

Garfield County Comprehensive Plan

Citizens' Advisory Committee Operating Guidelines

INTRODUCTION

These guidelines describe the role and responsibilities of the Citizens' Advisory Committee (CAC) for the Garfield County Comprehensive Plan.

MEMBERSHIP

Members of the CAC shall be appointed by the jointly appointed by the Planning and Zoning Commission (P&Z) and Board of County Commissioners (BOCC) for a term that is consistent with the length of the Comprehensive Plan project. The project is expected to last about 12 months. Members of the CAC shall not receive compensation for their volunteer efforts. After its initial meeting, additional members may be added to the CAC to provide better County representation, if determined necessary.

CHARGE

The CAC will work with County staff and project consultants to develop a Comprehensive Plan for Garfield County. This will include a vision and goals for future development of the County, alternatives for future development, a preferred alternative, suggested policy development and an implementation prioritization program that outlines actions necessary to implement the plan. The CAC will present the plan to the Planning Commission (PC) for adoption. The PC will subsequently certify the plan to the BOCC.

CHAIRPERSONS

A chairperson and vice chair will be elected by the CAC at their first meeting. The chairperson will be responsible for running CAC meetings, providing neutral facilitation, and encouraging participation of all CAC members. The vice-chair will assist the chairperson as needed, or serve as the temporary chairperson in the chairperson's absence. Alternatively, staff and / or consultants will facilitate meetings if the CAC members choose not to chair meetings.

MEETINGS

The CAC will meet throughout the planning period (approximately every 6 weeks for the length of the project). Meetings shall be open to the public though limited time will be allowed for public comment. Meeting time and location will be determined within the first two CAC meetings. County Planning staff / consultants will distribute materials for the meetings and summarize meetings in minutes. CAC minutes will be distributed to the P&Z and BOCC as an update on the progress of the project.

CAC members are encouraged to participate in other public meetings throughout the planning process. Occasionally special meetings may be warranted during the comprehensive planning process. County Planning staff / consultants will provide the CAC ample notice for these meeting times and dates.

REACHING AGREEMENT

The CAC will be asked to listen to and accurately represent the interests of Garfield County citizens. The CAC will seek and receive input from citizens through attending workshops and public meetings, reviewing e-mail and written comments, and through members' personal interactions with other individuals. When necessary, the CAC will function as a traditional committee and a majority vote of the group shall constitute an action of the group. CAC members are encouraged to try to reach consensus on issues and seek creative solutions to problems, however the ability to reach informed consent or majority approval will also be used to resolve issues that are highly debated and/or controversial. The CAC's ultimate role and duty will be to provide a recommendation to the Planning and Zoning Commission and Board of County Commissioners for the adoption of a Garfield County Comprehensive Plan that is reflective, at a minimum, of the County's vision goals, future policies and priorities for implementation.

GUIDELINES

In performing their duties, CAC members shall abide by these guidelines:

- Search for and create opportunities for consensus or informed consent if consensus is not achievable
- Seek to understand the complexities inherent in the problems presented
- Commit to listen to others' viewpoints and ask questions to fully understand others' concerns;
- Seek a constructive format for resolving differences
- Recognize the importance of the comprehensive plan and commit to developing a plan that the county residents will support, setting aside single, personal viewpoints

ATTENDANCE

Each CAC member should make a commitment to attend all scheduled meetings, and come to meetings prepared by reviewing materials in advance. If a CAC member must miss a meeting, alternates are not allowed to participate in their place. County Planning staff / consultants will strive to distribute materials by email to members during the week prior to scheduled meetings. If a CAC member must miss a meeting, the County Planning staff requests that they be notified of the absence in advance. As there are a limited number of CAC meetings, attendance is vital to the plan's development.

COMMUNICATION WITH PLANNING COMMISSION AND THE BOARD OF COUNTY COMMISSIONERS

Periodic updates of the planning process will be presented by County Planning staff / consultants to the Planning Commission and Board of County Commissioners. Alternatively, a CAC representative may be requested to present updates. The Planning and Zoning Commission will have two representatives on the CAC, who will liaise to both the PC and the BOCC. The Board of County Commissioners are encouraged to participate to observe the process as a member of the public as often as their schedules allow.