

**Planning and Zoning Commission Work Session Minutes  
January 7, 2021  
Conference Room 1A & 1B - 1<sup>st</sup> Floor City Hall**

**I. Call to Order**

Commissioners Present - Burns, Carroll, Geuea Jones, Loe, McMann, Rushing, Russell, Stanton, and Toohey

Commissioners Absent – None

Staff Present – Palmer, Smith, Thompson, and Zenner.

**II. Introductions**

**III. Approval of Agenda**

Meeting Agenda adopted as presented unanimously.

**IV. Approval of Minutes**

December 10, 2020 work session minutes were adopted as presented unanimously.

**V. New Business**

**Work Session Topics and 2021 PZC Work Program**

Mr. Zenner introduced the topic and explained that there were several items that staff had reviewed from the prior year that formed the basis for the proposed work session topics for the 1<sup>st</sup> quarter of 2021. He noted that several of the items shown within the staff memo were discussed, but delayed due to other pressing PZC projects and assignments in the past year. He further noted that several proposed topics are believed essential to address staff identified issues with the UDC as well as other public and Council requests.

Mr. Zenner noted that he desired the Commissioner’s input on potential additional topics, but cautioned inclusion of too many more topics may not be realistically achievable. He also stated that it was intentional that discussion of Short-term Rentals was not on the list of 1<sup>st</sup> quarter topics given its current “hold” status at the Council-level, but noted that if Council provided some type of specific direction for the Commission to engage changes in the topics identified may be necessary.

Mr. Zenner stated that the first category of topics dealt with revisions to the UDC and that staff intended to start bring those changes to the Commission beginning at the January 21 work session. He explained generally what the topic sequence would be and gave several examples of specific text changes such as conversion of “CUPS” to “Permitted” uses with use-specific standards, work on the definition and use standards for Artisan Industry, and creation of new standards for commercial kitchens as well as revisions to zoning provisions impacting development within Greek Town. There was Commission discussion on several of the topical

areas and staff was asked to review the Building Code as it related to topics that may create occupancy issues specifically dealing with the revisions to Artisan Industry and Live-Work uses.

Mr. Zenner noted that staff would continue to proceed forward with the next phase of UDC subdivision amendments within the quarter as well. He noted that staff would likely alternate work session between zoning-related and subdivision-related revisions. There was general discussion on this approach and Commissioners did not object to the proposed structure of upcoming meetings.

Chairman Loe noted that she and Mr. Zenner had a discussion following the December 10 meeting in which it was expressed that time be set aside for Commission training and discussion regarding the Commission's range of authority as it related to PD and CUP cases. There was significant discussion regarding this future topic and several specific examples of recent cases were used to illuminate the points offered during the discussion. It was concluded that a session to discuss the Commission's range of authority was needed. Mr. Zenner noted that he and Mrs. Thompson would coordinate on preparing training.

Given the robust discussion regarding the need for Commissioner training on their authority, Mr. Zenner provided a summary of the other topics staff believed important for the Commission to take up within the 1<sup>st</sup> quarter. He noted that any amendments to the Commission's Rules of Procedure would require Council approval and reminded the Commission that the current rules are not approved by an ordinance of Council.

Mr. Zenner further noted that staff will work on convening a meeting with members of the Climate and Environment Commission (CEC); however, would like to have a discussion with the PZC members on what the topics and hopeful outcome of such a meeting will be. He also noted that the Comprehensive Plan Status Report was delayed in being presented to the Council until January 19, due to the need to have specific legislation prepared given the Law Department's determination that the report contained, in their view, "Policy Directives". Legislation has been prepared at this time and if approved that legislation will establish a de-facto work program for both the staff and the Commission as it relates to completing tasks leading up to beginning the full Plan update in 2022.

Mr. Zenner thanked the Commission for their attention and the robust discussion. He noted that the January 21 work session would include discussion on the first phase of UDC zoning-related amendments.

## **VI. ADJOURNMENT**

Meeting adjourned approximately 6:58 pm

### **ACTION(S) TAKEN:**

Motion made by Commissioner Russell, seconded by Commissioner Toohey, to approve the agenda as submitted. Made motion by Commissioner Russell, seconded by Commissioner Toohey, to approve the December 10, 2020 work session minutes as presented.