



MEMORANDUM

**Citizen Advisory Committee and Technical Advisory Committee
Charter
Pleasant Valley/North Carver Comprehensive Plan**

DATE June 13, 2018
TO Michael Walter
FROM Joe Dills
CC Sylvia Ciborowski

This memorandum is a team-review draft of a combined charter for the Community Advisory Committee and Technical Advisory Committee. When final, this charter will be put on City or project letterhead.

CHARGE TO THE COMMITTEES

Community Advisory Committee (CAC)

The CAC is the Statewide Planning Goal 1 Citizen Involvement advisory committee for the Pleasant Valley/North Carver (PV/NC) Comprehensive Plan, charged with: (1) helping with the community outreach strategy; and, (2) advising on the content and language of the PV/NC Comprehensive Plan. The CAC meetings and workshops will be a focal point for the public involvement process. The CAC is advisory to the Planning Commission.

Technical Advisory Committee (TAC)

The TAC, with multiple disciplines from overlapping agencies and service providers, will guide the technical aspects of the PV/NC Comprehensive Plan, particularly regarding transportation, infrastructure and parks planning.

STAFF SUPPORT

City of Happy Valley planning staff will serve as the primary staff support for Committee logistics and management of the project. The project consulting team will serve as Committee facilitator and will prepare working materials for discussion by the Committees.

EXPECTATIONS FOR PARTICIPATION

Members of the CAC and TAC will:

1. Attend approximately ten meetings. If a CAC member cannot attend a meeting, he or she may send someone to listen in the audience but not participate at the committee table.
2. Actively participate in the project by contributing to project meetings and reviewing materials before meetings.
3. Abide by the agreed upon meeting guidelines.
4. Strive to incorporate perspectives they hear throughout the community.
5. Ask questions and seek information to ensure understanding. Express concerns, issues, and perspectives clearly, honestly, and early in the process.
6. Share differences of opinion on ideas – silence is considered consent.
7. Help create an atmosphere in which differences can be raised, discussed, and melded into group decisions. Divergent views and opinions are expected and are to be respected.
8. Talk to others in the community to give and receive information about the transportation plan.
9. As possible, attend project-related public events.
10. If contacted by the media, members will speak on their own behalf and not on behalf of the group or City. Committee members should refer members of the media to City staff for official statements.
11. The CAC is an advisory group and subject to public meetings law. Therefore, discussions and deliberations must take place in a public setting. More than half of the committee members may not discuss or deliberate issues before the committee in person, in emails, or other electronic communication. Please do not use “reply-all” when responding to any emails from the CAC or City staff.

MEETING GUIDELINES AND DECISION MAKING

General Guidelines

1. A quorum for each committee is two-thirds of the total membership.
2. Meetings will be facilitated by the project consultant.
3. Discussions are generally intended to develop consensus and a common direction from the Committee, but consensus is not required to move forward.

4. Meetings will begin and end on time. If an agenda item cannot be completed on time, the group will decide if the meeting should be extended or items continued to the next meeting.
5. Committee members will strive to:
 - a. Share comment time so all can participate.
 - b. Be respectful of a range of opinions.
 - c. Focus on successfully completing the agenda.
 - d. Voice concerns as needed at the meeting.
 - e. Seek consensus where possible.
6. The public is welcome to attend CAC meetings, and time will be reserved for public comments.
7. Committee members are encouraged to share the project's progress with their respective networks and constituencies.

Guidelines for Developing Advice and Recommendations

- a. The Committees will seek to develop advice and recommendations by consensus. Consensus means that all members either support the proposal or can live with it in the interest of moving forward.
- b. If consensus cannot be reached, the facilitator will ask for a vote. Support by two-thirds of the members present (with a quorum) is required to forward a recommendation. The vote will be captured in the meeting summary, along with the various points of view on the issue.
- c. The facilitator may ask for straw polls during the course of discussion to gauge the level of support for various issues and help identify areas of compromise.

PRELIMINARY MEETING TOPICS

The following is a list of CAC meeting topics from the project scope of work. The TAC meeting topics will generally track with the topics prepared for the CAC but may be tailored for future changes. This list is preliminary and subject to change as the project unfolds.

1. Project Overview, Draft Committee Charters, Vision and Planning Principles (interactive exercise)
2. Existing Conditions (Part 1), Finalize Vision and Planning Principles
3. Existing Conditions and Needs Assessments (Part 2), Plan Concepts (Part 1)
4. Plan Concepts (Part 2) and Policy Ideas, Meeting Plan for Community Workshops
5. Review Feedback on Preliminary Plan Concepts and Policy Ideas from Community Workshops and Online Outreach, Provide Direction for Refined Plan Concepts and Policy Ideas
6. Review Analyses of Refined Plan Concepts, Provide Direction for Preferred Plan and Policy Ideas
7. Review Draft Land Use Map, TSP Master Plan, and Comprehensive Plan Policies

8. Review Draft Development Code Amendments
9. Review Draft Supporting Documents (HNA, EOA, TSP, Park Master Plan, Natural Resources maps)
10. Contingency Meeting (available for use as needed during the CAC process)