



## Planning Commission

### Draft 2024-2025 Planning Commission Work Plan

**Agenda Date:** 2/26/2024  
**Agenda Item Number:** 6.C  
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**Type:** recommendation   **Version:** 3   **Status:** Filed

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#### **Title**

Draft 2024-2025 Planning Commission Work Plan

#### **Recommended Action**

Information and discussion; no action required.

#### **Report**

##### **Issue:**

Discussion on the draft 2024-2025 Planning Commission Work Plan.

#### **Staff Contact:**

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#### **Presenter(s):**

Casey Schaufler, Associate Planner, Community Planning & Development

#### **Background and Analysis:**

Each year the Planning Commission develops an annual work plan that is reviewed by the Community Livability and Public Safety Committee and approved by the City Council. The work plan will be effective April 1, 2024 through March 31, 2025.

Items considered for inclusion can come from city staff or individual commissioners. A large portion of the work plan is driven by Community Planning and Development (CPD) Department work plan. Other items include those carried over from previous years or referred by City Council.

In developing its work plan, the Planning Commission is expected to consider the following:

- City Council established or adopted goals and priorities, including the Comprehensive Plan, annual Council goals, master plans, budget, etc.
- Resource availability - budget, staff support, and committee member time
- Departmental work priorities
- Commissioner knowledge, interest, and expertise

At the meeting, staff will provide an overview of the work plan process, CPD's 2024 work plan, and any direction provided by Council. As has been done in past years, staff will provide Commissioners a form for submitting proposals (attached).

A basic, draft work plan has been developed. Based on input from Commissioners, a final draft will be prepared and presented at a future meeting. The Planning Commission will be asked to make a recommendation to the Community Livability and Public Safety Committee. The Committee will meet with all advisory committee officers, typically in March, to discuss their respective work plans before referring them to City Council for approval.

**Climate Analysis:**

The Commission's Work Plan will not directly impact climate or greenhouse gas emissions. Items from the work plan that come to the Commission later in the year will include analysis of climate issues for the Commission to discuss and use in the development of its recommendations. Perhaps the most significant way climate issues are addressed at this point is to factor climate issues into what does and does not get included in the final draft of the work plan.

**Equity Analysis:**

The Commission's Work Plan will not directly impact equity. Items from the work plan that come back to the Commission will include equity analysis for the Commission to discuss and use in the development of its recommendations. Perhaps the most significant way equity will be addressed currently is by considering equity issues as the Commission determines what does and does not get included in the final draft of the work plan.

**Neighborhood/Community Interests (if known):**

Much of the work of the Planning Commission is of interest to neighborhoods and community members. As projects move forward, the public will be notified and be given opportunities to participate and comment.

**Options:**

None - Discussion only.

**Financial Impact:**

None.

**Attachments:**

Draft Work Plan  
Topic Submittal Form