

Planning and Zoning Commission Work Session Minutes  
January 23, 2014  
Conference Room 1-B - 1<sup>st</sup> Floor City Hall

**ATTENDANCE:**

Commission Members Present: Burns, Lee, Puri, Reichlin, Stanton, Strodman, Tillotson,  
Commission Members Absent: Loe, Wheeler  
Staff: Teddy, Zenner  
Guests: None

**ADJUSTMENTS TO AGENDA:**

None

**TOPICS DISCUSSED – New Business:**

- **ADU Public Engagement**

Mr. Zenner gave an update on the public outreach for the ADU amendment. He noted that on January 15 Mr. MacIntyre held the first presentation and that approximately 25-30 individuals attended. General comments were provided by those in attendance and there was concern expressed that the proposal was just a way to allow additional student housing.

Several individuals from the East Campus neighborhood were there and believed the proposal would further over-burden the existing infrastructure. There were questions raised that the R-3 district could allow three single-family homes on a 7,500 sq. ft. lot. Mr. Zenner reported that Mr. MacIntyre suggested that potentially eliminating the R-3 option for ADU's on 5000 sq. ft. lots was a possibility. Doing so would eliminate roughly 100 total R-3 lots that would be made eligible if the ordinance were past.

Mr. Zenner noted that while this suggestion was made during the meeting, those in attendance still had concerns. Mr. Zenner indicated the public was generally receptive to the proposal but additional discussion would be needed before a clear position could be observed. He stated that staff was surprised that there was limited representation from the West Ash Neighborhood. He said that hopefully this issue would be addressed at the next public meeting scheduled for January 29.

- **Development Codes Revision – Update on Kick-off Meeting**

Mr. Teddy gave an update on the program for the upcoming Codes Revision meeting for January 28. He noted that the consultants would be in town all day on January 28 and the morning of January 29. He distributed a series of questions that the consultants were going to provide to the Council to engage them in their initial analysis and fact finding. Mr. Teddy indicated that just prior to coming to the work session Mary Madden asked that one additional question be added to the list. It dealt with what level of compliance with the prior downtown planning documents were desired. This question was added to gauge what type of form-based standards may be applicable.

Mr. Teddy sought input from the Commission about how they would like to share their input on meeting with consultant. He suggested the Commission could meet in a group or one-on-one with the consultants if they desired. He asked Commissions to contact him with their availability. If such meetings were not possible meeting prior to the public meeting was a possibility. Mr. Teddy indicated the evening meeting on January 28 was schedule at 6:30 pm in the Council Chambers.

Chairman Puri suggested that the Commissioners provide written comments by January 27 to him. Upon receipt he indicated that he would forward them to staff to summarize and forward to the consultants. The Commissioners agreed with that suggestion and indicated that they would provide comments, if any, as requested. Several Commissioners indicated that they planned on attending the meeting and would likely discussion issues with the consultants directly.

- **2014 Work Session Topics and Work Program**

Mr. Zenner distributed the proposed work plan topics and gantt chart for 2014. He explained the methodology behind identifying the potential topics and how they were directly pulled from the implementation table of Columbia Imagined. Mr. Zenner indicated that the proposed work program may include more topics than can potentially be completed by the Commission in a single year; however, felt that was not a problem. He noted that the program was only a guide for Commission activities and did not take into account the work the Commission would be engaged in on the Code Amendment project or possible Council requests that would take precedent over work program topics.

Mr. Zenner indicated that the gantt chart took into account the Commission's prior discussion relating to changing the work session calendar. He noted that if the total number of meetings were reduce it would allow staff the opportunity to prepare better materials so work session discussions were productive. Mr. Zenner noted; however, that since the work session calendar is already published it may be best if no changes to the published schedule are made rather meeting cancelations are determined by the Chairman and staff based on work product availability.

The Commission had discussion on this point and tended to agree that meetings should be canceled on a case-by-case basis. Commissioners acknowledged that some work topics may require more meetings to ensure adequate vetting of the issues was achieved and that trying to pack a significant amount of information into a reduced number of meetings could present a different set of issues.

Chairman Puri thanked Mr. Zenner for preparing the list of possible topics and opened the discussion to the Commission. He began by making suggested changes to the gantt chart he felt would allow expediting of certain issues which could be useful to the code project consultants. He further felt the changes acknowledged the difficulty of obtaining quorum in the summer months.

It was his belief that several of the "low-hanging" projects on the topics list could be address faster than shown and that other projects should get an earlier start such as the analysis of the public engagement process for development applications and developing a process for assessing infrastructure cost allocation due to their importance in the issues the Commission dealt with. Chairman Puri indicted he liked the proposed schedule for the neighborhood planning topics. General Commission discussion following Chairman Puri's suggested changes. The Commissioners agreed with the proposed changes to the gantt chart

Mr. Zenner requested confirmation that it was the Commission's desire to keep the current work session calendar in place and that the topics suggested were acceptable. The Commission indicated that both were. Mr. Zenner indicated that he would discuss the proposed rearrangement of the gantt chart projects and assign the topics/issues to specific staff prior to the next work session meeting.

**ACTION(S) TAKEN:** The January 9, 2014 minutes were approved. Chairman Puri introduced the newest Commissioner Mrs. Tootie Burns. Mrs. Burns introduced herself and each Commission did the same. No other votes or motions were made.

Meeting adjourned approximately 6:50 p.m.