



Economic Vitality & Town Center Task Force

Roles & Responsibilities Summary

Roles

- **City**
 - Project oversight
 - Consultant management
 - Policy and technical guidance

- **Consultant**
 - Facilitate task force and community discussion re town center
 - Provide technical input
 - Create meaningful materials for meetings
 - Prepare recommended draft plan updates based on community input for review by Task Force & City
 - Present information to Planning Commission & Council

- **Task Force**
 - Provide input on the vision for Town Center
 - Engage in discussion about ideas for the future of Town Center
 - Review draft materials and provide recommendations
 - Share insights

- **City Council & Planning Commission Liaisons**
 - Liaison participation – Non-Voting members
 - Report back to respective bodies on project status

Responsibilities

- **City**
 - Provide technical and policy assistance
 - Serve as project advocate
 - Liaison with City Council and Planning Commission
 - Communicate with Consultant and Task Force regarding influences affecting the planning process or outcome
 - Review, provide input and comment draft documents
 - Review, provide input and approve task force meeting agendas

- **Consultant**
 - Prepare agendas and materials for meetings
 - Advocate for the project
 - Provide technical information and direction
 - Facilitate discussion
 - Prepare draft subarea plan
 - Organize, plan and facilitate public workshop
 - Make recommendations for plan content, changes to existing standards resulting from process, map amendments etc.
 - Communicate with the City and Task Force regarding project questions, concerns or issues
 - Document and keep record of project related decisions

- **Task Force**

- Attend meetings regularly. Let contact person know if you will not be able to attend a meeting

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- Contribute constructively to discussions
- Consider the perspectives of the community as a whole & particular stakeholders
- Coordinate and communicate with city staff and consultants on key issues
- Convey information from meetings back to the community
- Participate in outreach efforts
- Review and provide comments on draft materials
- Assist in identification of challenges, opportunities
- Identify opportunities for partnerships between the City and other entities interested/involved in an improved Town Center
- Work proactively to identify project issues/risks and management strategies to address them
- Inform City of partnership opportunities as they arise
- Share concerns constructively
- Provide feedback to task force Chair, city staff and consultants on process and progress
- Task Force Chair - Presides at all meetings, i.e., opens and closes meetings, facilitates discussion and recognizes members who wish to speak, and manages the flow/timing of agenda items. At the end of meetings, the chair typically recaps what the group has agreed upon.
- Vice-Chair – Performs duties of chair when chair is absent

- **City Council & Planning Commission Liaisons**

- Attend meetings regularly
- Consider the perspectives of the community as a whole and particular stakeholders
- Convey information and project status back to their perspective bodies
- Review draft materials
- Assist in identification of challenges, opportunities

Ground Rules

- Review materials in advance of meeting
- Participate fully -Come prepared to discuss materials, opinions, insights
- Be respectful
 - Communicate honestly and respectfully
 - Give everyone a chance to speak
 - Listen when others speak
 - Its ok to disagree, but do so collegially
- Remember all members are working together for improvement of Town Center
- Work collaboratively toward consensus
- Meetings will start and end on time