



# City of Columbia, Missouri

## Meeting Minutes

### Planning and Zoning Commission

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Thursday, September 7, 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:** 9 - Tootie Burns, Dan Harder, Sara Loe, Joy Rushing, Lee Russell, Anthony Stanton, Rusty Strodtman, Brian Toohey and Michael MacMann

#### II. APPROVAL OF AGENDA

Meeting agenda approved without modification

#### III. APPROVAL OF MINUTES

August 24, 2017 minutes approved without modification

#### IV. NEW BUSINESS

##### A. PZC Rules of Procedure - Proposed Amendments

Mr. Zenner introduced the topic and gave an overview of the excepted/potential outcome of the meeting. He noted that to effectuate any changes to the rules there would need to be official Planning Commission action that was then approved by City Council. Approval by City Council was a requirement of the new UDC. Mr. Zenner distributed a copy of the current rules of procedure and referred to the materials that were provided within the work session packet, which were prepared by Commissioner Rushing, noting that staff was not responsible for its content and that such materials could be used as a starting point for this evening's discussion. He did note that Mr. Caldera had reviewed the materials and may have comments to offer.

There was general Commission discussion regarding the current rules of procedure contents. Several Commissioners noted that provisions within the current rules were not adhered to in the conduct of meeting and it also appeared that the process in making motions did not follow Robert's Rule of Order. Mr. Zenner noted that if the Commission desired to amend the current rules to follow existing practice such amendments could be proposed. There was discussion about the need to follow Robert's Rules of Order related to the making of motions. Mr. Zenner indicated that the Commission did not follow Robert's Rules of Order generally. After some discussion, the Commissioners agreed that the procedure they were following for making motions was acceptable and closely mirrored Robert's Rules of Order.

Mr. Zenner recommended that the Commission focus its attention onto the materials prepared by Commissioner Rushing to determine if there were any potential changes to their rules that would address the primary reason for having

the current discussion. He noted that if the Commissioners identified particular provisions of interest they could be identified and a modified version of the handout could be prepared for future discussion. The Commission began discussion on the topic areas. There was robust discussion on the topic of communicating with the public on matters that were before the Commission. Commissioners used several examples of possible communication scenarios and staff responded as to how it would recommend approaching them.

Mr. Caldera emphasized the need for Commissioners to be able to make decisions with impartiality. He noted that his advice was provided to protect not only the City, but also individual Commissioners since they are rendering recommendations that involve property rights. While the Commission's decisions are not final, he noted, it is extremely important that they be viewed as impartial to the public. There was significant additional discussion on how this advice could be put into practice given each of the Commissioners is also a general citizen that has daily contact with some of the individuals making application to the Commission for consideration.

There was additional discussion regarding Commissioners attending publicly advertised future planning case meetings. The outcome of such discussion was that Commissioners could attend such meetings since they are open to the public, but that such attendance could be perceived as being inappropriate due to its potential to bias future decision-making. Several Commissioners just recommended not engaging in such activities to avoid the appearance of impropriety.

Chairman Strodtman indicated he had reviewed what Commissioner Rushing had prepared and for the most part felt that the provisions were good. He indicated that he had some items that he'd like to have additional clarification on and felt that it may be best to provide those to Mr. Zenner so he and Mr. Caldera could review the items and report back to the Commission. Chairman Strodtman recommended that if other Commissioners had similar questions it would be best to follow the same process.

Mr. Zenner indicated that upon receipt of these comments he and Mr. Caldera could get together and review the items and possibly prepare a document for the Commission to respond to. Mr. Zenner noted that to have adequate time for such an evaluation this item would not re-appear on the Commission's agenda until the second meeting in October. Commissioners supported this approach to moving forward on the proposed amendments.

## **V. NEXT MEETING DATE - September 21, 2017 @ 7 PM (tentative)**

## **VI. ADJOURNMENT**

Meeting adjourned at approximately 6:55 pm

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