

Town of Basin Master Plan
Master Plan Committee Roles and Responsibilities
July 2011

1. Role of the Committee

The Master Plan Committee's primary role is to work in partnership with the consultants to produce a new Basin Master Plan. The consultants will provide the committee with ideas and recommendations on how to conduct the planning process and what to include in the plan. The committee's job is to work with the consultants to decide what the plan should say about the future growth and development of the town. The committee's job is also to advise the consultants on how to conduct the process so that it works best for the town's citizens.

2. Composition

The committee includes town residents, property and business owners, appointed officials, and other individuals from Basin that have an interest in the town's future land use. Appointments are made by the Town Council.

3. Roles and Responsibilities of Individual Committee Members

Committee members have several crucial responsibilities, all of which will help the consultants prepare the Master Plan in a timely and fair process. Committee members should:

- To provide recommendations, guidance, and feedback to the consultants and other members of the committee on the policy direction and content of the plan;
- Represent not only their areas of interest or geographic section of the town but also to look out for the good of the whole, being Basin in its entirety;
- Thoroughly read and examine materials they receive during the planning process;
- Provide constructive and thoughtful comment about local values and how to incorporate those values into the plan;
- Help keep town residents informed about the planning process; and
- Work with the consultants to deliver a plan that offers guidance in the future land use and development of the town.

4. Standing

The Committee is advisory only; it is not a decision-making body. The Town Planning and Zoning Commission and the Town Council will receive the committee's recommended plan. The Town Planning Commission is also an advisory body and must recommend the plan to the Town

Council before the plan can be adopted. The Town Council has the final decision-making authority on the plan.

Despite the fact that these other boards are involved in adopting a final plan, there is a strong possibility that the plan the committee produces will be the plan that the Town ultimately adopts. These other boards are counting on the committee to produce a good plan for Basin. The Town has provided the committee with the resources to make this happen. If the process goes well, the committee's recommended plan will likely become the Town's adopted plan.

5. Staff Support

The consultants will distribute information materials to assist in discussions; prepare meeting agendas; facilitate committee meetings; prepare the plan materials; be keepers of the clock and schedule; and be part of the team.

6. Public Meetings

All committee meetings are open to the public. However, most committee meetings will be for working on the plan and not for taking public input. Other meetings, including the public forums, are specifically for taking public input. If there is a need, the committee can decide to allow a short period at work meetings for taking public input.

7. Decision-Making

Decisions will be incremental and documented in a written summary of each meeting. After the committee has reached an agreement about an item, the item will not be revisited in later meetings except by consent of the majority of the committee. This is being done in order to keep the committee moving ahead rather than looking backwards at what was previously decided.

The committee will be reviewing plan drafts as they are produced in order to make sure their decisions are adequately reflected in the plan contents.

We will seek consensus about decisions as much as possible. Committee members who do not agree with the pending decision are asked to provide alternative solutions to the issue under discussion.

8. Guidelines for Conduct

The Committee has the important responsibility of representing the citizens of Basin in the development of the plan. In order to do that, committee members and the consulting team will need to be focused, respectful, and objective. We should work together with a sense of purpose. Each one of us plays a role in the successful completion of the plan, and we must strive to do it well. Observance of the following guidelines will help us to be successful:

Focus

- Be on time
- Stay on track
- Do not hog the meeting time
- Do not back-pedal
- Be prepared for the meeting agenda

Respect

- All committee members are equal
- Listen with respect
- No personal attacks
- Discuss issues, not personalities
- Agree to disagree about issues

Objective

- Be open to thinking outside the box
- Look for new solutions
- Share information
- Understand that different points of view are OK
- Find common ground
- Remember: The good of the whole is most important