

## CITY OF PULLMAN

## Public Works and Planning Departments

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## **MEMORANDUM**

TO:

**Pullman Planning Commission** 

FROM:

Pete Dickinson, Planning Director

FOR:

Meeting of June 25, 2008

SUBJECT:

Assessment of Planning Commission Public Meetings

DATE:

June 18, 2008

Recently, one of the Planning Commission members requested a session to evaluate the manner in which the committee accomplishes its business. The Commission conducts this sort of public meeting self-assessment exercise periodically; its last session of this type was held in 2005. Since the composition of the committee has changed extensively since then, it seems appropriate to conduct a discussion regarding this matter at your upcoming meeting of June 25. Questions to be posed may include the following:

- What aspects of the Commission's meetings are satisfactory? How can these aspects be enhanced further?
- What aspects of the Commission's meetings are unsatisfactory? What can be done to improve upon these deficiencies?
- Do Commission members understand the Commission's function and the role of the individual members? Do Commission members understand each of the specific public hearing procedures? Are all expectations of Commission members being met?
- Do Commission members feel that they are provided adequate opportunity to offer their input? Do Commission members believe they are treated with respect by other members of the Commission?
- Do Commission members feel that the public is provided adequate opportunity to provide input to the Commission? Do Commission members believe they treat the public with respect?

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- Is staff preparing the Commission appropriately for each public meeting?
  During the meeting, is staff fulfilling its role as advisor adequately, or do Commission members have suggestions for improvement?
- Are there any other changes the Commission would like to make with respect to its public meetings?

Staff hopes this sort of discussion will help ensure that the business of the Commission is conducted in a manner that is optimal for Commission members as well as the general public.