



Agenda Report

Agenda of: December 16, 2025

Department: Administration

Subject: Consider and take appropriate action on setting a Joint Special Called/Work Session with the Planning and Zoning Commission for discussion and preparation of a Development Agreement Policy and discussion on an Institutional Zone.

Recommended Motion:

N/A – the council will discuss their availability and establish a date that works for everyone.

Background:

The City Council discussed the Development Agreement (DA) Policy under “Future Agenda Items” at its November 19th meeting. The Planning & Zoning Commission previously reviewed the DA Policy and formally recommended approval on October 8, 2025, as reflected in the signed action form . The policy, adopted in draft form on October 28, 2025, emphasizes high-level value statements such as annexation expectations, design standards, fiscal stewardship, connectivity, civic space, and community character, rather than detailed technical requirements.

Council has since expressed the desire to discuss Planning & Zoning’s recommendations directly and jointly develop a policy that provides **greater clarity, specificity, and guidance for future development negotiations**. Council noted that while P&Z supported the value-based structure, the resulting draft may not provide enough operational detail for consistent application or for ensuring that development agreements adequately protect the City’s long-term interests.

In addition, both bodies have identified the need to discuss the potential creation of an **Institutional Zone**, which would provide clearer standards and procedures for civic, educational, and public-service land uses. A joint session would allow the Council and P&Z to collaboratively discuss policy intent, zoning implications, and integration within the City’s overall development framework.

A Special Called/Work Session is therefore recommended to allow for detailed dialogue between the two bodies, ensuring a shared understanding of expectations and producing a policy that aligns with Council’s goals, Planning & Zoning’s insights, and the community’s long-term development priorities.

STAFF RECOMMENDATION

Staff recommends that the City Council set a date for a Joint Special Called/Work Session with the Planning & Zoning Commission to:

1. Discuss and refine the Development Agreement Policy, and
2. Discuss concepts and direction related to a potential Institutional Zoning District.

Fiscal Impact:

None. Staff time will be required to prepare materials for the work session.

☒ **Budgeted** ☐ **Requires Budget Amendment**

Source of Funding: N/A

Urgency (0-5 = Low Urgency to High Urgency): 3

Impact (0-5 = Low Impact to High Impact): 4

Submitted by: R. Scott Dixon

Attachments: None.