



PLANNING & DEVELOPMENT SERVICES

GARY R. CHRISTENSEN, AICP, DIRECTOR

BILL DOWE, CBO, DEPUTY DIRECTOR

PATTI CHAMBERS
Administrative Coordinator

TIM DEVRIES, CBO
Building Official

MEMORANDUM

To: Planning Commission Members
From: Planning & Development Services Staff
Date: June 10, 2009
Re: Commissioner preferences for document receipt

We understand that Mary McGoffin has developed and circulated a form for Planning Commission members to complete indicating preferences for receiving documents electronically or in hard copy. We appreciate Mary's taking the initiative on this matter.

With staffing and budget constraints such as they are, the Department supports innovative and creative ways of communicating and sharing information. It is important for expectations to be clearly communicated and understood in this regard.

The Department will observe Planning Commission members' desires for preferred methods of document delivery, within some parameters. We must ensure that the distribution of information can happen in a timely, reliable, and convenient manner. Efficiency is also a very serious concern especially given the current lack of available staff.

At this time, the Department can commit to the following delivery methods:

- 1) For materials easily transmitted via email, for those members indicating email as their preference on the attached form, email will be the only distribution.
- 2) For members indicating a preference to receive information via hard copy, copies will be mailed to them.
- 3) For materials that are too large, complex, or generally difficult to assemble electronically, all members will receive a hard copy via US mail or other delivery.
- 4) Items distributed to Planning Commission members at a meeting will only be given in hard copy unless an electronic copy is specifically requested.

Regardless of the delivery method selected by individual Commission members, the Department will assume that members will read, print, and/or bring along materials necessary for any given meeting. At least until our offices return to the Continental Building, we cannot provide Planning Commission members with additional computer monitors or laptops.

Please use the attached form to indicate your delivery preference and return to the Department.



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Planning Commission Member Document Delivery Preferences

I, _____, prefer to receive correspondence and documents from Planning & Development Services in the following method when possible:

_____ Electronically via email*

_____ Hard copy via US mail

Signature

Date

These preferences will be used by the Department until such time that new written preferences are received.

**Note – Documents too large, complex, or generally difficult to transmit electronically will be sent via regular US mail or delivered personally.*