



## MEMO

**DATE:** June 18, 2021

**TO:** Planning Commission Members

**FROM:** Patrick R. Zenner, Development Services Manager

**RE:** Potential Commissioner Training Topics

---

In light of the recent appointments to the Planning Commission Mrs. Thompson and I have discussed the potential desire some Commissioners may have for supplemental training. A topic that would likely be relevant is a refresher on the Sunshine Law and how it impacts the Commission's operations, but we both acknowledge there may be other topics that interest you.

Given this observation, staff would like to engage in a discussion to explore what training topics you would be interested in. The outcome of this discussion will enable Mrs. Thompson and I to prepare materials that would offer guidance and potential examples of best practices that may enhance your understanding of the Planning profession, your role as a Commissioner, and the effectiveness of Commission in general.

Any trainings identified would be integrated into our work session schedule as time permits. Such presentations are envisioned as a filler to bridge the gap between work sessions in which staff is researching topics or prepared materials to address proposed text amendment or other work assignments.

Staff looks to talking about ideas for training at the upcoming work session. Should you have questions, please contact me.

**Building & Site • CATSO • Housing Programs • Neighborhood Services • Planning • Volunteer Programs**