



PLANNING & TRANSPORTATION DIVISION

MEMORANDUM

Date: May 6, 2009

To: PLANNING AND TRANSPORTATION COMMISSION

From: Chitra Moitra, Planner

Subject: CAPITAL IMPROVEMENT PROGRAM STUDY SESSION

Each year the Planning and Transportation Commission (PTC) is required to review the proposed Capital Improvement Programs (CIP) for consistency with the Comprehensive Plan and forward its recommendations to the City Council. This year some changes have been made to the review process. In particular, instead of a subcommittee of three appointed commissioners, reviewing the CIPs with Department representatives and reporting back to the full Commission, this year the whole Commission will be included in the meeting with the Department representatives.

The study session from 4 to 6 PM on May 6, 2009, will enable the full PTC to ask questions of Department representatives to better understand the individual project's Comprehensive Plan conformity. To make the process more efficient staff has highlighted the new projects added to this year's CIP program. At least one Comprehensive Plan policy or program has been identified for each new CIP project. Additional information such as the Comprehensive Plan policy name, managing department, type of environmental review required, and historic designation of the properties have been added. Since the PTC has only two hours for this discussion, staff is suggesting that individual Commissioners to please submit questions prior to the meeting so that the Department representatives can address these issues in their presentation. Subsequent to the discussion with the departments, the Commission will hold a public hearing to determine conformity of the CIP with the Comp. Plan.

The PTC should focus on its charge, e.g. PTC's role is to review the new CIPs and report to the Council regarding each project's conformity to the Comprehensive Plan and to evaluate the CIPs as a whole.