

STEERING COMMITTEE RESPONSIBILITIES for Comprehensive Planning

PURPOSE: The steering committee is comprised of 10-12 members that are appointed by the City. These members represent the local business community, citizens at large, City staff, City Council member(s), County and/or area stakeholders, and other various Commission members within the City. The role of the steering committee is to build consensus and support regarding the various topics, approaches, and policies outlined in the comprehensive plan project. The steering committee will work with the consultant, city staff, and other local leaders while engaging the public for input throughout the duration of the project. The steering committee will provide recommendations to the Planning Commission and City Council on the drafting and adopting the Comprehensive Plan.

TIMELINE: Time commitment is expected to last approximately 10-12 months

RESPONSIBILITIES: The steering committee members will be responsible for:

- Provide guidance through the entirety of the process
- To advise the consultant in reviewing data in addition to developing and reviewing goals, policies, and draft documents
- Provide comment and input during all project phases and civic engagement meetings and components
- Identify issues and concerns during the project development process, and for the project as a whole
- Encourage community consensus and encourage stakeholder participation during civic engagement events
- Promote awareness, participation, and support the mission of the project
- Represent broad community interests
- Act in an advisory capacity to the Planning Commission and City Council

ACTIVITIES: The public participation plan outlines the purpose, and various activities that comprise the civic engagement portion of this project. The following is a general list of meetings, forums, and activities the steering committee is expected to attend through the entirety of this project:

STEERING COMMITTEE MEETINGS: Attend six (8) meetings through the entirety of the project (not to exceed 2 hours) that will occur every six (6) weeks. Committee members may be asked to review content and materials before the meeting. Committee members may also be asked to report information to the group, and conduct research outside of the meeting.

ON-LINE SURVEY: With input from the steering committee, a community survey will be posted on the city's website. Committee members will uphold the responsibilities of the task force by promoting the survey and provide comment.

WALKING TOUR: A walking tour will be conducted to learn insights, the history, and discuss issues and opportunities regarding the existing development throughout the community. The walking tour is expected to take two hours.

FOCUS GROUPS: Specialized meetings will be established throughout the development process to discuss land use concerns and meet with specific stakeholder groups.

A final meeting schedule will be provided when the steering committee has been formed.

The steering committee is encouraged to participate in the following activities. It's important that committee members are present to facilitate conversation, serve as advisors on the process and topics of the plan, encourage participation, and provide input.

OPEN HOUSE: Two (2) open houses will occur during the duration of the project. These open house events will be conducted by the consulting team and city staff. Steering committee members will be available to facilitate conversation and answer questions that the attendees may have. These open houses are meant for the public to engage with the facilitators, interact with demonstrations/material, and contribute to the development of the document. Members will be available at each display to explain the plan content and purpose of the material.