

STEERING COMMITTEE ROLE AND RESPONSIBILITIES

Steering Committee Charge

The purpose of the Princeton Planning Update Steering Committee is to be a principal advisory body that will provide guidance and support to planning staff and the Consultant Team throughout the planning process. The Committee will provide leadership; guidance on key issues based on member's unique knowledge of community needs and goals; review major work elements and products prior to release to the public; and provide input and feedback on key issues, visions, and land use policies. The Steering Committee will focus on input, review, and community acceptance of fundamental visions and policy directions rather than deliberating on the precise wording of policies and programs or technical supporting data. Members will also serve as conduits to their respective constituents, informing them about the Princeton Planning Update Program and opportunities for public participation, distributing workshop flyers and other information, and encouraging public participation in the process.

Steering Committee Role:

- Serve as a leadership and advisory committee to planning staff and the Consultant Team throughout the planning process.
- Serve as conduits to their respective constituents and the broader community to inform them about the project and encourage public participation.
- Represent the diverse views and perspectives in the community.

Steering Committee Responsibilities:

- Provide review and input on the approach, process and work products for the project before release for public review. These may include but are not limited to: key issues, visions and land use policies; public outreach; project schedule and key deliverables; existing conditions analysis; project goals and development framework; draft land use alternatives and preferred plan; and draft environmental effects analysis.
- Provide more detailed feedback on specific areas of focus within the larger planning update, depending on each member's representative stakeholder interest.
- Support outreach to community leaders, organizations and individuals. Members will share information about the project with stakeholders, including opportunities for public participation (i.e., public workshops, social media outlets: www.PlanPrinceton.com, twitter, and facebook).
- Make recommendations to planning staff and the Consultant Team in regard to community outreach and other project goals.

- Attend Steering Committee meetings. Meetings will be held in venues within the Planning study area, or in the near vicinity depending on availability, and Committee members will be given sufficient meeting notification prior to each meeting. There will be a total of eight (8) Steering Committee meetings throughout the two (2) year course of the planning update contract work.

Expectations of Steering Committee Members:

Members shall agree to:

- Participate actively;
- Attend meetings regularly;
- Review materials by agreed upon deadlines, including review of relevant materials prior to meetings;
- Make an effort to understand each other's perspectives;
- Assist with public outreach activities; and
- Engage and participate in meetings and discussions in a mutually respectful manner.

Meeting Ground Rules:

Steering Committee members shall agree to conduct meetings according to the following ground rules:

- Speak one at a time;
- Arrive on time and commit to attending all scheduled meetings;
- Inform the facilitator in advance if you are unable to attend a meeting;
- Accord all members fair shares of time to participate in discussion; and
- Follow the direction of meeting facilitators in: (1) guiding discussion; (2) establishing and enforcing agreed time limits on discussion; and (3) ensuring that meetings remain consistent with meeting agenda topics, remain within allotted times for discrete topics and overall meeting lengths, and provide fair and equivalent opportunity for all members to participate in discussion and feedback.

For more information about the Steering Committee, please contact Summer Burlison, Planning and Building Department, 455 County Center, 2nd Floor, Redwood City, CA 94063, 650/363-1815 or sburlison@smcgov.org.

For more information on the project visit the project website at www.PlanPrinceton.com.

Thank you!