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| **Topic/suggestion** | **Issue** | **Decision** |
| Work session location |  | Council Chambers around a table |
| Public comments at work sessions |  |  |
| * Provide a public comment slot on all agendas (typically at the beginning of the meeting), including work sessions | By practice, public comments were not listed on work session agendas | Yes (limit to a maximum of five minutes ) |
| * Prehearing meetings |  | * No public comment * Reserve for preparing for the hearing, including quiet time to read correspondence |
| * Briefings | The purpose is for staff to brief the Planning Commission on proposed code and plan amendments | * No public comment * The Chair and Commissioners can question people attending work sessions |
| * Work sessions to deliberate on legislative projects subsequent to the public hearing | Allowing people to comment at work sessions following the close of a public hearing gives those in attendance an opportunity to influence the decision. | - No public comment  - The Chair and Commissioners can question people attending work sessions |
| * Other work sessions |  | The Chair and Commissioners can question people attending work sessions |
| Minutes | By practice, minutes were not approved at work sessions | Approve minutes at the next meeting (including work sessions) when possible |
| Televising work sessions |  | Work sessions will not be televised |
| Scheduling work session following a hearing on an unrelated topic | Could cause meeting to run late | No, except with the concurrence of the Commission members |

**POST QUASI-JUDICIAL HEARING PROCESS**

Close hearing

Commissioners question staff and each other

Initial polling to reveal Commissioners’ thinking and any concerns

Open discussion

Chair asks if members want 5-10 minutes for individual reflection

Motion,

discussion on motion,

Commissioners vote and explain their rationale

Decision is distributed

Following the meeting, staff draft findings based on Commissioners’ rationale/staff report and submit to Chair to final as part of the decision