

## SUGGESTIONS FOR PLANNING COMMISSIONER GREATNESS

### ***Understand your role***

- Unique position
- Bring broad community Perspective
- Citizen involvement
- Balance interests – not political and not purely technical

### ***Prepare well for commission meetings***

- Read and understand the staff report
- Visit the sites under consideration (upon advice by your legal counsel)
- Contact staff with questions if you have them

### ***Have a bias for action***

- Decisions are the value you add to the planning process
- Prepare for the meeting with the intent of making a decision
- Avoid unnecessary continuances, a burden to all interested parties

### ***Don't blindside staff with difficult questions at the meeting***

- Let staff know prior to the meeting if you have concerns so they can prepare
- Follow the protocol for contacting staff, either through the director or with the staff members directly
- Do expect good staff work and recommendations

### ***Be civil to each other so the public will be civil to you***

- Your example establishes the tone for the meeting
- Be respectful

### ***Seek to understand each other's positions and opinions***

- Listen carefully to what is being said
- One of your objectives should be to identify points of consensus
- Ask clarifying questions to make sure you understand what is being said

### ***View every meeting as an opportunity to communicate with the residents and to educate***

- This may be the first (and/or last) meeting they will attend
- Explain the process and the purpose of the meeting
- What can the commission do and what the commission can't do
- It will establish or reinforce their view of local government

***Establish new policy or policy modification separately from individual projects***

No individual project should dictate your long range goals

***Explain your rationale, but don't lecture the public***

The public will be more accepting of broad concepts if presented in a different format and venue

***Keep the meeting tempo the same at the end as at the beginning***

Citizens who waited through earlier items deserve the same courtesy as those heard earlier

***Strive for consistency, but acknowledge unique situations in projects***

Not every decision sets precedent

***Make your final action clear to the public***

The public should leave the meeting clearly understanding what you did

***Communicate with the city council frequently***

Joint study sessions to discuss key issues

***Planning for the Future***

Who are you planning for?

Are your community needs being met?

Who will be residents in years to come?