

Attachment B

Comprehensive Plan Steering Committee

Purpose –

A Comprehensive Plan Committee (or Steering Committee) is a designated group of stakeholders, residents, and officials tasked with overseeing the creation or update of a local land-use plan. Their primary duties include providing strategic guidance, fostering public engagement, reviewing draft materials, and making recommendations to the Planning Board and City Council.

Members –

- One councilman - _____
- One planning board member - _____
- Planning staff (2) – Todd Cox and Emerson Wright
- City engineer – Ben Marion
- (Developer, Realtor, Contractor, or stakeholder, etc.) - _____
- One citizen at large/resident - _____

Duties and Responsibilities

The committee generally operates throughout the project timeline, requiring regular virtual meetings bi-weekly and independent review work.

- **Guidance and Oversight:** The committee serves as a steward of the process, ensuring the plan reflects council’s visions, community needs, and remains on schedule.
- **Visioning and Goal Setting:** Developing a shared, long-term vision for the community, including defining specific goals, policies, and strategies.
- **Public Engagement:** Designing and implementing a community outreach program to gather public input, ensuring all stakeholders are heard.
- **Data Review and Analysis:** Reviewing current data on land use, transportation, demographics, transportation, utilities, and capital improvements to help consultants and staff make informed recommendations to council.
- **Reviewing Draft Documents:** Providing constructive feedback on draft chapters of the plan before they go to the planning board and city council.
- **Building Consensus:** Ensuring the final plan balances diverse community interests.