

Planning and Zoning Commission Work Session Minutes
March 22, 2018
Conference Room 1-B - 1st Floor City Hall

ATTENDANCE:

Commission Members Present: Burns, Harder, MacMann, Russell, Rushing, Strodtman, Stanton
Commission Members Absent: Loe, Toohey
Staff: Bacon, Caldera, Palmer, Smith, Zenner
Guest(s): Dee Dokken

ADJUSTMENTS TO AGENDA: Added Discussion on Mayor's Task Force on Climate Action & Adaptation Planning

TOPICS DISCUSSED

New Business:

- **February 2018 Building Permit Report**

Mr. Zenner provided the February building permit reports to the Commissioners for information purposes. Mr. Strodtman commented generally on the reports. Mr. Zenner provided some information relating to permitting increases occurring within the month of March related to single-family development.

- **Comprehensive Plan 5-year Update Overview**

Mr. Zenner introduced the topic and indicated that Ms. Bacon would be the staff member responsible for coordinating the activities with the Commission. Ms. Bacon provided an overview of the why the 5 year update was required and how several of the implementation items identified within the Plan have been accomplished at this point. She stated the process of updating the plan would not likely result in a full re-write of sections, but more likely be an addendum to the current plan. Ms. Bacon stated that the full re-write was scheduled for the 10-year update and that the 5-year was really only a "check-in" on current progress. She also noted that some tabular information would need to be updated as well.

There was discussion on how additional plans completed or underway within the City could help to inform staff and the Commission on potential other changes need to be looked at as the update was considered. There was also discussion on how the issues of affordability and housing inclusion were minimally addressed within the current plan and that based on their recent discussions and community interest could play a significant role in the update as well as the future re-write.

Ms. Bacon noted that the next steps within the updating process would be to provide the Commission a timeline for update milestones and a public engagement plan. She noted that the public engagement component would likely be less significant than the initial process used when the plan was adopted, but there would still be one to allow the public to participate. The Commission acknowledged that the plan moving forward was appropriate and would provide structure to ensure that the update was completed in a timely manner.

- **FY 2019 CIP Preparation**

Mr. Zenner provided an overview of the upcoming CIP discussion and sought direction from the Commission if there was desire to have the CIP partners make presentations at the April 5 work session. Commissioners indicated that they would like the presentations. It was also recommended by Chairman Strodtman that the presenters also provide information on the "status" of their department operations as well as how the Commission's decisions impact those

operations. Mr. Zenner indicated that he would contact the CIP partners and let them know of the added presentation content. He further stated that final discussion on the CIP recommendations would be scheduled for the April 19 work session to meet the Finance Department's May 17 memo deadline.

- **Mayor's Task Force on Climate Action & Adaptation Planning**

Chairman Strodman indicated that he had received a request from the Mayor's Climate Action Task Force seeking comments from the Commission on their views of climate change in preparation for completion of a climate adaptation report that was just about to begin. He noted that the Task Force was seeking input prior to its kick-off meeting on May 22. Commissioners indicated an interest in having the discussion. Mr. Zenner noted he would schedule the topic to be discussed on the April 19 work session agenda; however, given the CIP recommendations discussion was also proposed for that agenda it was unclear if the Commissioner would get to that item. If not, the matter could be discussed on the May 10 work session agenda and still meet the Task Force's requested deadline. Commissioners were supportive of the proposed scheduling.

Old Business -

There were no Old Business items discussed.

ACTION(S) TAKEN: March 8, 2018, minutes were approved. No other votes or motions were made.

Meeting adjourned approximately 6:55 p.m.