



## **2006 Planning Commission Retreat**

Thursday, July 20, 6:00 pm – 10:00 pm

Cascade Room, Spartan Recreation Center

Facilitators: Julie Modrzejewski and Marci Wright

### ***Retreat Objectives:***

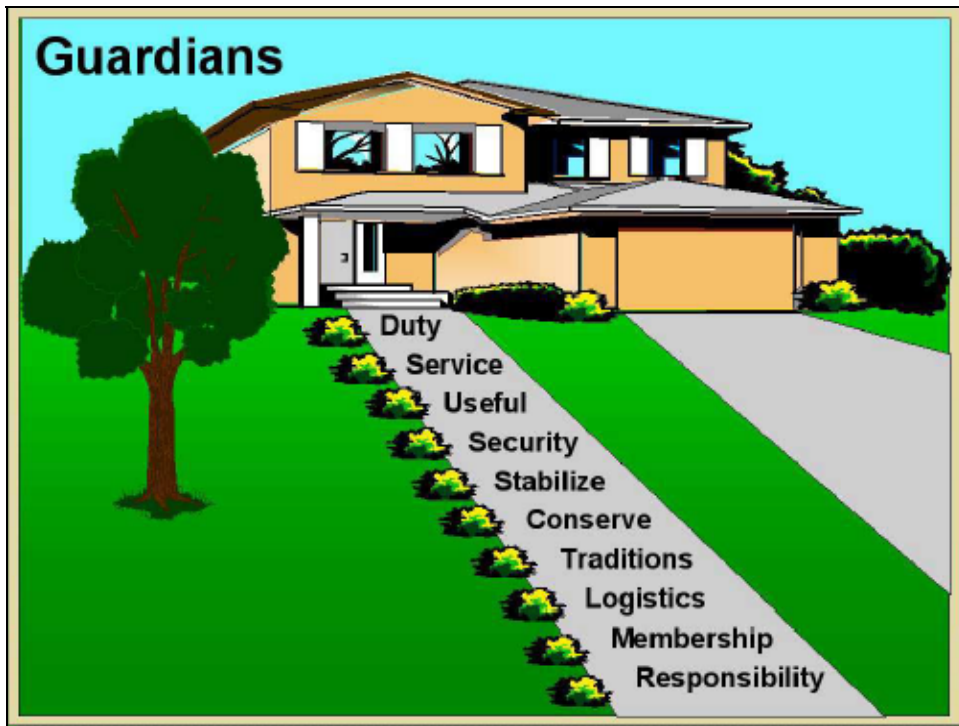
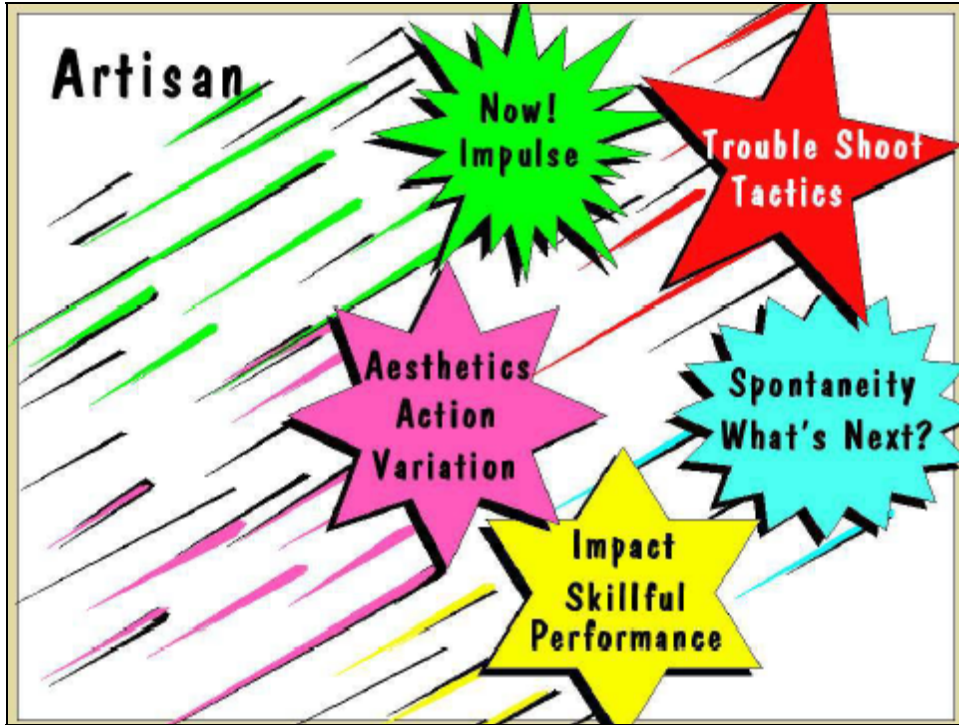
- Openly share and engage with one another – to welcome the new Commissioners – learn to work better as a team – to have fun
- Identify and celebrate the Planning Commission’s 2005-06 accomplishments
- Evaluate the results of the expectations survey – identify successes and areas for improvement
- Review the Council’s adopted 2007-08 goals
- Review the Planning Commission’s “parking lot” issues - identify top 3 work plan items
- Prioritize the work plan items - sketch a timeline

