



## CITY OF KIRKLAND

Planning and Community Development Department

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### MEMORANDUM

**Date:** December 2, 2010

**To:** Planning Commission

**From:** Paul Stewart, Deputy Planning Director

**Subject:** Planning Commission Retreat Topics

#### Background

The Planning Commission is scheduled to meet on **December 13 from 6:30 – 7:00 pm** in the Peter Kirk Room. The purpose of this meeting is to discuss potential topics for the annual Planning Commission retreat.

The retreat will be held on January 13<sup>th</sup>. We typically provide dinner at 5:30 or 6:00 with the meeting starting a half hour later. The main focus of the retreat is to review the proposed 2011-2013 Planning Work Program. The retreat is an opportunity to look back at 2010 and reflect on what we accomplished and evaluate areas for improvement as well as discuss other items. Here is a link to last year's [retreat packet](#).

Following the retreat, staff will bring back a revised work program based on the Commission's direction. This will be presented to the City Council at a joint study session currently scheduled on March 1, 2011.

Last year's retreat covered the following topics:

- Year in Review
- Draft Planning Work Program
- PC Standards of Conduct
- Process for Selection of Chair and Vice-Chair
- Other items

#### Retreat Topics

At the December 13<sup>th</sup> meeting please be prepared to discuss what other topics of interest should be considered at the retreat along with the proposed 2011-2013 Planning Work Program. One possible item is to discuss the pros and cons of the joint meetings with the Houghton Community Council. In 2010, the Commission and HCC met on several occasions. Are there other topics for the retreat agenda? What would be the preferred starting time?