



Bellevue Planning Commission

November 08, 2017

PLANNING COMMISSION STUDY SESSION ITEM

SUBJECT

2017 Annual Retreat

STAFF CONTACT(S)

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POLICY ISSUES

The Planning Commission's 2017 Annual Retreat has two focal points. One is the draft 2018 work program and information that informs a discussion about that work program including the year in review, key community indicators, data needs, work streams, post project evaluation and neighborhood meetings. The other focal point is some organizational development work and, more specifically, concluding discussion and acting upon the Guiding Principles, a set of precepts developed by the Planning Commission.

DIRECTION NEEDED FROM THE PLANNING COMMISSION

ACTION



DIRECTION



INFORMATION ONLY



The Planning Commission, Staff and the Council Liaison will review and discuss the work program. The Planning Commission will conclude its discussion of the Guiding Principles and act on them.

BACKGROUND/ANALYSIS

The Planning Commission holds an annual retreat with Staff and the City Council Liaison. Retreats are recognized by many organizations as valuable and worthwhile. Generally, there are several purposes that are served by a retreat including

- It gives an opportunity to break from the routine of regular business and to examine organizational matters that are more future focused.
- A retreat provides time to learn and absorb and gain insight to the 'bigger picture'.
- It provides an opportunity for all participants to better understand each other's perspectives in a relaxed setting.
- It's an investment in the well-being of the organization.

Last year's retreat (2016) was entirely based in organizational development. This year's retreat (2017) has two focal points – work program and organizational development (Guiding Principles).

The Work Program

This portion of the retreat looks at the past and future. Where have we been the past year? Attachment A provides summary information by the numbers of the year in review from the 4th quarter of 2016 to the end of the 3rd quarter of 2017 (Oct 1 2016 to Sep 30 2017). This information was compiled from quarterly reports provided to the Planning Commission by your staff liaison.

The next part of the agenda begins with a presentation of a variety of regional and local factors that influence change in our community. (Attachment B) This provides a context to understand the environment in which we are planning.

From there, the dialog moves to a discussion of the draft 2018 Planning Commission work program. It is important to understand that this is subject to change. Council establishes their priorities and then the City's work programs are developed consistent with those priorities and budget resources. The items contained in this draft work program may be changed as a result. (Attachment C)

Part of the discussion of the draft 2018 work program includes time for a conversation about three (3) subjects in which the Planning Commission has expressed an interest:

- Data needs. The Planning Commissioners represent a diverse set of professional backgrounds that could be used to inform a project's study design.
- Work streams. Individual Planning Commissioners have expressed an interest playing an integral role in a project life cycle. One example, is a Planning Commissioner serving on a project CAC (Citizens' Advisory Committee).
- Neighborhood Meetings. Planning Commissioners are interested in holding some of their meetings outside of City Hall and in neighborhoods, particularly ones that are geographically part of an ongoing project.

This agenda item concludes with discussion about post project evaluation. This was originally introduced to the Planning Commission on October 11, 2017. A draft survey was proposed as the evaluative tool. The Planning Commission provided direction to revise that survey and bring it back for further discussion at the annual retreat. Revisions included deleted section 1 and section 2.f and reducing the survey down to ten (10) questions. (Attachment D).

Anticipated Outcomes – The Planning Commission will express their preferences about data needs, work streams and neighborhood meetings and Staff will follow up with feasibility and logistics, as needed. The Planning Commission will direct the Staff regarding next steps with the post project evaluation survey instrument.

Guiding Principles

After a short break, the Planning Commission will continue the retreat with discussion and action on the Guiding Principles. (Attachment E) The Guiding Principles were developed by two (2) Planning Commissioners following the 2014 annual retreat. The Principles were re-introduced at the request of the Planning Commission at the 2016 annual retreat. There wasn't enough time at that retreat to start the discussion and the Planning Commission asked that they be brought back at a regular meeting in 2017. That discussion was started in September 2017 and the Planning Commission asked that the Guiding Principles be placed on the 2017 annual retreat to conclude discussion and act on them.

The Guiding Principles are a set of precepts that are intended to guide process, action and behavior in all matters of the Planning Commission. The Principles are framed around three action words – trust, communicate and deliver results. The agenda item is identified as an 'action' agenda item because the Planning Commission has expressed its intent to have something formalized.

Anticipated Outcomes – The Planning Commission will adopt a set of Guiding Principles and operationalize them.

The retreat will adjourn upon conclusion of the Guiding Principles agenda item.

ATTACHMENT(S)

- A. The Planning Commission Year in Review
- B. Regional & Local Factors Influencing Change in Our Community
- C. Planning Commission Draft 2018 Work Program
- D. Post Project Evaluation Survey
- E. Guiding Principles