



MEMORANDUM

DATE: April 18, 2022
TO: Honorable Mayor and City Councilmembers
Dave Perrault, City Administrator
FROM: Jessica Jagoe, City Planner
SUBJECT: Planning Commission Joint Meeting

Budgeted Amount:
N/A

Actual Amount:
N/A

Funding Source:
N/A

Council Should Consider

The City Council should discuss and provide direction on scheduling a Joint Meeting with the Planning Commission.

Background

During the review of the Planning Commission Onboarding Policy there was mention of consideration for holding a joint meeting with the Planning Commission. The City Council and Planning Commission previously held a joint meeting in 2016 to review the Planning Commission Work Plan and Project Priorities, and again in 2017 for the 2040 Comprehensive Plan Update.

Possible topics for a joint meeting are as follows:

- Ordinance Amendment Review -
 - Signage
 - Infill Development
 - Commercial District Distance Between Drive-Up Windows
 - Fence Regulations
 - Accessory Structures
- Variance Training presented by the City Attorney

The above list of ordinance amendments has been compiled by Planning Staff as a carryover of topics previously identified by the City Council and from a review of code language from

general inquiries. Further refinement of this list and priority to be given by the Council would be necessary in order to allow staff sufficient time for research and preparation of draft language for future review.

The City Council is also being asked to provide feedback on preference for which night of the week a joint meeting might be held. City staff could look to schedule the joint meeting as a regular or special City Council work session agenda item or this meeting could take place on a regularly scheduled Planning Commission meeting night (i.e. 1st Wednesday after the 1st Monday of the month). Availability for attendance by a Commission member may be more likely to occur on their normal meeting schedule. Based on the Council preference, staff would look to schedule the joint meeting at a later date based on planning case submissions and subsequent review dates.

Discussion

Staff is looking for direction for the City Council on the scheduling of a Joint Meeting with the Planning Commission.

Budget Impact

N/A

Attachments

N/A