

The Lindon City Council and Lindon City Planning Commission held a Joint Work Session on **Tuesday, July 16, 2019 at 6:00 p.m.** in the Lindon City Center, City Council Chambers, 100 North State Street, Lindon, Utah.

WORK SESSION – 6:00 P.M.

Conducting: Mike Florence, Planning & Economic Development Director

PRESENT

ABSENT

Jeff Acerson, Mayor
Carolyn Lundberg, Councilmember
Van Broderick, Councilmember
Jacob Hoyt, Councilmember
Mike Vanchiere, Councilmember
Sharon Call, Chairperson
Mike Marchbanks, Commissioner
Rob Kallas, Commissioner
Steven Johnson, Commissioner
Scott Thompson, Commissioner
Jared Schauers, Commissioner
Renee Tribe, Commissioner

Staff Present

Adam Cowie, City Administrator
Mike Florence, Planning Director
Brian Haws, City Attorney
Anders Bake, Associate Planner
Kathy Moosman, City Recorder

1. **Call to Order** – The meeting was called to order at 6:00 p.m.
2. **Discussion Item: Staff Report Research Project.** Bonnie Johnson, Associate Director and Professor of Urban Planning in the School of Public Affairs and Administration at the University of Kansas is conducting research on staff reports as a critical communication piece for decisions made by the planning commission and city council. Ms. Johnson will be presenting to the Lindon City council and planning commission.

Mike Florence, Planning Director, gave a brief background stating Bonnie Johnson is the Associate Director and Professor of Urban Planning in the School of Public Affairs and Administration at the University of Kansas. She has been conducting research on staff reports as a critical communication piece for decisions made by the planning commission and city council.

Mr. Florence then introduced Ms. Johnson and turned the time over to her for her presentation. Ms. Johnson mentioned an email she sent out with attached videos and if the group had a chance to review them. With that, she went on to give her presentation and slideshow. Her first question was what word comes to mind when staff report is

mentioned. The group mentioned information, educational, informative, boring among others. Ms. Johnson then asked the group the following questions regarding staff reports with the listed bullet point responses.

Good Points:

- Visual elements
- Tables
- Staff recommendations
- Consistent formatting
- Planning Commission vote
- All information – pros and cons
- History of agenda items

Concerns:

- Boring and repetitive
- Received in a timely manner

How a staff report could be different:

- Distracting
- Easily digestible
- Combining visual with the text
- Balance information with the audience - (on the same page and easily informed)
- Use of timelines
- Use of Color
- Concise – something that can affect the residents
- Starting point
- Professional
- Summary with bullet points of key issues (simplify)
- Use of Videos

Following the presentation, Ms. Johnson said she will be putting together a report and will send it out with the information and ideas presented and discussed tonight.

Mayor Acerson called for any further comments or discussion from the Council or Commission. Hearing none he adjourned the meeting.

Adjourn – The meeting was adjourned at 7:10

Approved – August 20, 2019

Kathryn Moosman, City Recorder

Jeff Acerson, Mayor

Sharon Call, Chairperson