

**Planning and Zoning Commission Work Session Minutes
November 9, 2017
Conference Room 1-B - 1st Floor City Hall**

ATTENDANCE:

Commission Members Present: Burns, Harder, Loe, MacMann, Rushing, Strodtman, Stanton, Toohey
Commission Members Absent: Russell
Staff: Bacon, Caldera, Teddy, Smith, Zenner
Guest: Farnen

ADJUSTMENTS TO AGENDA: Added discussion of the 2018 Smart Growth participants.

TOPICS DISCUSSED – New Business:

- **October Building Permit Report**

Mr. Zenner provided the October 2017 building permit reports to the Commissioners for information purposes. There was general discussion. Commissioners commented that the revenue numbers looked good in comparison to the preceding two years even though fewer total permits were issued. Mr. Zenner noted that if the Commission desired more detailed information regarding the permit reports he would be happy to ask a representative from the BSD Division to join our next meeting.

- **2018 Submission Calendar**

Mr. Zenner indicated that the staff had completed the submission calendar for the upcoming year and it appeared as though there would be no holiday conflicts with PZC meetings. He noted that as introduced in 2017, the meeting the week of Thanksgiving was cancel since the holiday falls directly on the second November meeting day. Mr. Zenner further noted that the 2018 submission deadlines will also be used for the Board of Adjustment cases; however, there are fewer submission dates on the BOA calendar since they only meet once a month.

Mr. Zenner asked that Commissioners review the calendar, plan accordingly for absences, and let him know of those absences as early as possible. Mr. Zenner concluded his remarks by indicating that the calendar would be posted shortly. There was limited discussion about the calendar content and Commissioners indicated they were satisfied with it as prepared.

- **2018 Smart Growth Participants**

There was discussion about what Commissioners would be going to the conference in February. Mr. Zenner noted that the Commission's travel budget would only permit one Commissioner to travel for four days and participate in both mobile tour opportunities. He noted that if two Commissioners were to travel they would need to leave very early the day of the conference and would be returning very late the day following the conference's conclusion. Travel was being arranged out of Columbia since the pricing was best.

Commissioner's Loe and MacMann indicated that leaving early wasn't an issue for them. Commissioner Loe noted that if she needed to arrange for lodging for one night to cut costs she would be willing to do that. Mr. Zenner noted that while such an alternative had been used in the past, due to the distance of this travel and other added costs it would be best to maintain the same itinerary to reduce the potential of travel approval hitting any snags. He indicated that now knowing who was going (Loe and MacMann) and on what days he could pull together the trip costs for approval.

Staff was asked to pull together a history of which Commissioners attended what conferences so next year's discussion on whose turn it was to go would be much simpler. Mr. Zenner indicated that he would see what could be pulled together.

- **Permitted and Conditional Use – Potential Amendments**

Mr. Zenner picked up discussion of the potential amendments to the permitted and conditional uses from where the last work session ended. The Commission discussed the uses from "Veterinary Hospital" through "Retail, General" and only desired to make one change. The change was to add a conditional use designation to "Self-service Storage Facilities" in the M-C zoning district. This change was made to be consistent with the text in the use specific standards that already required such a use to be approved by a conditional use when it exceeded 14-feet in height. The Commission ended its discussion regarding potential changes at the beginning of "Vehicle & Equipment" land use category.

ACTION(S) TAKEN: October 19, 2017, minutes were approval. No other votes were made. Motion was passed to send Commissioner's Loe and MacMann to the 2018 Smart Growth Conference for 3 days (February 1-February 4).

Meeting adjourned approximately 6:55 p.m.