### ***Retreat Ground Rules:***

1. We are all equal participants (Planning Commissioners and staff) and will participate fully in discussion and decision-making.
2. The facilitators will manage the discussion, and as managers of the discussion, they may intervene to keep the conversation on track, task, and time.
3. We will be honest, open, and will critique without criticism.
4. We will not interrupt others when they have the floor.
5. No one or two people will dominate the discussion.
6. We will stick to the topic under discussion.
7. Each person will strive to be complete and concise.
8. For this retreat, if a decision is needed, the group will make decisions by consensus, which is defined by 1) everyone’s favorite choice, and if not possible, 2) what everyone can live with.
9. Once a decision is reached, everyone will fully support the decision.

# Temperament Refresher

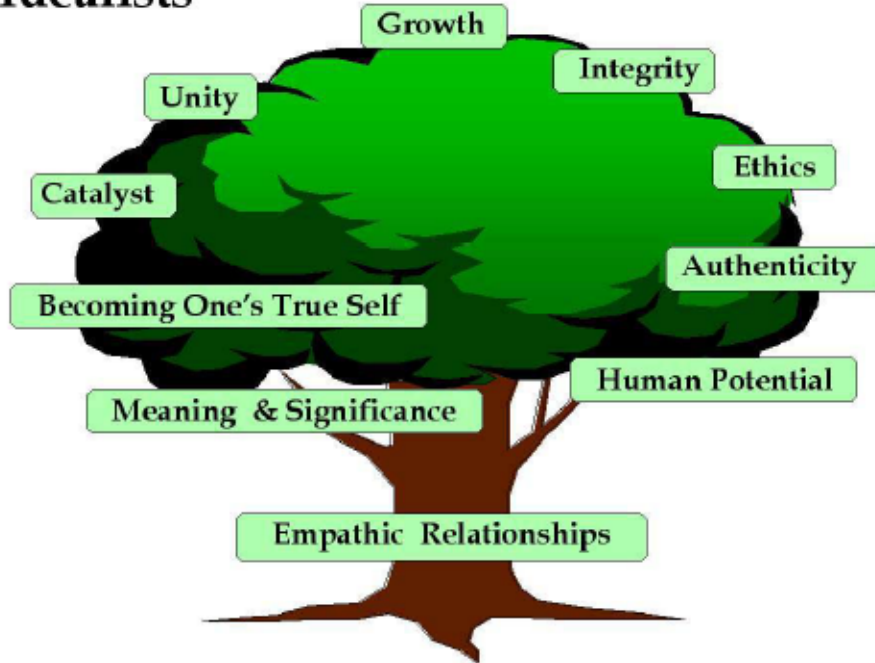
As part of the retreat's icebreaker, Temperament Patterns were reviewed by Marci Wright.



