



Planning Commission Initial Deliberations Process

Agenda Date: 9/5/2012
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Initial Deliberations Process

Issue:

Comprehensive Plan Update

Committee Recommendation:

N/A

Director's Recommendation:

Move to determine a process for the initial deliberation meetings.

Staff Contact: Stacey Ray, Associate Planner, (360) 753-8046

Presenter(s): Stacey Ray, Associate Planner, (360) 753-8046

Background and Analysis:

The September 17, 2012, regular Planning Commission (Commission) meeting will be the first during which the Commission will participate in a series of “initial deliberations.” The initial deliberations are intended as an opportunity for Commissioners to discuss Comprehensive Plan topics and issues without making a final decision on a recommendation for City Council. The Commission also intends for the initial deliberation meetings to include community member participation and immediate feedback.

The Comprehensive Plan Update (CPU) Sub-Committee has been delegated with determining an appropriate process for conducting initial deliberations. Staff discussed with the Commission Leadership Team potential elements to be included in an initial deliberation meeting, and the following list was generated. Items are listed in approximate order of when they would occur during the meeting:

- 1. Review of Minutes from Prior Meetings**
- 2. 60 Minutes of Public Comment-**The length of time will vary depending on how many community members wish to comment. Comments will be limited to three minutes each.

Thirty minutes will be dedicated near the beginning of the meeting, and 30 minutes near the middle of the meeting.

3. **Staff Briefing(s)**-Briefings will be prepared by staff and limited to two minutes. The number of briefings will vary depending on the number of discussion topics on the evening's agenda.
4. **Commission Discussion**-Discussion is to be informal and may include "straw" voting to determine if an item needs continued discussion or additional information from staff.
5. **Direction for Staff**-Staff will need direction as to what Commissioners need for the final deliberations in November. Examples include requests for staff to return in November with: content revisions, more information, or policy options.

To assist Commissioners in preparing for the initial deliberation meetings, staff will prepare for each meeting Topic Summaries on the issues identified in the Deliberation Schedule (Attachment 1). Topic Summaries will provide brief context and background, and will highlight applicable goals and policies in the July Draft.

The summaries will also all adhere to the same outline, and will be included as attachments to the staff report for initial deliberation meetings. A draft outline describing what staff proposes to address in a Topic Summary is attached (Attachment 2). Commissioners are encouraged to provide staff with feedback on the proposal.

Neighborhood/Community Interests (if known): Citywide.

Options:

N/A

Financial Impact:

None. This work item is included in the Commission's annual work plan.