

GREATER PALM RIVER AREA COMMUNITY PLAN



COMMUNITY PLAN ADVISORY COMMITTEE STRUCTURE

Advisory Committee Organization, Roles, and Responsibilities:

A *Greater Palm River Area Community Plan Advisory Committee (CPAC)* will be designed to represent a broad cross-section of the community (i.e., the *stakeholders* in the outcome of the project). *CPAC* members are self-appointed citizens, who sign-up through registration forms provided by the Planning Commission. The Advisory Committee is a mixture of individuals representing organizations and individuals representing a group(s) with interest and/or expertise in one or many of the various topics under study in the Plan. Formal organization is not required nor recommended. The planning team, with committee consensus, will prepare agendas, conduct the meetings, and prepare documentation of the Committee's activities.

Role of the Advisory Committee:

CPAC members collectively assist the planning team to formulate a plan that accomplishes the following:

- Reflects a broad spectrum of community opinion and perspective;
- Reflects extensive community involvement during the preparation of the plan - not simply a response after the plan is complete; and
- Represents - to the greatest extent possible - a consensus among diverse community interests.

CPAC members individually represent an identified interest or perspective. Each committee member is expected to:

- Actively participate in the process;
- Communicate with their organization or interest group to fully understand their issues and perspectives;
- Freely express their interests and perspectives during the process; and
- Provide comment on and review choices among available alternatives.

Conduct of Meetings

Meetings and workshops are intended to be inclusive. A quorum is not required and participation is not limited to Committee members. All opinions offered in writing, email or otherwise documented in the process will be included in the public record and considered during the formulation and review of the Community Plan.

Decision Making

Formulation of the Community Plan progresses through a *concurrence / non-concurrence*

approach. Each Committee member may - at their individual option - ***concur or not concur either in whole or in part***. The planning process reflects a choice among available alternatives.

Committee members electing to ***not concur either in whole or in part*** are encouraged to document their rationale for non-concurrence and identify their preferred alternatives. Documentation should be provided subsequent to the next regularly scheduled meeting in the event the rationale rises to the level of an agenda item for the next meeting. The Greater Palm River Area planning initiative is committed to the formulation of a plan that has broad community input and consensus. While total agreement can never be expected, the decision making process cannot be considered complete without a high degree of concurrence on the Plan and its various aspects. The ***concurrence / non-concurrence*** technique is designed to quickly identify areas of disagreement and to facilitate their resolution.

Documentation of Proceedings

The Planning Team is responsible for the documentation of the proceedings of the Advisory Committee. Minutes of all Advisory Committee meetings will become part of a public record of the project.

Staff will also assist Advisory Committee members with the preparation or reproduction of information or opinions, as necessary and reasonable, to be made part of the record.