

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

ATTENDANCE:

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

ADJUSTMENTS TO AGENDA: None

TOPICS DISCUSSED – New Business:

- **October Building Permit Update**

Mr. Zenner gave an overview of the October permit report. He noted the material was for information purposes and that it showed permit volume was down from the prior year but valuation and units permitted were up. Mr. Zenner indicated that if the Commission had questions he could arrange for representatives from the Building and Site Development Division to attend a future meeting to provide greater details.

- **2015 Development Review Calendar**

Mr. Zenner provided an overview of the upcoming year's schedule. He noted that in 2015 the second meeting in December would fall on Christmas Eve. This meeting has not been shown on the schedule as it would have been cancelled. The items that would have been taken up at that meeting will now be addressed at the first meeting held in January 2016. This is reflected in the schedule and hopefully will not create confusion for the development industry. All other meetings for 2015 are not impacted by holidays.

Mr. Zenner indicated that the new calendar shows submission dates from December 2014 to the first submission in January 2016. He further noted that the new calendar would be posted to the website and made part of the application packet either Friday or early the next week.

- **Comprehensive Plan Implementation Tracker**

Ms. Bacon gave overview of the work session purpose and quickly recapped where the Commission ended its discussion on the topic at the last meeting. She proposed focusing on those items that had a PZC icon associated with them since it would be those items that would be most critical to defining the Commission's future work program. Ms. Bacon noted that while this evening's efforts would focus on the PZC items she would appreciate the Commission to look over the entire implementation matrix to identify possible issues.

Ms. Bacon began her presentation where the Commission had left off at the end of the last work session and went through the remaining policies within the implementation table highlighting the primary indicators and evaluation criteria. As she completed each strategy, Ms. Bacon sought confirmation that the PZC icon was appropriate for that item and where necessary made changes recommended by the Commissioners.

For each of the strategies there was general discussion. In some instances the Commissioners noted that participants & stakeholders needed to be added or that the indicators and/or evaluation criteria need some minor editing/refinement. In several instances the Commissioners believed that "dual" icons were needed for some strategies to signify that not only was the item a PZC task but would also involve a community partnership

to complete it. As Commissioners provided feedback Ms. Bacon took notes on the “master copy” of the implementation matrix which she would use later during the Council presentation in early February 2015.

A question was asked about the on-line version of the matrix. Ms. Bacon noted that this product would be developed following the City Council’s approval of its contents. She also stated that the on-line version would allow for a greater amount of detail to be added to the table by using drop-down menu features as well as several other techniques that were not yet developed.

Ms. Bacon thanked the Commissioners for their time and attention. She asked that if additional comments or questioned remained about the table that they could be forwarded to her. She noted that it would be best to have any additional comments by the end of December or the first meeting in January 2015.

OLD BUSINESS

- Work Program Status – status update

No report given

ACTION(S) TAKEN: November 6, 2014, minutes were approval. No other votes or motions were made.

Meeting adjourned approximately 6:55 p.m.