



Citizen Advisory Group Comments and Staff Responses

The following are comments and questions posed by Citizen Advisory Group members at the December 2, 2009 meeting, and staff responses.

- 1. Information should be provided to the CAG ahead of time so that members can review it prior to the meeting, even if only in draft form. Also, CAG members should be provided with interim work products to review between meetings.***

Planning staff will make every effort to provide meeting materials, such as agendas, presentation materials, and handouts, at least two days prior to the meeting. These materials, which should be considered as drafts, will be emailed to members and will typically be in Adobe .pdf format. If work products such as recommendations, area plan document text, tables, graphics, maps, and the like are completed by staff and have been reviewed and approved by Planning leadership, they will be provided to the CAG for review between meetings whenever it is practical to do so.

- 2. A recap of the previous meeting should be provided at the start of the next meeting, where staff could review what had been discussed and provide any follow-up actions that have been taken in the interim.***

Each future CAG meeting will begin with a recap of the prior meeting's discussions. Staff will update the members on any follow-up actions taken in the interim. Each meeting will feature PowerPoint slides and a handout to aid in this update.

- 3. There should be a schedule or flowchart provided at each meeting showing where we are in the overall area plan process.***

The printed agenda for each future CAG meeting will include a flow chart and schedule showing where the meeting fits into the overall plan schedule. This will also be presented as a PowerPoint slide at the beginning of the meeting.

- 4. The area plan process and plan adoption process should be explained, specifically what actions are taken/needed and when and in what order they occur.***

A flow chart with tentative schedule has been prepared and will be presented and discussed at the start of the next meeting. It will also be included in each meeting's PowerPoint presentation. The schedule will be updated as circumstances dictate.

- 5. Consider finishing one area of the plan (e.g. Land Use) before moving on to another topic, rather than covering a different topic from one meeting to the next.***

Staff will make a concentrated effort to stress the linkages between topics during each meeting and, as mentioned in the response to comment #2, to provide a recap of the previous

meeting, issues discussed, any actions taken, follow-up, etc., which should help to bridge any gaps and ensure that thoughts don't get lost. While we certainly understand that moving from topic to topic can take some extra "ramp up" time at each meeting, staff proposes that we continue with the method for the following reasons:

All of the topics are interrelated, making it difficult to finish discussing one and then moving on to the next. For example, land use will play into the discussion regarding community design and transportation, and vice versa.

Many times, the topics/meetings need materials prepared, information gathered, responses developed, etc. that can't be accomplished in the time between meetings.

The schedule recognizes that some topics may take more discussion time and there is time built into the process to allow for this. It's anticipated that this discussion will focus on specific topic issues at that point.

6. How does staff weigh the various suggestions and ideas that are received? Many of these are personal preferences and may not be the majority opinion on issues.

Suggestions and ideas provided either through surveys, issue identification exercises, public meetings, or the Citizen Advisory Group process, are evaluated and considered in the light of the City's various planning policies and frameworks (e.g. General Development Policies, Centers, Corridors, and Wedges Development Framework, Urban Street Design Guidelines, district plans, etc.). If suggestions and ideas are incorporated into the plan recommendations and presented for consideration, an effort is made to achieve consensus of the group on the recommendations whenever possible. If it is not possible to achieve consensus on key issues, the draft plan may move forward to the plan adoption process with multiple recommendations, and it will ultimately fall to City Council to choose between them.

7. The advisory group would like to have more interactive exercises and opportunities for give and take, such as the process used to formulate the draft vision statement.

Future CAG meetings will include more opportunities for interaction among group members and between the members and staff, whenever possible.