

# Planning Commission Study Issue Sponsorship Process

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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

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## 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