



PC Process Improvements

A Follow-up to the 2025 Survey

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Direction

Staff request direction on implementing process improvements based on the 2025 Planning Commission survey.



Background

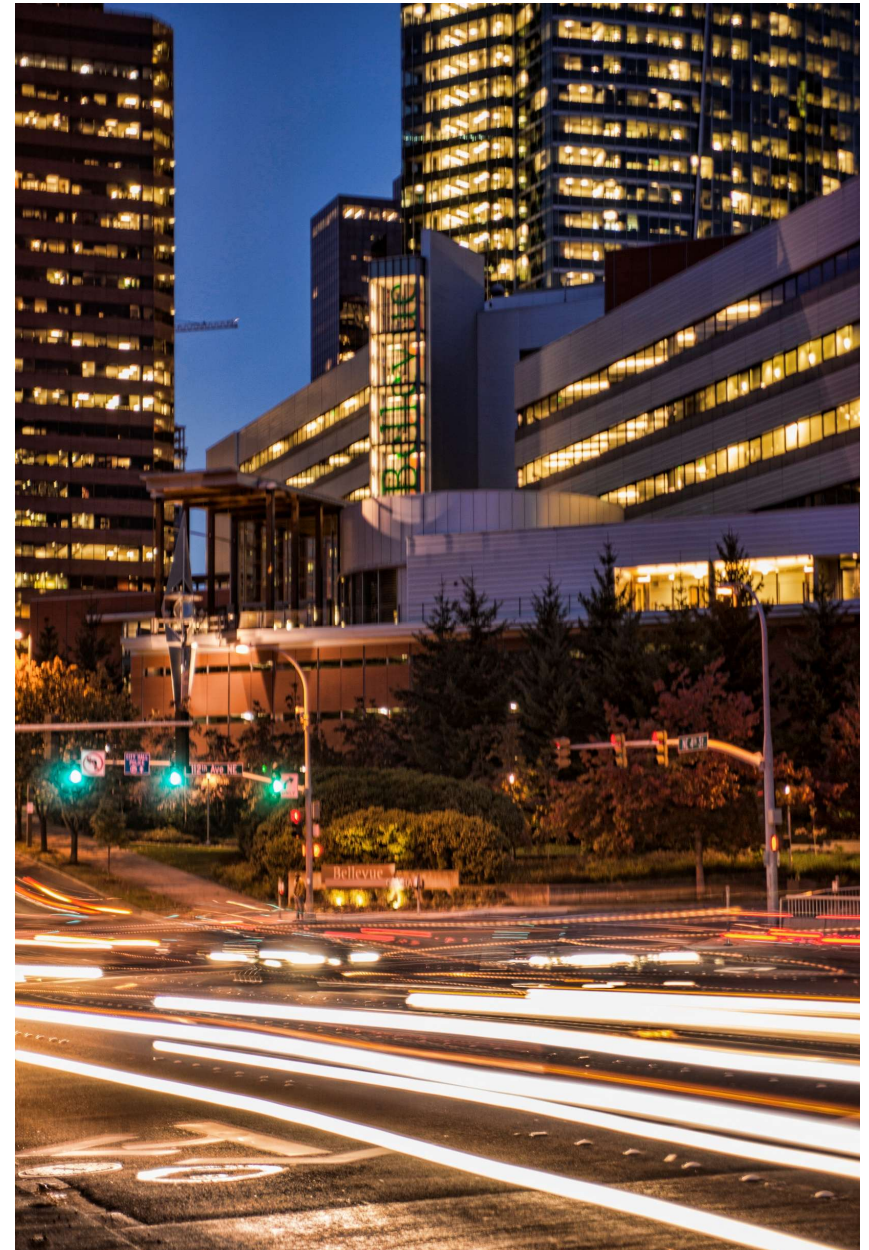
- Survey conducted in October 2025
- Planning Commission discussed the results at the Retreat on November 5, 2025
- This is a response to possible improvements





Agenda

1. Response to Public Input
2. Pre-meeting briefings
3. Planning Commission role
4. Visual aids
5. Commissioner mentorship
6. Glossary of Acronyms





1. Response to Public Input

STAFF ASSESSMENT

- Baseline engagement is a requirement of GMA & Land Use Code
- Engagement Plan is part of Council-initiated Scope
- Commission role is to weigh the comments

SUGGESTED CHANGES

- Public Comment template
- Engagement section in memo
- Limited response to last minute comments



2. Pre-meeting Briefings

STAFF ASSESSMENT

- Staff find pre-meeting briefings helpful as well
- These must remain strictly information-only
- Ensure that attendance remains below quorum

SUGGESTED CHANGES

- Set a recurring meeting
- Require RSVP
- Option to schedule briefing at another time



3. Planning Commission Role

STAFF ASSESSMENT

- Scope clarity is helpful for the community as well as the commission
- Scope specificity varies between proposals
- Process IV actions have distinct decision criteria in the code

SUGGESTED CHANGES

- Proposal scope section in the memo
- Include decision criteria earlier in the process

4. Visual Aids

STAFF ASSESSMENT

- Tools can be useful for distilling complex concepts
- Concern that it can lead to over simplification

SUGGESTED CHANGES

- Develop a “tool box” of examples that staff can reference



5. Commissioner Mentorship

STAFF ASSESSMENT

- Clerk's Office is currently reviewing the onboarding experience for all boards and commissions

SUGGESTED CHANGES

- Compile a list of past commissioners that are willing to be contacted for a coffee chat
- City Attorney's Office is also available for questions



6. Glossary of Acronyms

STAFF ASSESSMENT

- A glossary of acronyms would be a useful tool
- It would help the public as well as commissioners

SUGGESTED CHANGES

- Generate this list over time based on memos and other agenda materials



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