



Planning and Sustainability Commission Workplan for Implementing Changes

Updated June 22, 2022

Purpose

Identify and organize the work for further improving how the PSC functions. The recommendations and actions listed here are meant to follow up on the evaluation conducted in late 2021 / early 2022.

Staff-proposed Working Groups

- Group 1 – Planning Commission Purview and Makeup
- Group 2 – Culture and Engagement
- Group 3 – Sustainability Commission

Group 1 – Planning Commission Purview and Makeup

The purpose of this working group is to define the role and responsibilities of the future Planning Commission.

Recommendation	Potential Actions
1. Define the roles and responsibilities of the Planning Commission, focusing its purview on land use matters and their intersection with climate and equity goals and considerations.	a. Review the legal framework to determine the legal roles and responsibilities of the Planning Commission; use as the basis for this evaluation, the bylaws, Code and roles and responsibilities identified in State Law (Oregon Statute 227.090: Powers and Duties of Commission and other applicable state statutes).
	b. Evaluate the roles and responsibilities of other Planning Commissions (best practices research to be conducted by staff).
	c. Clarify the collective understanding of the Planning Commission's role in making recommendations to City Council as a multi-bureau body (ensure different bureaus are involved).



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	d. Use case studies to explore and inform the Planning Commission's role in advising bureaus on implementation actions taken as part of their respective work programs.
	e. Define the Planning Commission's role in developing BPS budget and work plans.
	f. Update City code and bylaws accordingly.

Group 2 – Culture and Engagement

This working group will ensure the effective and efficient operation of the current PSC with the goal of also providing a strong foundation for the future Planning Commission.

Recommendation	Potential Actions
2. Ensure the PSC has clarity about the land use policy agenda and priorities of the Commissioner-in-Charge and the City Council, both as a frame for their deliberations and recommendations and as a means to establish and maintain the body's long-term credibility, trust and influence.	a. Establish a framework by which PSC Commissioners can be apprised in an ongoing manner of policy priorities and the work programs and priorities of partner bureaus.
3. Clarify the Commission's role in community engagement.	b. Reconcile the functional role of the Commission as primarily a policy-making body with its core value of ensuring appropriate community engagement.
4. Foster a meeting environment that promotes public participation by a diversity of stakeholders and a Commission culture that is encouraging of BIPOC Commissioners.	c. Evaluate and update PSC protocols for how it conducts its meetings, takes public testimony and creates an inclusive environment for public participation.
5. Establish a robust onboarding process and a framework for ongoing education and training.	d. Review and continually update onboarding materials, ensuring that they are inclusive of training on substantive planning topics, Commission procedures, and Commissioner responsibilities and conduct. e. Review, update and implement an ongoing training program.
6. Ensure best practices are reviewed, updated, and institutionalized to ensure the long-term effectiveness of the Planning Commission.	



Group 3 – Sustainability Commission Formation

This working group will guide and participate in efforts to form a future Sustainability Commission. This working group will launch when the budgeted coordinator position is hired and is able assist and support this process.

Recommendation	Potential Actions
7. Define the role and responsibilities of a future Sustainability Commission.	a. Establish and conduct a process to obtain input on and form the future Sustainability Commission.

