



City of Columbia, Missouri

Meeting Minutes

Planning and Zoning Commission

Thursday, November 7, 2019
5:30 PM

Work Session

Conference Room 1-B
Columbia City Hall
701 E. Broadway

I. CALL TO ORDER

Present: 8 - Tootie Burns, Sara Loe, Joy Rushing, Lee Russell, Anthony Stanton, Rusty Strodman, Michael MacMann and Valerie Carroll

Unexcused: 1 - Brian Toohey

II. INTRODUCTIONS

III. APPROVAL OF AGENDA

Approved agenda without modification

Move to approve agenda as submitted

IV. APPROVAL OF MINUTES

October 24, 2019 Work Session

Attachments: [Work Session Minutes](#)

Approve October 24, 2019 minutes without modification

Move to approve minutes as presented

V. NEW BUSINESS

A. 2020 Submission Calendar and Application Deadlines

Attachments: [Staff Report to Planning and Zoning Commission](#)
[2020 Submission Calendar and Application Deadlines](#)

Mr. Zenner reviewed the Submission and Application Calendar for 2020 with the Commission. There would not be a regular meeting on December 24 due to the Christmas Eve holiday. He said the calendar would be posted on the website following the work session tonight. There was limited discussion. Commissioners would advise Ms. Loe and Mr. Zenner of anticipated absences.

B. PZC Member Attendance and Public Comments

Ms. Loe and Mr. Zenner advised the Commission of the attendance policies for excused and unexcused absences in the as stated with in the City Code and their By-Laws. The City policy was automatic forfeiture of their position after five total excused absences or three unexcused. There was discussion of resetting the calendar after the May meetings to start a clean record. There was discussion on issues of having a tight quorum when delays in appointments of new

Commissioners occurred. Commissioners would continue to work to let Mr. Zenner and Ms. Loe know of absences ahead of time and to schedule around the known calendar of meetings, acknowledging that life events such as illness sometimes couldn't be avoided.

Ms. Loe discussed the purpose of public comments and asked that Commissioners avoid discussion during public comments, wait to be acknowledged to speak, and let each Commissioner have a turn to speak before speaking again. She said the public was allotted three uninterrupted minutes and that the Commission would continue to generally adhere to Robert's Rules of Order.

VI. OLD BUSINESS

A. 5-year Comprehensive Plan Update - Follow up/Re-engagement

Attachments: [Staff Report to Planning and Zoning Commission](#)
[Adopted City Plans post-Columbia Imagined adoption](#)
[Columbia Imagined & Climate Action Plan Crosswalk](#)

Ms. Bacon discussed the remaining tasks for the 5-year Comprehensive Plan update. She said after engaging in a variety of time-sensitive topics at its work sessions the past ten months (including but not limited to medical marijuana, short term rentals, and the Business Loop CID and Rock Quarry Stakeholder plans), the Commission is now able to return its attention to reviewing the plan's implementation to-date.

She said the Commission and staff would ultimately produce a status report for review and comment by stakeholders, the public, and the City Council as described within the implementation chapter of the plan (Chapter 5). The status report will identify areas by which the plan has been successfully implemented, elements where additional attention is needed, and indicators and elements to consider in the next full plan update. She said the full plan update would begin after the data from the 2020 Census becomes available in 2022. Mr. Zenner described the Census data release process, and how the data was used in the plan. He also briefly visited with the Commission about the upcoming West Area Plan and how it would fit into the Comprehensive Plan updating process.

There was general discussion by the Commission on how the plan was used by the Commission and the Council, and the plans the Commission had reviewed since plan adoption, including most recently the Business Loop CID and Rock Quarry Stakeholder Report prepared by other groups, and the West Central Columbia Neighborhood Action Plan developed with oversight by the Commission and staff.

Ms. Bacon indicated that purpose of tonight's meeting was to discuss how the Commission thought the status report should identify areas of opportunity and alignment with other plans to ensure not only the Comprehensive Plan was successful implementation, but the other plans could be as well. She said the Commission was roughly half-way through the review process that had been outlined previously.

She distributed information compiled this past summer by a departmental intern regarding the other City plans adopted since 2014. She noted that the Commission's feedback was sought on how to highlight each of the plan's proposed implementation strategies against those of the Comprehensive Plan as well as how or to what extent there was a need to provide analysis on areas where plans "cross-walk".

Ms. Bacon also asked for feedback from the Commission regarding their desire to include a discussion of conflicts or "tensions" between goals and objectives in Columbia Imagined and intra/inter city plans. She said in the future they would continue with a more in-depth discussion on the topic of the Urban Service Area (USA) and how it is and should be used. She noted that such a discussion would need to involve Utility Department staff and their master plan for potential updates. Ms. Bacon further noted that the Commission would also need to discuss and produce updated maps and charts, identify key topics to be considered as part of the full plan that would address changes in the community, technology, environment and economy as well as Council's strategic planning, and also engage stakeholders.

There was general discussion on how to move forward with the discussion of the role and update of the USA and to include information on tensions and areas the full plan would need to dive into more deeply. There was a suggestion to look at the boards and commissions, in addition to plans adopted, formed or reorganized since the Comprehensive Plan adoption as a metric for the concerns and interests of the Community and Council as boards, commissions, and task forces were a tool used broadly by the Council.

Staff agreed this would be a helpful framework to guide where the community has been and is going and how the Comprehensive Plan worked with the broader goals and objectives of citizens, stakeholders and the Council. Staff appreciated the feedback and would continue to bring forward additional elements of the 5-year update for review and guidance by the Commission in upcoming work sessions.

VII. NEXT MEETING DATE - December 5, 2019 @ 5:30 pm (tentative)

VIII. ADJOURNMENT

Meeting adjourned at approximately 6:50 pm

Move to adjourn