



**MINUTES**

**DEVELOPMENT COMMITTEE**

Village Green Municipal Building  
Council Chambers  
47 Hall Street  
**October 5, 2021**  
**6:30 p.m.**

The meeting began at 6:30 p.m. Those present included:

**Committee Members:** Brian Lorenz, Chairman; Heather Karr & Melissa Riggins, Councilmembers; Andrew White, City Manager; Jeffrey Tyler, Assistant City Manager/Community Development Director; Claudia Husak, Planning Director; and David Lester, Citizen Representative.

**Staff/Others:** Chris Huber, City Engineer; Elise Schellin, Development Planner; and other interested parties.

**Approval of the Minutes:** David Lester moved to approve the minutes of August 10, 2021, and Heather Karr seconded. Voice vote on approval: all ayes; nays, none; an abstention, none.

MOTION PASSED 3-0

David Lester moved to approve the minutes of September 7, 2021, and Heather Karr seconded. Voice vote on approval: all ayes; nays, none; an abstention, none.

MOTION PASSED 3-0

**Today's Business:**

a. **Sidewalk Assessment Program Proposal:**

Mr. Tyler introduced the project and reviewed the memo and read the language of the proposed legislation.

**Committee Comment:**

The committee was generally in agreement with the direction of the proposal. Mr. Lorenz asked Mr. Tyler to make the corrections to the language of the legislation and send it back to the Committee for their review and approval prior to sending it to City Council.

**ACTION PLAN:** The Committee requested that staff revise the language and provide it to the Committee for their review prior to putting it on the Council's Agenda for their adoption.

b. **Transfer Money to the Powell CIC:**

Mr. White discussed this was part of the variables of the 2022 Budget.

**Committee Comment:**

Mr. Lorenz agreed and commended staff on their efforts in getting this item pushed through.

**ACTION PLAN:** The Committee agreed unanimously with Councilman Lorenz

**Pending Business:**

• **Small Cells in R-O-W Ordinance/R-O-W Ordinance**

Mr. White that in general, he stated there was a holistic path they are taking on both the Right of Ways and Wellness Center and that they were not quite ready to discuss these topics. The Capital Improvement Program that would be considered later on in the month, will be very informative on what directions are taken. He added that one item staff wished to discuss was an overall information technology strategy. Mr. Tyler added that we have been looking at our existing IT contract and looking at future needs within the City organization, and also with our Boards and Commissions, about equipment, IPads, going electronic, etc. Further he stated the existing

contract does not account for a lot of that type of activity, especially in a planning phase, and from a strategic standpoint. The existing contract is basically more of a “break it fix it” contract. He stated what was desired was to move forward in a more comprehensive look at our IT programs throughout the City. He added that we needed to look into paperless technologies, being able to issue permits, for example, on line, being able to provide board packets without the usage of a lot of paper, being able to assist our citizens in a much better way in our web portal, etc. These need to be looked at more comprehensively. Mr. Lorenz stated that he was a big advocate for an electronic review submittal for us. Mr. Lester stated that he was very interested in this topic and would do anything he could to help the City move forward. Ms. Karr stated that this has been an ongoing topic in Operations, and that she was in full support of going paperless and having secure systems for getting into our email on something other than our phones.

### **Future Business**

- Powell CIP Plan

Mr. Lorenz stated that the CIP is coming to be presented very soon, and is a very comprehensive infrastructure plan which makes recommendations on which projects get completed first. Next year he wanted the group to be prepared because there are three (3) things that need to be tackled, a rewrite of the zoning code, an update to the comprehensive land use plan and a review of entitlement process.

**Adjournment** - Having no other business to come before the Committee, the meeting was adjourned at 6:57 p.m. The next meeting will be held November 2, 2022.