

Joint Town/County Planning Commission Comprehensive Plan Review Process Chairmen Suggested Discussion Points

The Town/County Planning Commission Chairmen and staff have met and put together the following discussion points for consideration by Commissioners at the July 9, 2009 meeting under the New Business Item.

1. Joint Town/County Meeting Process

The joint planning process is not a State mandate it is a community mandate. The Town and County have committed voluntarily to a joint planning process in order to have one Plan that is applicable across jurisdictional boundaries because the values of this community extend beyond jurisdictional boundaries. Technically one recommendation will come from the Town and one from the County but practically, we are one community and therefore voluntarily commit to going through the planning process jointly.

2. Alternative Review Process

Consideration of the attached Alternative Review Process (same as previously included).

3. Meeting Ground Rules

The Commissions will discuss and agree upon a list of "Ground Rules" for all upcoming meetings. Items for consideration include:

- What is the desired meeting format: Workshop, Formal, other
- Read all information provided by staff and public comment prior to coming to the meeting
- Speak only when recognized by the Chair and/or Facilitator
- Be respectful of all opinions and perspectives
- All meetings will be joint meetings of both Commissions unless jointly determined otherwise
- Discuss the role of the Planning Commission Chairs as facilitators and participants in upcoming meetings.
- What should be the frequency of meetings: weekly, bi-weekly, three times a month, etc
- How long should meetings last: 4 hrs, 9:30 curfew, other
- Should meetings be on a regular day of the week at a regular time
- Should a note taker be provided at each meeting to record items on large sheets of paper
- Agree to allow flexibility in the Ground Rules in order to achieve overall objectives
- Other

4. Clarification of the Voting Structure in Meetings

Commissioners' will consider that all votes (straw poll, etc) be taken as a vote of the entire membership of both Commissions with staff recording individual member decisions for the official record. The intent is to create a community recommending body without distinction between Town/County representation. As noted above staff will track the voting preference of individual members so that it can be reported to elected officials for their review. Items to consider include:

- How to represent recommendations to the elected officials
 - A rewrite of the draft plan incorporating all recommendations approved by both commissions
 - A list of all recommendations supported by one board but not the other; not incorporated as a rewrite of the draft plan
 - A list of all other recommendations; not incorporated as a rewrite of the draft plan
- When to rewrite(s) of the draft plan should occur
 - By chapter as recommendations are finalized
 - At the end of discussion on all chapters

5. Town/County Staff Role and Meeting Reports

The role of the Town/County staff is to assist the Planning Commissions in formulating recommendations on any portion of the draft plan as requested. Staff will also be available to explain – not defend – the rationale behind the content of the current draft in order to inform discussion. In order to allow Commissioners and the public adequate time to review discussion items prior to meetings staff is recommending that a report be prepared and made available prior to all meetings. Staff proposes to include in each staff report:

- All public comment on the topic
- Staff summary of all public comment on the topic
- STAG recommendations on the topic
- Planning Commissioner comments on the topic
- Staff recommended discussion items; from broad to specific
- Other