

Planning Commission Study Issue Sponsorship Process

June 10, 2019

Goals of the New Study Issue Sponsorship Process

Create consistency among the board and commissions

Create an effective process

Study Issue Sponsorship Process

Three Phases:

1. Introduction of Study Issue Idea/Agendizing
2. Discussion/Proposal
3. Formal Sponsor

1. Introduction of Study Issue Idea/Agendizing

Idea to Study Issues Form

PC summarizes study issue idea and submits to staff liaison

30 days*

Staff liaison has approx. 30 days to write summary scope and/or comments

Noticed in Agenda

Study issue idea is placed on agenda for discussion at the next meeting under *Consideration of Potential Study Issues*

2. Discussion/Proposal

- Once on the agenda, the PC may discuss the study issue idea

Vote: Motion, Second, Majority Vote

Yes: study issue idea is now proposed and is placed on the *Proposed Study Issue* list

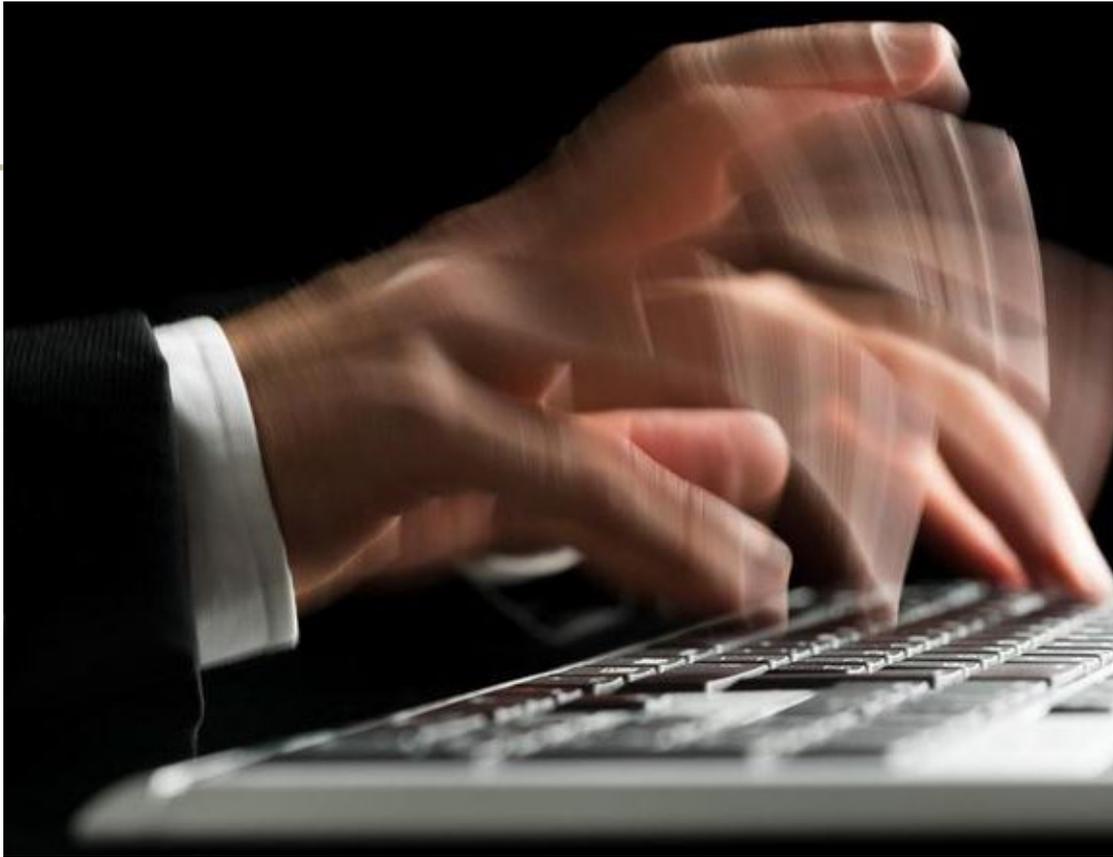
No: study issue does not progress



3. Sponsor

No later than October, B/C will review Proposed Study Issues List and vote on sponsorship





Study Issue Paper

- Staff writes formal study issue papers for sponsored studies
- All study issue papers due to the City Manager the first week of December
- PC will rank sponsored study issues in January