

**Planning and Zoning Commission Work Session Minutes
December 5, 2019
Conference Room 1-B - 1st Floor City Hall**

ATTENDANCE:

Commission Members Present: Burns, Carroll, Loe, MacMann, Rushing, Russell, Stanton

Commission Members Absent: Toohey, Strodman

Staff: Bacon, Smith, Caldera, Teddy, Zenner

TOPICS DISCUSSED

New Business –

- October 2019 Building Permit Report

Mr. Zenner reviewed the October 2019 Building Permit Report with the Commission. Overall building permit activity has increased. In January there would be a year's worth of data to compare month over month with the new software.

Old Business –

- Comprehensive Plan 5 year update 2019 Building Permit Report

Ms. Bacon and Mr. Zenner discussed the remaining milestones and activities for the Commission to accomplish with the five year update. There was discussion regarding the update of the USA (Urban Service Area) to take into account the utilities plan developed by the city, especially the Sewer Master Plan and Integrated Resources Plan. Commissioners indicated greater discussion on the City's growth policies may be involved in discussions about the USA. There was discussion on how the recommendations of the Infrastructure Task Force may be integrate into the discussion, and Mr. Teddy also gave an update on the status of the RFP for the Growth Impact Study. Mr. Teddy said the Council had discussed the Study at a work session and he would provide updates as he was able. There was additional discussion on the relationship between the CIP and the Comprehensive Plan and potential process improvements.

Ms. Bacon asked the Commission to send data, graphics and other information to include in the update report. The intent was to tell a story about how the Comprehensive Plan has been implemented to date, what was important to the community at present, and how the plan may address changes in the community goals and objectives at the full plan update in a few years. She provided graphics and maps she planned to include or update. There were suggestions to include comparison information with other communities and best practices on funding implementation of plans. Ms. Bacon would send an email with follow up information and a call for data.

Mr. Zenner briefly discussed the public engagement process. It would include engaging the City's boards and commissions and other stakeholder groups and at least two larger public meetings. He recapped successful engagement practices from the Comp Plan and other planning processes.

Staff appreciated the feedback and would continue to bring forward additional elements of the 5-year update for review and comment by Commissioners in upcoming work sessions.

ACTION(S) TAKEN: Motion made by Commissioner Burns, seconded by Commissioner MacMann to approve the agenda as submitted. Made motion by Commissioner MacMann, seconded by Commissioner Russell to approve the October 24 work session minutes as submitted. Meeting adjourned at approximately 6:50 p.m.