

1. ROLL CALL

The Planning Commission meeting was called to order at 5:30 PM with the following members present:
 Richardson [05/05] (Vice Chair) Hamilton [05/05] Carr [05/05] (Chair) Wells [04/05] Peterson [03/05] Bisbee [05/05] Roberts-Ropp [04/05] Swearer [05/05] Vacant [00/00]

Planning Staff present were: Jim Seitnater, Interim Director of Planning & Development; Amy Allison, Senior Planner; Aaron Barlow, Associate Planner; and Charlene Mosier, Planning Technician.

2. APPROVAL OF MINUTES

The minutes of the February 26, 2019 meeting were approved on a motion by Richardson, seconded by Bisbee, passed unanimously.

3. CORRESPONDENCE & STAFF REPORTS

The documents and staff reports were accepted into the official record on a motion by Bisbee, seconded by Hamilton, passed unanimously.

4. PUBLIC HEARINGS

a. None

5. NEW BUSINESS

a. Study Session

Innovation in the Everyday: Avant-garde Staff Reports – Seeking Commissioners and Planners Insights. Bonnie Johnson, PhD, AICP – School of Public Affairs and Administration, University of Kansas

Bonnie Johnson, Planning Professor with the University of Kansas, said she is working on this study to better understand what Planning Commission members would like to see in staff reports. This would include content, format, tone, delivery, roles of staff and commission members, and understanding how staff reports might impact decision making. The study is to help determine how to make staff reports better. She is collecting responses from across the United States.

Johnson said she wanted something creative like a fashion runway show, Avant-garde. It can start as something outlandish, then inspire something that is usable. She asked commission members and staff what they like about current staff reports and what concerns they have. After viewing information online prior to the meeting, she asked for comments about the Avant-garde staff reports including mobile, game board, newsletter, video and e-book options. Johnson also asked how staff reports should be made available such as paper, podcast, video, online, posters, etc.

Planning Commission members said staff reports should be concise, fact based and they like the staff recommendation included. Staff reports should be easy to read with good visuals and include information such as the parcel zoning, surrounding zoning, and a clear location of the property. A short overview of the case with the pertinent information is good with extra details as an

attachment. The information should be organized, consistent, easy to understand and sent to members in a timely manner.

Videos are very popular in today's world of electronic media. A video on the process of Planning Commission meetings made available online could be helpful for the general public who is not familiar with the terms or procedures. A link to a video staff report may be helpful for some but may not be feasible based on staff time. Some like a written staff report without the entertainment factor and others enjoy a video style.

Barlow asked the question about best practices and policies and how much staff can say in a report to not sway the decision of the commission one way or another.

The question was also asked how to keep track of conditions on cases for years in the future. It needs to be clear what staff can and cannot enforce.

An option of holding two public hearings for a case was discussed. Currently a case can be tabled if additional information is needed to make a decision. Sometimes public comments can change the outcome of a case.

The City currently has a Public Information Officer and another option could be to work with her to place staff reports online or on Instagram or Facebook.

Johnson thanked the commission and staff for their participation on this project and she will report back on her findings when she has completed the study.

6. OLD BUSINESS

- a. None.

7. UPCOMING CASES

- a. Allison said there is a Special Use Permit coming in soon.

8. ADMINISTRATIVE CASES

- a. SIT19-000003 – Scooter's Coffee, 517 E 30th Avenue – This has been approved.

9. COUNCIL ACTION ON CASES

- a. None

10. OPEN COMMENTS FROM AUDIENCE

- a. None.

11. ANOUNCEMENTS

- a. Ryan Hvitlok, Planning Director, will begin May 13, 2019.

- b. **2018 Planning department Annual Report**

The Annual Report was included in the agenda packet.

12. ADJOURNMENT - The meeting adjourned at 7:00 p.m.

Respectfully Submitted

Charlene Mosier, Planning Technician
Approved this day of 2019

Attest: _____

