



Planning Commission

Debrief of OPC Annual Retreat and Next Steps

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Title

Debrief of OPC Annual Retreat and Next Steps

Report

Issue:

Discuss communication protocols and short, medium and ongoing actions that could implement the Planning Commission's ideas from the annual retreat on June 21, 2014. This will also include discussion of the current OPC Work Plan, and what is scheduled for the next 5-8 months.

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Presenter(s):

Kendra Dahlen, Retreat Facilitator, The Athena Group, 360.754.1954 x2
Amy Buckler

Background and Analysis:

The Planning Commission's annual retreat was held on June 21, 2014. The two topics were downtown planning & development, and effective communications between each other, staff and the community.

DOWNTOWN NEXT STEPS

A next step for downtown - briefings on various related topics - is generally scheduled to begin at the end of 2014 or beginning of 2015. These briefings may also be of interest to the City Council and community; thus potentially could be planned in conjunction with the Council to help inform their scoping of the downtown plan. It may be appropriate to pitch a proposal for briefing(s) related to these issues at a future joint meeting with the City Council.

In response to a request from Chair Brown, the Council will schedule a joint meeting with the Planning Commission this fall, to focus on 2015 work plan issues. Scheduling has been referred to the Council's agenda setting group: the Mayor, Mayor Pro Tem, and City Manager. Staff will notify the Commission when this is scheduled.

The draft Comprehensive Plan includes a policy which outlines the minimum topics to address in a

downtown plan: **PL 17.1: Adopt a Downtown Plan addressing - at minimum - housing, public spaces, parking management, rehabilitation and redevelopment, architecture and cultural resources, building skyline and views, and relationships to the Port peninsula and Capitol Campus.**

Staff is working on preparing the 74 prior downtown plans and studies in a format that can be easily accessed by Commissioners. We hope to make this available by the beginning of August.

EFFECTIVE COMMUNICATION NEXT STEPS

During the retreat, Commissioners broke into small groups and brainstormed ideas to improve communications between each other, staff and the community. The flip chart notes are included as Attachment 1.

At the meeting, Kendra Dahlen will present a draft proposal for next steps in response to the Commission's work from the retreat. These next steps generally include:

- Selection of specific actions for improvement, and
- The development of two protocols/procedures to guide the Commission, how:
 - 1) To resolve misunderstandings, disputes and grievances within OPC, and
 - 2) The Chair will ensure all Commissioners have the opportunity to express their opinion and articulate views and concerns.

Kendra will provide a draft action plan and protocols via email prior to the meeting.

WORK PLAN NEXT STEPS

One of the common concerns brought forward during the retreat is confusion about the OPC Work Plan, how it is developed in conjunction with other City work plans and where we are now in fulfillment of the Commission's 2014-2015 Work Plan (Attachment 2). The City's new Action Plan will hopefully provide a stronger tool for identifying and prioritizing actions that involve advisory boards; This winter staff will work with the Commission to create a better process for development of the 2015-2016 Work Plan.

The following lists the items from the currently approved work plan that are still in progress and when they are generally scheduled to be on the Commission's agenda.

July-August 2014

- Retreat Recap & Protocols
- Capital Facilities Plan (CFP) - Public Hearing
- Retail Cannabis Code - Public Hearing
- Complete deliberations on Rezone Criteria

September-December 2014

- Complete deliberations (Sept)
- Complete deliberations on the CFP (Sept)
- AT&T Wireless Code - Public Hearing and deliberations (Sept)
- Neighborhood Centers (Oct-December; staff will provide a proposal for this process at the meeting)

- Campus Master Plans (October/Nov)
- Downtown Master Plan briefings (late 2014/early 2015)

January-March 2015

- Code Amendments for Implementation (early 2015; priorities to be determined as part of the Action Plan)
 - Relax Home Occupations
 - Amend environmentally sensitive areas - clustering (LID?)
 - Expand Design Review to all commercial (to include DR administrative refinements)

Not priorities right now (*not being scheduled at this time*)

- Project Review Time Limits
- Homeless/Group Homes (*probably on hold long-term*)
- Special Project Close-Outs (*probably none this term*)

Unknown

- PO/RM amendment
 - *OPC placed this on hold. What does OPC want to do with this?*
- OHC Proposed Code Amendment
 - *The Heritage Commission has requested a code change related to the historic register. May be referred to OPC by the City Council this year.*

Options:

- Provide feedback to Kendra Dahlen regarding proposed next steps for more effective communications.
- Provide any ideas to the Leadership Team and staff regarding development of the downtown briefing(s).
- Review the 2014-15 Work Plan and Schedule, and provide any comments or questions.

Financial Impact:

Retreat and follow-up discussion included in base budget.