

MINUTES OF THE PLANNING AND ZONING COMMISSION
Workshop/Training Meeting

DATE: May 15, 2014

TIME: 6:30 pm

The regular meeting and public hearing of the Planning and Zoning Commission was held on the above date and time in City Council Chambers, third floor of City Hall with the following members present: Matt Edwards (Chair) Tom Baird (Vice-Chair), Jim Hansen, Shelby Lawhon, Jason Ray, Phil Young, Gabrielle White, Melissa Cox, and David Shuler. Staff in attendance: Ralph Rognstad, Director of Planning, Bob Hosmer, Principal Planner; Sarah Kerner, City Attorney; Sandy Goddard, Administrative Assistant. Absent: None

OTHER BUSINESS:

1. Planning and Zoning Conflict of Interest and Rules of Procedure
Assistant City Attorney

Ms. Sarah Kerner passed out the Ethics Manual and a Roberts Rules of Order covering what to do and say by order of priority and reviewed the Planning and Zoning Rules, Section 6. She mentioned ethical considerations of contracts and personal interests relaying the importance of avoiding the appearance of bias and conflict and citing confidentially in all issues. Commission was reminded that its own rules require recusal if there is "some" financial interest in the item. The person should leave the room during the hearing and the vote. Members were encouraged not to discuss zoning issues with the public outside of the meeting and were urged to call the city attorney with questions or clarifications.

- II. Field Guide 2030 and Conceptual Development Map Review
Bob Hosmer, AICP, Principal Planner

Mr. Hosmer reviewed Field Guide 2030 recently adopted by City Council, stating it is a community strategic plan, not to take the place of the Comprehensive Plan and Vision 20/20, but to supplement it. It addresses four priorities or themes comprising thirteen chapters; Civic Engagement, Sustainability, Regionalism, and minimizing poverty. The City will review the plan in increments, every five (5) years, to review if goals have or are being met and to set new priorities.

Mr. Edwards, who participated in the preparation of the Field Guide 2030 stated that someone will be grading the progress and reporting back on each chapter. Some of the goals are realistic and some are broad, but there is a time frame for each goal.

Mr. Hosmer noted that future Planning staff reports will start addressing the specific objectives of the plan in zoning cases.

Mr. Hosmer reviewed the Conceptual Development Map, intending to illustrate how the Priority Development Review Policies can impact the physical development of the city and existing Urban Service Area. Mr. Hosmer noted when reviewing development applications, staff places priority on the following

policies from adopted plans; Protecting existing neighborhoods; encouraging increased intensity of development in activity centers and along urban corridors as well as mixed-use development; development that facilitates multi-modal transportation choices and reuse of existing building and redevelopment of existing areas; development that contributes to a self-reliant, local economy and development of the City's green network.

Mr. Hosmer reviewed the proposed Planning and Zoning Commission Annual Report, noting the report can serve one or more of the following six functions: (1) provide an accounting to the public, (2) generate support for the planning program, (3) educate the reader concerning the purposes and procedures of planning, (4) provide public recognition to those who have contributed to the program, (5) serve as a quasi-planning document, and (6) provide a mechanism that forces the agency to evaluate its performance periodically. Mr. Hosmer reviewed the Key Performance Indicators, stating each are a measurement standard for comparisons and measures the outcome relating to the Comprehensive Plan's vision and goals. This would provide annual comparisons on land uses and zoning uses and determine if there is a good balance; if we are meeting the needs of the community and if we are meeting the requirements of the Comprehensive Plan and Vision 20/20. Mr. Hosmer asked for Commission's input on providing this on a yearly basis.

Commission members noted the report is a good idea and a suggestion was made to put the information on-line so that the public can see where development is occurring.

III. Route 66 and Moon City
Ralph Rognstad, Director, Planning Department

Mr. Rognstad reviewed the College Street Corridor Plan, also known as Route 66. Mr. Rognstad gave an outline of the development and the layout of the location stating it would be a mixed-use, live/work district that can accommodate a variety of residential and commercial uses. Mr. Rognstad described the planned conceptual design, located alongside Springfield's College Street between Fort and Broadway, describing the proposed Gateway and the roadside park and the proposed structures that would be in the park noting a groundbreaking ceremony taking place on Thursday, May 22, 2014.

Mr. Rognstad reviewed the Moon City Creative District as this is intended to be used in combination with any residential zoning district that permits single-family, duplex, townhouse or other types of dwelling units where the work area can be established on the first or main floor.

There being no further business, the meeting was adjourned at approximately 8:41 p.m.

A handwritten signature in black ink, appearing to read 'Bob Hosmer', with a long horizontal line extending to the right.

Bob Hosmer, AICP
Principal Planner