



## MAYOR AND COUNCIL COMMUNICATION

DATE: 5/17/16  
**REGULAR**  
ITEM #: 21  
**MOTION**

**AGENDA ITEM:** Planning Department 2016 Work Plan  
**SUBMITTED BY:** Stephen Wensman, Planning Director  
**REVIEWED BY:** Emily Becker, City Planner  
Planning Commission

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### **BACKGROUND:**

Every year, the Planning Staff and the Planning Commission prepare an annual workplan for the Department. The 2016 workplan got a late start this year with all the staff changes and workload. The Planning Departments work plan for 2016 was prepared by reviewing the 2015 workplan and with input from the Planning Commission. The Council typically reviews the work plan and provides comments as needed about Department tasks and priorities. The primary intent of the work plan is to help prioritize the projects the Planning Staff and Planning Commission will be reviewing over the course of 2016, and to also help keep the Commission informed about the internal planning related activities and projects that will be undertaken by the Staff over the coming year. This is a working document that provides guidance to the Commission and Council yet has the flexibility to respond to priorities as they emerge. It will also help the Commission and Planning Staff to gauge its progress at achieving some of its goals for the year.

### **ISSUE BEFORE COUNCIL:**

Review and provide comment regarding Planning Department tasks and priorities for 2016 as needed.

### **PROPOSAL DETAILS/ANALYSIS:**

None

### **FISCAL IMPACT:**

Not yet specified. Certain items on the work plan may require outside assistance, such as the zoning code codification and work on a form based code. Staff will seek Council direction as appropriate prior to utilizing such assistance.

### **RECOMMENDATION:**

This item has been placed on the Consent Agenda for Council approval. If the City Council wants to discuss the workplan, or to modify it, the Council can move the agenda item to the regular agenda then accept the work plan with modifications. If on the regular agenda, the Staff and the Planning Commission recommended the following motion:

*“Move to accept the 2016 Planning Development Department Work Plan as amended”*

**ATTACHMENTS:**

1. 2016 Planning Development Department Work Plan