

**Planning and Zoning Commission Work Session Minutes**  
**April 6, 2017**  
**Conference Room 1-B - 1<sup>st</sup> Floor City Hall**

**ATTENDANCE:**

Members Present: Burns, Loe, MacMann, Rushing, Russell, Stanton, Strodman, Toohey

Members Absent: Harder

Staff: Caldera, Christian, Palmer, Teddy, Zenner

Guests: None

**ADJUSTMENTS TO AGENDA:**

None

**TOPICS DISCUSSED – New Business**

- 2016-2019 Strategic Plan Update

Mr. Zenner introduced the topic and Ms. Christian. Mr. Zenner explained that the purpose of providing an update on the Strategic Plan was two-fold. First to inform the Commission on what neighborhood planning efforts were ongoing and second to make the Commission aware of some CIP-related items that had come up in several of the neighborhood meetings that could be influenced by the Commission's upcoming review of the FY 2018 CIP. Mr. Zenner noted that he would explain the interconnection of the Strategic Plan and the CIP in greater detail later in the work session or possibly after the Commission's regular business meeting.

Ms. Christian gave an overview of the Strategic Plan and how the 3 neighborhood areas were chosen. She began by explaining the issues identified in the North neighborhood and that one was potentially directly influenced by a potential CIP project that would connect one area of the neighborhood to Auburn Hills Park. There was Commission concern about the potential of reprioritizing already funded projects in place of projects that were identified as part of the neighborhood engagement meetings. Mr. Zenner explained that it was not staff's intent to influence the Commission's recommendation on the CIP project list, but to inform them of potential opportunities to meet the Strategic Plan objectives by moving worthy capital projects around or have projects added to the CIP.

Ms. Christian proceeded in her presentation and gave a similar overview of the Central Neighborhood and noted that there was a meeting this evening that she would attend to gain a better understanding of their issues. She noted that the Central neighborhood was most likely ripe for a land use plan. Mr. Zenner noted that this was intended once the West Central Plan was completed; however, was not actively pursued due to the Strategic Plan process and the desire to potentially piggy-back on the Strategic Plan versus competing with it.

Ms. Christian completed her presentation by noting that there was a third neighborhood area in the East near Indian Hills Park; however, since no neighborhood meetings had been organized there was little information to share. She further noted that since this area was relatively new there may be limited value in preparing a neighborhood plan.

The Commission thanked Ms. Christian for the update and had general discussion about the challenges of reallocating already allotted resources for projects that were in the CIP. Several Commissioners pointed to existing projects that had been in the pipeline for several years and were finally getting to the point of being started. Using the findings from the Strategic Plan as a basis for recommending reprioritization of certain projects into the three Priority Areas was not universally seen as a good idea. Commissioners; however, did

acknowledge that looking for ways to better align and allocate resources to meet broader community-wide objectives was a worthwhile exercise and understood the value of such actions not only as it relates to the Strategic Plan, but also in implementing the Comprehensive Plan's goals and objectives.

- Public Meetings and Sunshine Law Training

Mr. Zenner introduced the topic and turned the meeting over to Mr. Caldera for a presentation. Mr. Caldera went through a PowerPoint presentation based on the Sunshine Law and how it impacts that Commission's meeting procedures. He noted that the PZC's process for conducting meetings was well managed and that there were not observable concerns or violations of the Sunshine Process – he used several examples of current Commission practices to illustrate that point.

He noted that the Commission should refrain from getting together outside of the official meeting times or at off-site locations to discuss pending matters. He also advised that Commission "work groups or subcommittees" could be considered subject to the Open Meetings requirements. Mr. Caldera noted that if the Commission desired to get together for a social function and a quorum was present that would be permissible provided no business was conducted.

Mr. Caldera explained the process for closing a public meeting and what steps needed to occur to do so and what could happen when in closed session. He noted that of the 22 different reasons a closed session could be held none really applied to the Commission – as such the Commission would likely never be in a closed session.

Mr. Caldera indicated that the purpose of reviewing the public meeting rules was to ensure that individual Commissioners were protected from legal actions as well as the City. He noted that if a Commissioner were to "reply all" to an email it should have Mr. Zenner CC'd to ensure that Mr. Zenner was maintaining the public record of a discussion. If Mr. Zenner were not CC'd individual Commissioner e-mail accounts would be subject to sunshine requests. He reiterated that a "reply all" response sharing ones thoughts with other members regarding a pending matter would be considered a meeting and that was a violation of not only the public meetings requirements, but also the City's requirement that all boards and commissions meet in person.

There was general Commission discussion on the presentation and a number of specific questions asked. Mr. Caldera responded to the group and was asked to provide the PowerPoint so members to become more familiar with the materials. Mr. Caldera indicated the presentation could be provided. Mr. Zenner indicated he would distribute prior to the next meeting.

- FY 2018 Capital Improvement Plan – General Overview

Mr. Zenner noted that this discussion would occur at the end of the Commission's regular business meeting due.

### **TOPICS DISCUSSED – Old Business**

There were not old business items.

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

Work session minutes from March were approved without modification. No other votes or motions were made. Meeting adjourned approximately 6:55 p.m.