

**Planning and Zoning Commission Work Session Minutes  
October 18, 2018  
Conference Room 1-B - 1<sup>st</sup> Floor City Hall**

**ATTENDANCE:**

Commission Members Present: Burns, Harder, MacMann, Russell, Stanton, Strodtman, Tooney

Commission Members Absent: Rushing

Staff: Bacon, Caldera, Palmer, Smith, Teddy, Zenner

Guest(s): None

**ADJUSTMENTS TO AGENDA:** None

**TOPICS DISCUSSED**

**New Business -**

- **September 2018 Building Permit Report**

Mr. Zenner provided the September building permit reports to the Commissioners for information purposes. Mr. Zenner commented on the limited number of new permits received for residential development. Several Commissioners commented that while there were declines in new residential activity there were increases in residential alterations/additions and commercial permits. There were no additional Commissioner questions or comments regarding the report.

- **5-year Comprehensive Plan Update – Implementation Table Adjustments**

Ms. Bacon provided an overview and displayed a PowerPoint presentation regarding this topic. Ms. Bacon indicated that the purpose of tonight's session was to review and evaluate the Plan's goals and objectives from page 93-94 of the Plan. She also recapped prior Commission discussion topics regarding the 5-year plan update noting that once the staff and Commission finished reviewing Plan contents she would be producing a report for the Council identifying Plan status and potential short and long-term revisions.

Ms. Bacon's presentation provided an overview how the implementation table was created from the original seven plan areas which were boiled down into 5 implementation areas. She recommended that the narratives associated with the plan areas should be updated to reflect current conditions/issues that have arose since the Plan's adoption in 2013. As her presentation continued she showed the criteria that were developed from the data collection process resulting in the 35 Goals and Objectives contained within the Plan.

Following a brief discussion relating to the 35 Goals and Objectives, Ms. Bacon asked the Commission to consider potential projects completed or items/issues that have impacted implementing the Plan within each of the five implementation areas. Discussion began with the "Livable & Sustainable Communities" goals and objectives. There was general Commission discussion regarding projects and/or issues that have impacted implementation of this Plan area. Ms. Bacon encouraged Commissioner's to think not only of projects that were completed by the Planning Division or Community Development, but also those within other departments. She noted that projects done by other departments do count toward the overall goal of implementing the Plan's contents.

Upon completing the discussion of this goal area, Ms. Bacon went on to explain the revisions that would need to be made to the on-line Plan Implementation Scorecard. She noted that several revisions were necessary to indicate proper status and that some changes were needed to adjust overall expectations on implementation of certain Plan goals and objectives. Ms. Bacon explained what adjustments were needed and discussed the potential for future items that may need to be added to the table based on changes in community priorities and issues since 2013. She identified the possible table additions within each implementation area in a "sandbox" category that the Commission and staff could consider at a later date.

Due to time constraints, Ms. Bacon was unable to move onto the remaining four implementation areas to complete her PowerPoint presentation. She thanked Commissioners for their participation this evening and noted that the discussion provided several valuable insights which would be helpful in preparing the report for Council. Mr. Zenner indicated that Ms. Bacon would complete her presentation on this topic at the next work session on November 8.

- **Election of Commission Officers**

Mr. Zenner indicated that it was the time of the year for the election of the Commission's Chair, Vice-Chair, and Secretary. He distributed the election ballots. Commissioner Loe was nominated for Chair, Commissioner Toohey was nominated for Vice-Chair, and Commissioner Burns was nominated for Secretary. No other nominations were made. Votes were cast and Commissioner Loe was unanimously (8-0) elected Chair, Commissioner Toohey was elected (6-2) Vice-Chair, and Commissioner Burns was unanimously (8-0) elected Secretary.

**ACTION(S) TAKEN:** October 4, 2018, minutes were approved. Election of Officers occurred as noted above with votes being cast as described. No other votes or motions were made.

Meeting adjourned approximately 6:55 p.m.