

**Planning and Zoning Commission Work Session Minutes  
June 18, 2020  
Conference Room 1A & 1B - 1<sup>st</sup> Floor City Hall**

**I. Call to Order**

- Commissioners Present - Tootie Burns, Valerie Carroll, Sara Loe, Michael MacMann, Joy Rushing, Lee Russell, Anthony Stanton, and Brian Toohey
- Staff Present – Bacon, Cantin, Kelley, McManus, Smith, and Zenner

**II. Introductions**

**III. Approval of Agenda**

- Meeting Agenda adopted as presented unanimously.

**IV. Approval of Minutes**

- 6/4 Meeting Minutes adopted as presented unanimously.

**V. New Business**

- **Comprehensive Plan Status Report**

Mr. Zenner introduced the topic by indicating that tonight’s meeting was to discuss the Comprehensive Plan Status Report. He noted that staff had produced a draft of the Status Report as well as draft surveys intended for review by the public, Boards and Commissions, and other stakeholders.

Ms. Bacon indicated that staff would like feedback on whether the draft report is consistent with the Commission’s vision for the final report. The Commission and staff discussed the role of the Status Report and its differences from the future comprehensive re-write/update of the Comprehensive Plan. Mr. Zenner stated that the purpose of this Status Report was to re-engage the public and identify/inform what specific changes may be required or incorporated into the future comprehensive update of the Comprehensive Plan. There was a brief discussion on how the final Status Report would be treated after its development. It was concluded that the final report would be reviewed and accepted rather than formally adopted by resolution or ordinance.

There was significant discussion regarding what the Status Report would or would not include. Commissioners emphasized that prioritization of existing goals and objectives should be addressed. Commission noted that without such a prioritization, it was possible that staff, Commissioners, and Council would not become informed on potential priorities that have changed since the Comprehensive Plan’s 2013 adoption.

There was additional discussion regarding the incorporation of references to the Comprehensive Plan “Report Card” and Implementation Table more often within the Status Report and using such elements as part of the surveys to assist respondents. As part of this

discussion it was clarified that the Commissioners were not seeking to have the report card or implementation table updated as such actions were viewed as being outside the scope of the Status Report. Staff noted that an update to the implementation table was planned to occur at the same time the comprehensive re-write of the Comprehensive Plan would occur in approximately 2022 when 2020 Census Data was available and based partially on survey results. The report card; however, would be updated to reflect significant accomplishments since 2013 and then comprehensively updated as part of the full re-write in 2022.

A potential timeline for the Status Report was discussed as well as the methods and timing of public input strategies given the ongoing pandemic. Staff and the Commission discussed the possibility of facilitating online informational sessions. The Commission noted that there was a need for simpler information regarding the Comprehensive Plan and Status Report.

Commission members voiced serious concerns about emerging issues locally and nationally relating to the COVID-19 pandemic, protests, and social inequity. Several Commissioners noted that opportunities to collect public input on these topics was necessary and should be reported-out as part of the Status Report. The input received could lead to changes in the future update of the Comprehensive Plan through incorporation of new strategies or goals specifically targeted at these issues. There was significant discussion relating to the challenges of obtaining input given the restrictions on gatherings due to the pandemic and how those limitations would impact the Status Report's timeline. The Commission emphasized that they'd like to capture real-time feedback and be transparent about issues they're addressing.

Staff stated that they would produce a 2-pager, or infographic, that would explain the purpose of the Comprehensive Plan and Status Report. Staff concluded that they would amend the draft surveys to address prioritization.

Staff indicated that given the limitations on Board and Commission meetings, the time of year, and the cycling of staff in and out on vacations it was anticipated that release of the Status Report and surveys would likely occur in August. This delay would permit staff to produce a clean draft of both the Status Report and the surveys with time allocated for the Commission's approval. This delay would further enhance the likelihood of more inclusive public comments given the summer vacation season will be coming to an end.

While Commissioners understood the necessity for the delay, several commented that action on obtaining feedback needed to occur as quickly as possible. Staff noted that they would endeavor to move as expeditiously as possible.

**VI. ADJOURNMENT**

- Meeting adjourned approximately 6:55 pm