

**Planning and Zoning Commission Work Session Minutes**  
**December 19, 2019**  
**Conference Room 1-B - 1<sup>st</sup> Floor City Hall**

**ATTENDANCE:**

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

Commission Members Absent: None

Staff: Bacon, Smith, Caldera, Teddy, Zenner

**TOPICS DISCUSSED**

**New Business –**

- November 2019 Building Permit Report

Mr. Zenner reviewed the November 2019 Building Permit Report with the Commission. Overall, building permit activity has increased since the fiscal year began in October. IT staff has been working with Community Development Department staff to simplify the reporting for key data points to be displayed in a more accessible format per previous discussions of what the Commission would like to see. Mr. Zenner said 4 hotels were presently under consideration or in various stages of the approval process— one at the Columbia Mall, a second at Discovery Parkway, at Cherry and Hitt, and the expansion of Double Tree with a second tower on Broadway. This may contribute to the permitting numbers in 2020. Mr. Toohey described the real estate market. He would provide the numbers when available. Overall, the local sales numbers are up. There has been some stability in the local market, but sales are very closely aligned by lower interest rates. There was general discussion on what the city and local market actors can do to prepare for, or insulate against, future recession periods.

- Conditional Use Permit (CUP) Review Process

Mr. Zenner discussed the evaluation metrics for Conditional Use Permits (CUPs) as outlined by the UDC. There was discussion regarding the nature of the use regulations of CUPs, and what parts of a development project may be subject to the conditions of a CUP. There were questions regarding how and when a traffic study may be used for determination of the evaluation criteria. There was additional discussion on the role of the Comprehensive Plan, and what elements may also be included in the other various plans that fall under the Comprehensive Plan. Establishing criteria for supporting documentation for different types of CUPs was discussed, e.g. not all CUPs are going to require the same types of supporting documents or information. When, where, and how to require different types of information and how to use such information was discussed. There was also discussion on the need to utilize the six CUP review criteria and how answers to those questions may vary based upon the request at hand.

Commissioners and staff discussed the environment encouraging applicants to provide information for decision making. Staff said they make recommendations and work with the applicant in terms of providing supplemental information; in the case of CUPs staff encourages a letter or work sheet addressing each of the six evaluation criteria individually. Making a formal work sheet submittal a requirement may have benefits so that the staff, Commission, and Council have this information for their consideration. There was a discussion on how to advise applicants on which plans to meet.

Mr. Zenner also engaged the Commission in discussion related to the broader impact of the Comprehensive Plan update on how to handle differences among and within various plans. Commissioner Loe pointed out there were procedural options available to the Commission relating to CUP's. One option was to table cases for more time and to ask for more information. It was discussed that such an action may, at times, benefit the

Commission's decision making process and be beneficial to the application. Commissioner Loe specifically pointed out that the Code says the Commission may ask for a recommendation at the next meeting, table, etc.

Mr. Zenner said staff typically advises the applicants on the process, and if a proposal is not supportable, what the issues are. The goal was no surprises and to work as collaboratively as possible to work through issues. There was additional discussion on the ability to condition the CUP approval. Mr. Smith discussed his experience conditioning approvals, and best practices for conditioning approvals based upon site criteria. He described common conditions are elements such as substantial conformance with the site plan, hours of operation, etc. There was a desire by the Commission to have additional discussion with the traffic engineer about how and when a traffic study was beneficial and how it informed public improvements and site requirements.

- West Area Plan Update

Mr. Zenner gave an update on the West Area Plan. He said the County Commissioners have authorized their staff to work on a joint plan. A joint kick-off/meet & greet meeting with the County Planning and Zoning Commission is scheduled for the February 6 work session. In addition to the meet & greet staff would go over study area and the planning context.

Mr. Zenner noted that the planning area would be Hwy 40 on the north to Route K on the south, along the Perche Ridge on the east, and Route O/J on the west and would likely be broken into 3 subareas. The process would be similar to how the east area plan had been accomplished. They anticipated a follow up and data meeting March 5. Then the engagement process with the community would begin thereafter in April.

Mr. Zenner noted that prior to the February 6 work session the Commission would spend the January meetings discussing the Comp Plan update. They would invite Dave Sorrell from Utilities Dept. to attend as well.

**ACTION(S) TAKEN:** Motion made by Commissioner Burns, seconded by Commissioner Stanton to approve the agenda as submitted. Made motion by Commissioner Stanton, seconded by Commissioner Russell to approve the December 5 work session minutes as submitted. Meeting adjourned at approximately 6:59 p.m.