

PLANNING MEMO

TO: Planning Commissioners
Glenn Steckman, City Manager
FROM: Erin Reinders
RE: Planning Commission Training
DATE: May 7, 2024

This month's training topics will include *Roles and Responsibilities* and *Procedural Requirements*, and their associated videos. We will be watching the videos together, and discussing our key takeaways. Details are outlined below. PDFs of each of the presentations reviewed in the videos are included in your packet.

Essential Skills Training Topics - [Roles and Responsibilities](#) (22 Minutes). Gain a deeper understanding of your role and responsibility as a planning official. Listen as our presenter describes the activities of the planning commission and expectations of planning officials.

Keys To Sound Actions Training Topics - [Procedural Requirements](#) (17 Minutes). Hear from a seasoned lawyer and a planning professional as they present Open Meetings Act, Conflicts of Interest and Ex Parte Communications to provide you with information that can help you in your role.