



# City of Columbia, Missouri

## Meeting Minutes

### Planning and Zoning Commission

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Thursday, April 6, 2017  
5:30 PM

Work Session

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

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#### I. CALL TO ORDER

**Present:** 8 - Tootie Burns, Sara Loe, Joy Rushing, Lee Russell, Anthony Stanton, Rusty Strodtman, Brian Toohey and Michael MacMann  
**Absent:** 1 - Dan Harder

#### II. APPROVAL OF AGENDA

Agenda approved without modification

#### III. APPROVAL OF MINUTES

March 23 work session minutes approved without modification.

#### IV. NEW BUSINESS

##### A. 2016-2019 City Strategic Plan Update

Mr. Zenner introduced the topic and Ms. Christian. Mr. Zenner explained that the purpose of providing an update on the Strategic Plan was two-fold. First to inform the Commission on what neighborhood planning efforts were ongoing and second to make the Commission aware of some CIP-related items that had come up in several of the neighborhood meetings that could be influenced by the Commission's upcoming review of the FY 2018 CIP. Mr. Zenner noted that he would explain the interconnection of the Strategic Plan and the CIP in greater detail later in the work session or possibly after the Commission's regular business meeting.

Ms. Christian gave an overview of the Strategic Plan and how the 3 neighborhood areas were chosen. She began by explaining the issues identified in the North neighborhood and that one was potentially directly influenced by a potential CIP project that would connect one area of the neighborhood to Auburn Hills Park. There was Commission concern about the potential of reprioritizing already funded projects in place of projects that were identified as part of the neighborhood engagement meetings. Mr. Zenner explained that it was not staff's intent to influence the Commission's recommendation on the CIP project list, but to inform them of potential opportunities to meet the Strategic Plan objectives by moving worthy capital projects around or have projects added to the CIP.

Ms. Christian proceeded in her presentation and gave a similar overview of the Central Neighborhood and noted that there was a meeting this evening that she would attend to gain a better understanding of their issues. She noted that the Central neighborhood was most likely ripe for a land use plan. Mr. Zenner noted that this was intended once the West Central Plan was completed; however, was

not actively pursued due to the Strategic Plan process and the desire to potentially piggy-back on the Strategic Plan verses competing with it.

Ms. Christian completed her presentation by noting that there was a third neighborhood area in the East near Indian Hills Park; however, since no neighborhood meetings had been organized there was little information to share. She further noted that since this area was relatively new there may be limited value in preparing a neighborhood plan.

The Commission thanked Ms. Christian for the update and had general discussion about the challenges of reallocating already allotted resources for projects that were in the CIP. Several Commissioners pointed to existing projects that had been in the pipeline for several years and were finally getting to the point of being started. Using the findings from the Strategic Plan as a basis for recommending reprioritization of certain projects into the three Priority Areas was not universally seen as a good idea. Commissioners; however, did acknowledge that looking for ways to better align and allocate resources to meet broader community-wide objectives was a worthwhile exercise and understood the value of such actions not only as it relates to the Strategic Plan, but also in implementing the Comprehensive Plan's goals and objectives.

## **B. Public Meeting & Sunshine Law Training**

Mr. Zenner introduced the topic and turned the meeting over to Mr. Caldera for a presentation. Mr. Caldera went through a PowerPoint presentation based on the Sunshine Law and how it impacts that Commission's meeting procedures. He noted that the PZC's process for conducting meetings was well managed and that there were not observable concerns or violations of the Sunshine Process - he used several examples of current Commission practices to illustrate that point.

He noted that the Commission should refrain from getting together outside of the official meeting times or at off-site locations to discuss pending matters. He also advised that Commission "work groups or subcommittees" could be considered subject to the Open Meetings requirements. Mr. Caldera noted that if the Commission desired to get together for a social function and a quorum was present that would be permissible provided no business was conducted.

Mr. Caldera explained the process for closing a public meeting and what steps needed to occur to do so and what could happen when in closed session. He noted that of the 22 different reasons a closed session could be held none really applied to the Commission - as such the Commission would likely never be in a closed session.

