

**Planning and Zoning Commission Work Session Minutes**  
**August 19, 2021**  
**Conference Room 1A & 1B - 1<sup>st</sup> Floor City Hall**

**I. Call to Order**

Commissioners Present – Stanton, Geuea-Jones, Loe, MacMann, Rushing, Burns, Placier, and Kimbell  
Commissioners Absent – Carroll  
Staff Present –Smith, Teddy, Zenner, Thompson, and Kelley

**II. Introductions**

**III. Approval of Agenda**

Meeting Agenda adopted as presented unanimously.

**IV. Approval of Minutes**

August 5, 2021 work session minutes adopted as presented unanimously.

**V. Old Business**

A. Status Report - Joint CEC and PZC meeting

Mr. Zenner had meet with the new Sustainability Manager Eric Hempel and members of his team to discuss onboarding their staff with plan review and opportunities for the PZC and CEC to work together on overlapping plan elements and work programs. There was a desire to “break bread” and understand each group’s areas of responsibility. They were coordinating an upcoming educational series with both groups to promote communication and cross-walking between their work plans. This was anticipated to occur in October and November pending the ability to meet due to COVID 19 protocols.

**VI. New Business**

A. Commission Training - Session One Application Types, Review Coordination, and Report Preparation

Mr. Zenner introduced the topic. He said they would do an informal question and answer session to help dive deeper into application types and the review process so that Commissioners could ask questions and have a better sense of how projects come in the door and what happens before they come before the Commission. He explained the concept review process, including who participates and the public notice process (postcards to neighboring properties). Concept reviews are considered “ripe” for six months in which an applicant may make application. He described the application types for concept reviews (plats, rezonings, etc.).

Upon questions, Mr. Zenner explained the fee and billing process and the CSS portal and how electronic distribution of files and comments were circulated between reviewers and the applicant. He said there were timing cycles associated with each application type in which staff would respond to an initial submittal within 10 business days and then every 5 business days staff and the applicant would recirculate until plans are approved.

Mr. Zenner said if staff was not likely to recommend approval, the reasons why were made known to the applicant during the process. The goal was to get to yes, but at times applicants do proceed without the support of the staff or ask for design adjustments, etc., from what is typically required per the UDC.

He noted the amount of staff time invested into each application was not fully covered by the fees collected which is unlike building permit fees collected which were tied to a certain percentage of the actual cost of review time.

Mr. Zenner described the details of the review process between reviewers and the applicants. He described the Council bill process for items that went straight to the Council (such as replats) and the process to send items to Council following the required review and recommendation by the Commission (such as rezonings).

Mr. Zenner presented an overview of the relationship between City and Boone County Planning. He described how working on co-area plans, such as the East Area Plan, worked, and the relationship of transportation planning via CATSO. He said projects were often jointly reviewed when their may be impacts within each other's jurisdictions as well. There was general discussion.

Mr. Zenner further explained that there were differences between the City's authority as a Charter City under state law, versus the County's authority as a non-charter jurisdiction. There was general discussion on how urban-style development proposals tend to go to the City due to need for infrastructure support. The relationship between developments on the border of the City's corporate boundary was discussed by the Commission. The desire for City sewer was the primary driver of annexation requests.

Mr. Zenner described how reports were prepared by the staff, and the considerations and analysis that went into them. He described the Planning Commission vs. Council report process and the timing of each relative to one another, and the general every other week preparation cycle. He discussed the current volume of projects and typical volume of requests. He said case volumes were the highest in 2020-2021 then they had ever been. There was general discussion on why this might be occurring relative to other national development and growth trends and the pandemic's impact.

Mr. Zenner thanked the Commission for their attention and noted staff would bring back additional training topics, including Sunshine Law and FOIA (Freedom of Information Act) in the coming month in addition to the planned joint training with the CEC later in the fall.

## **VII. ADJOURNMENT**

Meeting adjourned approximately 6:55 pm

### **ACTION(S) TAKEN:**

Motion made by Commissioner Geuea-Jones, seconded by Commissioner MacMann, to approve the agenda as submitted. Motion passed unanimously. Made motion by Commissioner MacMann, seconded by Commissioner Geuea-Jones, to approve the August 5, 2021 work session minutes as presented. Motion passed unanimously (Burns abstained due to August 5 absence).