



I. Steering Committee: Roles and Structure

April 09-December 09

Structure:

- Steering Committee member appointed per Council
 - One (1) appointee per council member and 2-3 added if appointees do not achieve profile below
 - To keep the committee effective, no more than 5-10 members are recommended
- Additionally, consider a Council Member and/or the City Manager as a potential member.
- Procedures and leadership will be determined at the first meeting.
- Consultant Team will serve as facilitator at regularly scheduled meetings and prepare the agenda.

Profile:

- Appointed members should demonstrate the **broadest representation** of the community as possible. They should also have leadership qualities to shepherd Comprehensive Plan to end goal. Consider representatives from:
 - Business Community
 - Home Owners Association (HOA)
 - Director- Level City Staff
 - Minorities
 - Education and other service providers
- Some members may have previously served or currently serve in a leadership capacity.
- Others should have a **unique profile** as a member of a population that may not get adequate representation or is otherwise perceived as **under-served**. DCA reviews the City's efforts to ensure broad representation and diversity will be an indicator.

Roles:

- Attend Steering Committee Meetings (6-10).
- Review Community Meeting format and content.
- Attend each community meeting and each public hearing (at least 1 Steering Committee member at each – collectively determine who will attend which one)
- Provide feedback to Consultant regarding community meeting outcomes.
- Review Comprehensive Plan drafts and provide feedback to Consultant.



- Provide Mayor and City Council recommendation for approval or modification of drafts; *important note: City Council has final authority and may accept, reject and/or modify your recommendations.*

Meetings:

The Steering Committee is scheduled to meet once per month (6 scheduled meetings); they may wish to convene for an additional meeting if necessary

1. Kick-Off meeting:
Orientation to Comprehensive Plan process, Define roles
2. Monthly Meetings
Meet at least after every community meeting to review outcomes

II. Detailed Explanation of Meetings and Processes

A. Steering Committee Meetings

First Meeting

What happens:

- Consultants define and explain:
 - *Goals, objectives, policies (provide examples)
 - *How to use background data in the Community Assessment to:
 - Examine factors affecting your community in your topic area
 - Envision how your community should look in 10, 15 and 20 years
 - Develop ideas for goals and objectives
- Introduce the planning process, committees' purpose and responsibilities, and timeline.
- Briefly review suggested timeline, public meeting schedule, and rationale for each

Second Meeting:

- Review background information (Community Assessment data)
- Group exercise: review Character Areas; Issues and Opportunities

Who attends:

Steering Committee, Planning Team (Consultant, Community Development Director, others determined by City)

**Subsequent Meetings:**

- Consultant reports progress, solicits input, prepares for community meetings and presents results of meetings

B. Identify Stakeholders:

Generate a list of all stakeholders who should have a voice in the development of the Community Agenda. The Public Participation Plan that we submit to DCA at the start of the process must include this stakeholder list including entities such as:

Community Groups / Neighborhood Associations:

- Arts Alliance
- Homeowners Associations
- Condominium Associations
- Education Associations
- Historic Preservation
- Tree Council
- Garden Clubs
- Boy Scouts
- School Leadership (Principal, PTA)
- Church Leadership
- Development Authority
- Chamber of Commerce and Business Associations
- Civic Leagues
- Other Groups as needed

C. Regular Meeting of the Council:

Present Community Assessment and Community Participation Program

What happens:

- The City introduce any committees or stakeholders
- The Consultant introduces the planning process, committee, stakeholders, purpose responsibilities, and timeline of Comprehensive Plan
- Review background information from Community Assessment including:
 - Maps
 - Background Data (i.e. Bureau of Labor Statistics, Census)
 - Other Information as identified

Who attends: Steering Committee, Invited Stakeholders, Planning Team, Public

**D. Public Review Period for Community Assessment and CPP**

What happens: Provide the public an opportunity to view the Community Assessment and Participation Program Plan (post on the government web-site or announce that hard copies available at the government offices and libraries).

E. Public Hearing #1: Community Assessment and CPP

What happens:

- Consultants present data, plan and logic behind the plan
- Amend participation plan if necessary per Council directive
- Adopt resolution to transmit to DCA (for the required, 30 day review they conduct)
- City transmits to DCA

Who attends: Steering Committee, Planning Team

G. Public Meetings or Workshops

What happens:

- Review Community Assessment
- Discuss Issues and Opportunities
- Character Areas defined
- Future Development Map reviewed/refined
- Define community goals and implementation methods (this will inform the Community Agenda document)

Who attends: Steering Committee, Stakeholders, Public, Consultant and City Staff

H. Public Hearing #2 and #3

What happens:

- Present Community Agenda and over-all plan to town residents, landowners, business owners and other interested parties
- Introduce Amendments into the record, if any proposed by Council
- Resolution to transmit to DCA, if Council pleased

Who attends: Steering Committee, Public, Consultant and City Staff