

Planning and Zoning Commission Work Session Minutes
December 18, 2014
Conference Room 1-B - 1st Floor City Hall

ATTENDANCE:

Commission Members Present: Burns, Loe, Lee, Puri, Reichlin, Russell, Stanton, Strodtman, Tillotson

Commission Members Absent: None

Staff: MacIntyre, Smith, Teddy, Zenner

ADJUSTMENTS TO AGENDA: None

TOPICS DISCUSSED – New Business:

- **Neighborhood Planning – status report**

Mr. MacIntyre distributed a packet of materials containing exhibits and maps that were referenced in his work session memo and gave an overview of what the significance of each handout was. He explained that following the launch of the desire to engage the community in neighborhood planning at the Neighborhood Congress earlier in the year staff had been working with several neighborhood associations and had identified the West Ash area as the first viable candidate for a plan. Mr. MacIntyre noted that there was general enthusiasm for the plan among the residents and that since identifying the area where the planning effort would be focused staff had been acquiring baseline data. He also noted that the staff had gone out recently and canvassed the area to identify actual on-the-ground conditions in preparation for the first engagement meeting.

Mr. MacIntyre explained the steps by which the planning process was envisioned to go through. He noted that the style of the engagement meetings would be different from that used in past planning activities. He noted that holding drop-in meetings instead of using a lecture style format was believed to be more appropriate in this instance and may generate more sustained engagement. He said the meeting format would be very similar to that used with MoDOT meetings where staff would man boards relating to particular aspects of the neighborhood plan. He noted that by using this process he envisioned staff being able to engage residents more effectively which in turn may yield higher quality input.

In addition to holding engagement meetings differently, Mr. MacIntyre noted that he desired to introduce up front staff's ideas on how development within the area could occur. He noted that his desire for this was to permit residents the opportunity to react to those suggestions/observations. He further stated that all the ideas collected at the first meeting, staff's and resident's, would be voted on during subsequent meetings using the "sticky dot" approach.

Mr. MacIntyre discussed the maps prepared by the staff. He and noted that they were based on a collection of sources and were prepared to really tell the story of what the planning area was comprised of. He said the maps were intended to prompt discussion during the initial meeting and because of how the data was collected they could be used to compare the planning area to the City as a whole. He pointed out several key observations that he noticed once the maps were completed and potential opportunity areas as well as areas that may need greater attention.

Mr. MacIntyre noted that the preparations up to this point were not only applicable to the proposed study area, but were also transferable to future planning areas. The idea was to setup a template that could be reused with little additional tweaking. He noted that the proposed schedule for completing neighborhood plans

was between four and six months. He acknowledged that this may be aggressive; however, he believed with the preparations already underway and the assistance of the other staff it was possible. He noted that Commissioners would be engaged with the planning process through periodic updates and during the final review of the completed plan before it was forwarded to Council for adoption.

Mr. MacIntyre indicated that staff would begin its engagement efforts for the West Ash plan on January 24, 2015 at the Public Library. He invited any interested Commissioners to the meeting. He also noted that there would be a repeat of this first meeting on January 29 if the first date was not convenient for neighborhood members.

There was limited Commission comment on the proposed process and the materials presented. The Commissioners were supportive of the efforts and sought minor clarification on particular aspects of the hand-outs.

- **November Building Permit Report**

The report was presented for informational purposes only.

- **Planning Commission Activities Year-in-Review**

This item was presented during the regular meeting session due to time constraints.

OLD BUSINESS

- Work Program Status – status update

No report given

ACTION(S) TAKEN: December 4, 2014, minutes were approval. No other votes or motions were made.

Meeting adjourned approximately 6:50 p.m.