

City Planning Commission Operational Meeting

The City Planning Commission Operational Meeting, which included the City Planning Commissioners and CPC Staff, was held on August 8, 2023, in Conference Room A on the 7th floor of City Hall.

Attendance:

Present:	Absent:
Dasjon Jordan	Nomita Gupta
Dianne Alexander	Jonathan Stewart
Kelly Brown	
Lorey Flick	
Kathleen Lunn	
Robert Steeg	
Katie Witry	

At 11:45 PM Commissioner Flick called the meeting to order. A motion was made by Commissioner Steeg and was seconded by Commissioner Alexander to approve the minutes from the July 11, 2023 meeting.

Ayes:	Nays:
Dianne Alexander	none
Kelly Brown	
Lorey Flick	
Kathleen Lunn	
Robert Steeg	

REPORT FROM EXECUTIVE DIRECTOR

Director Rivers discussed CPC's ongoing staffing issues and how it affects the type of work CPC is able to accomplish – namely, staff focuses almost entirely on regulatory work rather than being able to focus much time on urban planning. A discussion was had on how to alleviate the regulatory burden from staff and get them to focus on other work such as planning studies and the Master Plan. Several temps have been hired to assist with the anticipated influx of STR Exception applications that should begin to arrive after the City's STR lottery which takes place on August 14, 2023, and the following lotteries which take place in October and December. Although the temps are only hired for six months, it is possible they may be able to assist with other types of regulatory work besides STR applications.

However, since these are temporary workers, this is not a permanent solution. Commissioner Lunn suggested we address the discrepancy between the CPC Mission Statement and what CPC is currently doing. Director Rivers noted that the Master Plan is an item of some importance mentioned in the City Charter, and currently is only being updated every few years which is detrimental to the City's economic development. The Commission could decide to add amendments more often if they choose to prioritize that work.

Commissioner Lunn noted that an ongoing dialogue between CPC Staff and the Commission would be needed in order to accomplish this goal.

Commissioner Brown says Commissioners could make Master Plan suggestions during any meeting the Commission has, which would require a Neighborhood or District Planning Meeting with the public in order to move forward.

Commissioner Lunn suggested a rule that specifies a certain amount of staff time be spent on Urban Planning activities.

Director Rivers suggested that CPC lower the burden of regulatory work on staff by shortening the length of staff reports, which currently take up a lot of planner work hours, or reducing the number of items that must go to the Commission and allow some administrative reviews and approval. He noted that this would require a method by which it is ensured that the Commission retains oversight over regulatory decision making.

Report from Chair

None

Report from Committees

None

Additional Items

Commissioner Witry put forward several possible dates for the Annual Retreat to be held at City Park. The Commission chose September 8, 2023, from 10 am – 3 pm. Lunch and chairs will need to be brought in by CPC.

Executive Session

An Executive session was called to discuss the Staff Evaluations of Deputy Director Larry Massey Jr. and Executive Director Robert Rivers. Following this discussion, the Commission discussed Robert Rivers’ personnel evaluation.

Motion was made to adjourn by Commissioner Steeg, seconded by Commissioner Alexander.

Ayes:	Nays:
Dasjon Jordan	none
Dianne Alexander	
Kelly Brown	
Lorey Flick	
Kathleen Lunn	
Robert Steeg	
Jonathan Stewart	
Katie Witry	

Meeting Adjourned at 1:35 PM