

Cover Memo

April 21, 2005

TO: City Council
Planning Commission
Historic Resources Management Commission

FROM: Bill Emlen, Community Development Director
Ken Hiatt, Economic Development Manager/Principal Planner
Sarah Worley, Economic Development Specialist/Associate Planner

SUBJECT: Format of Joint Study Session

Due to the atypical nature of this meeting, we have provided a description of the format and structure of this City Council sponsored Joint Study Session. This format was chosen to provide an efficient and cohesive discussion but will require diligence on behalf of everyone involved in order to make it through the agenda.

The meeting will be conducted in a hybrid workshop and regular public meeting format with an opportunity for public comment. The following is an annotated agenda describing the steps in the meeting:

1. City Council will open the meeting and conduct their regular businesses including communications, public comments for items not on the agenda and consent calendar. (approximately 30 minutes)
2. Immediately following the Council's completion of the consent calendar, the commission chairpersons will be seated at the dais with the Council and open their respective meetings.
3. Staff and consultant Bruce Race will present an overview of the steps taken in the visioning process, what has been learned, what options have been considered, and describe staff recommendation. (approximately 20 minutes)
4. Upon completion of the presentation the Councilmembers will step down from the dais allowing for the balance of members from the two commissions to be seated at the dais.
5. At this time the HRMC and then Planning Commission will be given an opportunity to ask questions of staff and the consultant. (approximately 20 minutes)
6. Public comments on this item will then be heard. (approximately 45 minutes)

7. Following public comments the HRMC will have an opportunity for discussion and formulating a recommendation to the Planning Commission and City Council. (approximately 45 minutes) HRMC will then close their meeting and step down from the dais.
8. The Planning Commission will then be given time (approximately 45 minutes) for discussion and formulation of a recommendation to the City Council. Upon adoption of a recommendation, Planning Commission will close their meeting and step down from the dais.
9. At this time, the City Council will re-seated at the dais given an opportunity for questions and a discussion. (approximately 45 minutes)
10. City Council will then take action to direct the next step(s) in the process.