
 Planning Commission Meeting Date: November 21, 2013

 Agenda Item

PLANNING COMMISSION AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Planning Commission Retreat Update		
DEPARTMENT: Planning & Community Development		
PRESENTED BY: Paul Cohen, Planning Manager Steven Szafran, AICP, Senior Planner		
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Study Session	<input type="checkbox"/> Recommendation Only
<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Update	<input type="checkbox"/> Other

INTRODUCTION

On October 25th the Planning Commission, along with City Staff, held a "mini-retreat" to discuss the upcoming Planning Commission retreat in spring 2014. Staff would like to report back to the Commission on the topics discussed and to inform the rest of the Commission who were unable to attend the Bullitt Center tour and follow-up discussion.

BACKGROUND

The Planning Commission typically holds a retreat every 1-2 years. The Planning Commission last held a retreat on May 19, 2011. The focus of that retreat, like most retreats from the past 10 years, has focused on:

- Planning Commission working relationship and expectations with themselves and staff;
- Interactions with the public;
- Planning Commission accomplishments;
- Council Goals review; and
- Planning & Community Development Workplans

The Planning Commission generated ideas for the full spring retreat as well as the orientation for new Commissioners.

2014 RETREAT PLANNING MEETING NOTES

Chair Moss, Commissioner Maul, Commissioner Montero, Commissioner Scully
Consensus was that it would be better to hold a retreat in May after new Commissioner(s) are selected and the Commission has had a chance to meet a few times. The new Commissioner(s) can then develop a context and better know what their questions are at the retreat. Their orientation would occur in April between the commissioner appointments in March and the full retreat in May.

Orientation Ideas for new Commissioners:

Approved By:

Project Manager *PLC*
for
*SS*Planning Director *PLC*
for
RM

- Parliamentary procedures are very helpful for commissioner(s) but not necessary for returning Commissioners. This can be done individually and online.
- More detailed info on current issues such as Point Wells, cottage housing, Ronald Wastewater, marijuana, etc.
- Planning 101- Robin McClelland / APA.
- PCD organization chart with staff pictures.

Retreat Ideas for all Commissioners:

- Communication Training:
 - Interaction Styles & Temperament, Marci Wright – Human Resources Director
 - Guiding public comments when contentious, or when the commenter addresses the staff
- Ice breaker.
- Presentation on planning for demographic changes.
- Community Renewal Area Presentation by Dan Eernisse.
- Feedback for staff: what is working, what is not working, and staff roles.
- Ideas on what to do when there is not an agenda item.
- Meet and introduce all Planning Staff.
- Developing planning topics and issues to possibly recommend new City goals in fall 2014.
- Development of PCD Workplans.
- Retreat locations – not discussed.
- Detailed overview of legislative documents and concepts that come up such as:
 - Comprehensive plan, Master plan, development code, zoning code, permitting processes, etc

RECOMMENDATION

Staff is asking for direction to begin work on the orientation and retreat in 2014.