

TO: Planning Commission
FROM: Brad Medrud, Planning Manager
DATE: February 8, 2022
SUBJECT: Planning Commission Training Program Discussion

1) Recommended Action:

Review attached materials and be prepared to discuss.

2) Background:

In January and February 2020, the Planning Commission started discussion of a scope for a training program for Planning Commissioners to help orient new Planning Commissioners as well as continuing education for current Planning Commissioners. The discussion included scheduling a Planning Commission retreat later in 2020, but the COVID-19 pandemic interrupted that work. Efforts to work on a training program in 2021 were delayed by staffing issues.

The attached memorandum outlines the items that could make up a Planning Commission Training Program for new Planning Commissioners as well as continuing education for current Planning Commissioners.

3) Alternatives:

None.

4) Attachments:

- A. Planning Commission Training Program Memorandum
- B. Amended Planning Commission Rules of Procedure
- C. Land Use Planning and the Art of Planning Commission Maintenance
- D. Jurassic Parliament – Essential Guidelines for Planning Commissions
- E. Planning Short Course – Legal and Practical Objectives of Planning
- F. Planning Short Course – New Planning Commissioner FAQs
- G. MRSC – Parliamentary Procedure - A Brief Guide to Robert's Rules
- H. New Councilmember Orientation Presentation 2019 Version