker #2853 (overview)**

Mr. Zenner gave an overview of the proposed standards and a brief history of when the Commission received the assignment and what work had been done on it. He noted that the EEC had reviewed the draft and offered several recommended changes to the Planning Commission it believed were necessary to clarify several proposed regulations. Mr. Zenner further explained that there were concerns expressed by the Commission after receiving the EEC report that the ordinance would severely limit development opportunities.

Mr. Zenner indicated as a result of these concerns, former Commission Vander Tuig offered to conduct analysis of actual development sites in the City to determine if further revisions to the proposed standards were needed. He noted that once Commission Vander Tuig resigned the work was never completed. Mr. Zenner indicated that completing the analysis may be challenging since it will require using staff resources outside those within the department. He suggested that given the review already conducted by the EEC and the potential that very few properties would actually be affected (since most property with steep slopes are already located in protected areas) it may be worthwhile to make the revisions recommended and move the ordinance back to City Council.

There was Commission discussion on this recommendation and it was concluded that the research that was to be done be completed to be sure that there would be no adverse impacts. It was suggested that staff look at similar communities to see how they have handled the issue. Mr. Zenner noted that the EEC had conducted a review of other comparable legislation prior to forwarding its comments and that such review yielded limited results. He suggested that trying to compare Columbia's conditions to other locations would be challenging since each set of standards on the topic would be context sensitive.

Mr. MacIntyre suggested that a way of simplifying the process of completing the analysis of effected parcels would be to use a process similar to one undertaken during the East Area Plan process. Mr. MacIntyre explained what was done and the Commissioners agreed it was a good starting point. Mr. Zenner suggested following that analysis a better picture of the real impact of the proposed standards would be known and that could be followed up with applying the proposed regulations to the two projects former Commissioner Vander Tuig desired to analyze. Commissioner's agreed this was the approach they wanted to take.

Mr. Zenner indicated that the Commission had given him the information he needed to move forward with this issue. He noted that after the staff had conducted the analysis he would bring the item back to the Commission for further discussion. He also indicated that when the item was brought back it would include the proposed revisions recommended by the EEC.

- **June Building Permit Report**

Unable to give report due to time constraints.

**OLD BUSINESS**

- Work Program Status – status update

Mr. Zenner gave an overview of where staff stood on the varied project that had been presented to the Commission over the last two or three months. He indicated that Mr. MacIntyre had met with Councilperson Chadwick regarding the neighborhood planning program and that a report would be sent to Council giving an overview of the proposed process and area for which the study would be conducted. Mr. MacIntyre noted that the project would be introduced to the public at the upcoming Neighborhood Congress in September or October. Mr. Zenner noted that planning staff would be collaborating with planners from the Health Department to extend public outreach and tie together the recent health assessment with the neighborhood planning program.

Mr. Zenner noted that Mr. Smith has been holding meetings with other stakeholder departments and would be providing an update at the next work session on those discussions. As for comprehensive plan implementation, Mr. Zenner noted that Ms. Bacon had been researching information on the Microsoft Project Management software previously discussed and was informed by the City's IT department that a city-wide software solution was being looked at. An update on progress toward creating the tracking program would be provided at a work session in early August.

Mr. Zenner noted that he had recent discussions with the City's Sustainability Manager regarding the Commission's progress on the Temporary Abeyance provisions. He noted that Councilpersons Hoppe and Skala attended the last EEC meeting and were inquiring on the progress – both were under the impression that the standards were already in place. Mr. Zenner indicated that the EEC had established a subcommittee to formulate recommendations on the standards and that working in partnership with them may help move the standards forward faster. It was agreed that establishing a working relationship would be discussed further at an upcoming work session.

Finally, Mr. Zenner noted that the proposed revisions to the C-2 district standards were to be on the July 24 Public Hearing agenda. In preparation for this meeting, the staff had mailed postcards to all C-2 property owners and had re-advertised the hearing notice. No additional comments had been received since the June 19 discussion of possible revisions; however, it was anticipated that comments would be forthcoming during the public hearing.

**ACTION(S) TAKEN:** June 19, 2014 minutes were approved. No other votes or motions were made.

Meeting adjourned approximately 6:55 p.m.