## ***Rationals***



## ***Idealists***



## **2005-06 Accomplishments**

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One of the objectives of the 2006 Planning Commission Retreat was to celebrate the accomplishments of the Commission since its last retreat back in March of 2005. The following were the accomplishments identified by the Commission.

- Two new Planning Commissioners were appointed in April of 2006 - the Commission has reviewed numerous projects since then and has functioned harmoniously and successfully with the new members.
- How the Commission handled updating the Permanent Hazardous Trees Regulations
- Agreeing to rescind Cottage Housing, handled it gracefully even though the outcome may not have been what the Commission wanted
- Comprehensive Housing Strategy adopted as a 2007-08 Council goal - due partly by the record the Planning Commission built in its recommendation for cottage housing in Shoreline
- High productivity on rezones
- Successfully got through the Critical Areas Ordinance
- Work done with the public – worked through issues involving citizens with emotions ranging from concern to anger
- Attended Neighborhood Association meetings (there was a good response by residents)
- Involvement with the City Council at Council meetings & community meetings

### **Accomplishments Identified by Staff**

- Commission works well together & are effective
- Patient – the Commission exhibited patience to wait until tonight for getting to the “bigger picture issues”
- Transition of new Planning Director and new Long-Range Planning staff

# Expectations

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One of the objectives of the 2006 Planning Commission Retreat was to evaluate the results of the expectations survey and identify potential areas for improvement. The following are comments provided by Planning Commissioners and staff on “expectations.”

## What’s Working Well

- Overall results show that expectations are being met
- Of the top four expectations identified by the Commission at its ‘05 Retreat, three are being met. *The top four expectations all have to do with asking questions*
- Giving the Chair permission to keep meeting on task
- Listening and not interrupting
- Telling the truth
- If problems arise, the Commission communicates with each other
- Staff thinks very highly of the Commission, expectations are being met on almost all

## Areas for Improvement

### Planning Commission Expectations of Planning Commission

- We diverge - don’t stay on task – statements are not to the point
- State the general concern up front – provide the context
- Observation – we ask detailed questions that may or may not impact outcome
- Observation – we make certain we spend time on the item
- Sometimes the “buy-in” happens when the rationale and logic is explained
- Staff sometimes feels ambushed with the detailed questions
- Audience is entitled to clarification - questions are o.k. as they build a record and history
- Help the public understand
- Some agenda items need more review, too much emphasis on time – rather have quality

### **Staff Expectations of Planning Commission**

- Heads up before meetings, ask complex questions ahead of time

### **Planning Commission Expectations of Staff**

- Identify reasons in the staff reports on why something might not be a good idea
- Provide pros and cons in staff reports
- Omitting info – truth
- Do not drive policy
- Provide updates to the Planning Commission
- Provide a more balanced staff report
- There's no single focused vision for the future

## 2007-2008 Work Plan Exercise

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Commissioners were asked to come to the retreat prepared to share with the group three work plan items they would like to see on the Commission's 2007-08 work plan. This discussion also included a review of the parking lot items.

The following identified items were put into a list and the Commissioners were asked to participate in a "vote by dot" exercise to identify the top work plan items. Each Commissioner was given four dots and they could only use one dot per item (in essence, no one could put all four dots on one item).

<b># Dots</b>	<b>Work Item</b>
6	Sub-area planning for special study areas
6	Town Center (Plan/Vision/Facilitate creation of)
4	Comprehensive Housing Strategy
3	Urban Forest Management Strategy
3	Develop a Bike-Pedestrian Strategy
3	Green Streets/Complete Streets (to fully accommodate walking & biking)
3	Study formed based housing
2	Review general outreach to public -each Commissioner attends a Council of Neighborhood's meeting -invite Neighborhood Office into the discussion -be more proactive; get information into neighborhood newsletters
2	Grow local transit (routes linking east and west Shoreline, link to regional efforts)
2	Address low impact development protocols
1	Central Shoreline Sub-area Plan Overlay
1	Draft the Vision Statement

### Next Steps

- Review and finalize the top work plan items and determine timelines for accomplishing such items at the Planning Commission's August 3 meeting
- Schedule a joint dinner meeting with the City Council to review the Commission's work plan and timeline