

**SPECIAL MEETING: MINUTES OF THE PLANNING AND ZONING POCD SUBCOMMITTEE, Wednesday, February 9, 2022, 6:30 P.M.**

- A. Call to Order** was at 6:30 pm.
- B. Roll Call:** J. Castignoli, J. Kader, J. Mortimer, J. Quish, D. Sulkis, M. Greene  
Invited guest: Adam Tecza, FHI Studio Team consultant
- C. Topic for discussion:** POCD process for the upcoming year and a general POCD discussion

**Mr. Quish** summarized the consultant selection process, noting a budget of \$40k based on a reduced scope of work. He reviewed a Gantt chart setting out milestones toward publication of the document. **Mr. Mortimer** asked how the scope had been reduced, **Mr. Quish** referred to the FHI proposal documents which lists the following tasks: guidance as needed, some consultant attendance at meetings, advice on regional and state POCD requirements, review of public input, and management of the document production process. **Mr. Sulkis** said he's started to update the POCD document based on committee input, underscoring that the subcommittee has found the 2012 document solid if certain areas are updated. He said a "light update of what we have" should satisfy both state requirements and budget constraints with staff performing outreach and research. **Mr. Quish** stressed the need for advanced preparation to optimize the update process. He noted that at the next regular meeting, the full board will look at what the state legislature did last year and how it will affect the city. **Mr. Sulkis** said the state has been working on a POCD update as of 2 years ago, but that document hasn't been approved. He noted that the regions and municipalities must be in conformity with state POCD goals.

**Mr. Tecza** joined the online meeting at 6:40. **Mr. Quish** said Mr. Tecza had value-engineered the project to fit the city's budget and asked for an overview of the planned process. He also asked Mr. Sulkis to summarize where the process stands. **Mr. Sulkis** said he reviewed all the minutes of previous POCD meetings to incorporate subcommittee comments. He said more public input will be gathered in coming months, then updates from that process can also be included if desired. He said he is also working with the city's GIS analyst to update existing tables and maps. He noted an example of activity that has changed significantly along the city's commercial corridors since the 2012 update with traditional retail presence being reduced and an increase in medical and personal services uses, such as hospital-affiliated walk-in clinics. **Mr. Tecza** noted growing demand for cheaper access to healthcare, but said overall trends are still emerging and can be confusing. He said the role played by the POCD can be to identify certain areas where insight would be more useful than others. He said advisement can also be as straightforward as reviewing the revision and suggesting something as simple as an additional map. He noted that the POCD is used to guide grant funding by providing the city's documented strategic direction. He said FHI consultants can locate the latest reference publications or perhaps do some of the writing, depending on what is more efficient. He said members of the FHI consulting team can also help with review of regional and state POCDs, the processing and interpreting of data gathered via public engagement, and document management and production, all with the goal of producing an easy-to-use resulting POCD document.

Members of the subcommittee asked several specific questions about Mr. Tecza's and his team's involvement; Mr. Tecza qualified his answers as being dependent on the result of the optimization path identified by the subcommittee, but said his team is open to any task requirement. They reviewed the task list.

**Mr. Quish** and **Mr. Sulkis** discussed the next several POCD meetings to complete review of topics in the current document. **Mr. Tecza** advised is creating a top-level outline to evaluate each current section and determine what work has been done or needs to be done, then guidance can be provided for filling any gaps. That way, the city and FHI can make sure they know the questions that need answering before the public is engaged. **Mr. Quish** said he wished to start public meetings by sharing the goals for the meeting, for example, how do people feel about all the new urgent care facilities? **Mr. Tecza** said sometimes it's beneficial to just let people talk about what they care about to workshop basic ideas with ideas being shared as far in advance as possible.

**Mr. Quish** thanked Mr. Tecza for his contribution to the meeting and **Mr. Tecza** logged off the call. The subcommittee asked **Mr. Sulkis** to review how best to pick up where POCD left off in 2021, section by section. **Mr. Quish** said he would like to take first part of next meeting to review previous deliberations. **Mr. Sulkis** said the POCD work to date is well documented in previous minutes. The group agreed to have a special meeting after regular Planning and Zoning Board meeting on Tuesday, 15 February. The group also agreed to hold future POCD meetings at 7:00 rather than 6:30.

- D. Members suggestions**--None
- E. Approval of minutes** (to next meeting)
- F. Adjournment** was at 7:19.