

MEMORANDUM

DATE: August 19, 2019

TO: The Community Participation Team

FROM: Leigh Anne King, Clarion Associates
Alex Baruch, Senior Planner
Christy Parrish, Zoning Administrator
Tammy Rosario, Principal Planner

SUBJECT: First Community Participation Team Meeting

Welcome aboard! The Planning staff and their consultants are excited to have all of you as members of the Community Participation Team (CPT). The Community Participation Team and the Planning Commission Working Group (Planning Commission plus a CPT liaison) are the two main groups designated to help lead staff and the Board of Supervisors through the Comprehensive Plan update process. The CPT was selected by the Board of Supervisors and is composed of four members of the Planning Commission Policy Committee and six members of the community at large.

It is the CPT's role to take an active participatory role in the Comprehensive Plan update process. The team is responsible for encouraging, facilitating, and reporting citizen participation and input throughout the update. The primary work items of the team include:

- Assisting staff and the Planning Commission in the coordination of publicity efforts
- Educating the public about the comprehensive plan process
- Sponsoring public meetings and other input opportunities
- Encouraging fellow residents and business members to participate in the planning process
- Forwarding a summary report on the public outreach and engagement process and the citizen feedback received to the Planning Commission Working Group

At today's Community Participation Team (CPT) meeting, staff and their consultants will walk through various components of the planning process, roles and responsibilities, defining public engagement success, a branding exercise and next steps.

The agenda for the meeting is attached along with the welcome information provided by email.

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Attachments:

1. Agenda
2. Welcome Packet
3. CPT Member Bios