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**Planning Commission Meeting Date: December 5, 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** **Public Hearing** **Discussion** **Study Session** **Update** **Recommendation Only** **Other****INTRODUCTION**

On October 25<sup>th</sup> 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 \_\_\_\_\_

Planning Director \_\_\_\_\_

- 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.