Mr. Caldera indicated that the purpose of reviewing the public meeting rules was to ensure that individual Commissioners were protected from legal actions as well as the City. He noted that if a Commissioner were to "reply all" to an email it should have Mr. Zenner CC'd to ensure that Mr. Zenner was maintaining the public record of a discussion. If Mr. Zenner were not CC'd individual Commissioner e-mail accounts would be subject to sunshine requests. He reiterated that a "reply all" response sharing ones thoughts with other members regarding a pending matter

would be considered a meeting and that was a violation of not only the public meetings requirements, but also the City's requirement that all boards and commissions meet in person.

There was general Commission discussion on the presentation and a number of specific questions asked. Mr. Caldera responded to the group and was asked to provide the PowerPoint so members to become more familiar with the materials. Mr. Caldera indicated the presentation could be provided. Mr. Zenner indicated he would distribute prior to the next meeting.

### **C. FY 2018 Capital Improvement Plan - General Overview**

Mr. Zenner noted that this discussion would occur at the end of the Commission's regular business meeting due.

#### **Discussion from end of April 6, 2017 Planning Commission meeting -**

And as I had indicated at the beginning of the meeting, we had an Item C that was on work session agenda that I mentioned during the opening of our work session dealing with the 2018 Capital Improvement Plan and the general overview of that document. If you have not clicked on the link that was on the online agenda that takes you to the staff report, within the staff report is the link -- the electronic link to the Capital Improvement Plan for FY2018.

As we discussed in work session this evening with Item A, which was talking about our 2016 through 2019 Strategic Plan, there were several connections that were made between possible capital improvement projects within the three strategic plan areas that are identified within the CIP that may be worthy of consideration as we hear reports from our standard bearers of CIP information. Our Public Works Department which will cover street, and Public Works related improvements. We will have our Utilities Department present, which covers our water, our electric, our sewer. And then we ask that our Parks and Recreation staff also attend to provide an overview of their projects within the CIP, as well as what they have in the pipeline. Parks and Recreation, obviously, is always the highlight of these meetings given with the park sales tax and other things that they have in the pipeline for improvement, and many of those projects actually will be forthcoming to the Commission here this year as it relates to some capital improvement sales tax projects that we have done concept reviews on. Our -- our Public Works staff may be able to help provide some analysis as it relates to street and sidewalk projects.

As Ms. Christian conveyed this evening tonight in work session as related to the capital -- the Strategic Plan, some of those projects may be in the year within the CIP plan that may need to be considered as possible adjustments given trying to facilitate goals and objectives of the strategic planning process, but that, again, the information was presented this evening for you -- for your knowledge and for your consideration as a way of being able to tie our community needs to our capital budgeting process itself. And then, likewise, we'll have our Water and Light and our Utilities staff, which deal with our storm water and our sanitary sewer side of City operations available to present what their projects are as it relates to the

utility needs for the City and how those capital projects may influence future development and growth within particular locations within the community.

As we have previously discussed with the Commission year to year when we do these meetings on the Capital Improvement Program, they are required under the statutory requirements of the Planning and Zoning Commission and under City Code. It is your responsibility to provide a recommendation to City Council as it relates to the CIP. In meeting that requirement, we have been asked by our finance department in preparation for the Council's budget retreat, which will be in May, to ensure that the actual comments of the Commission are received by our finance department by May 12th, meaning that at the May 4th work session, a formulation of the recommendation of the Commission based upon your consideration of the presentations by our three departments, as well as your personal review of the Code, of the CIP, we'll need to formulate into a memorandum format that I then can forward to the finance department on behalf of the Commission by the 12th, which is the Friday following your May 4 meeting. Unless you have any additional direction that you would like or any additional department that you would like me to ask to attend the April 20th meeting, I will proceed as I have in prior years and invite our standard folks from each of the respective departments to give presentation.

#### **V. NEXT MEETING DATE - April 20, 2017 @ 5:30 pm (tentative)**

#### **VI. ADJOURNMENT**

Motion to adjourn at 6:55 pm

Members of the public may attend any open meeting. For requests for accommodations related to disability, please call 573-874-7214. In order to assist staff in making the appropriate arrangements for your accommodation, please make your request as far in advance of the posted meeting date as possible.