

Proposal: Governance & Engagement Subcommittee

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Purpose & Objectives

The Governance & Engagement Subcommittee will focus on improving transparency, collaboration, board recruitment, and member training. The goal is to ensure that the Planning Commission and Board of Adjustment operate efficiently, fosters strong partnerships, and attracts and retains engaged members.

Key Focus Areas

1. Transparency & Collaboration

- Improve coordination and communication between the Planning Commission/Board of Adjustment, City Council and other relevant boards.
- Establish regular meetings or touchpoints with city staff and elected officials to align priorities.
- Advocate for clearer, more consistent policies and/or procedures that streamline decision-making and reduce confusion.

2. Board Recruitment & Retention

- Identify challenges in filling board vacancies and develop targeted outreach efforts.
- Collaborate with local organization, business, and university to encourage participation.
- Review appointment processes to ensure transparency and accessibility.

3. Onboarding & Training for New Members

- Develop an onboarding packet with key information on roles, responsibilities, and procedures.
- Establish mentorship or expand orientation sessions for new members.
- Provide ongoing education opportunities on planning laws, zoning, and best practices.

Structure & Membership

- The subcommittee will consist of 3 members from the Planning Commission and Board of Adjustments.
- It may invite input from city staff, elected officials, and community stakeholders as needed.
- Meetings will be held monthly and findings will be reported to the full commission.

Expected Outcomes

- Improved collaboration and alignment between the Planning Commission and city leaders.
- A more transparent and efficient decision-making process.
- More effective recruitment and retention of commission members
- Better prepared members who can contribute meaningfully from day one.

Next Steps

- Discuss and approve the formation of this subcommittee at the next commission meeting.
- Identify interested members and appoint a chair.
- Set an initial meeting date to outline priorities and action steps.