

revised
4.29.09

Introduced by _____ Council Bill No. _____

A RESOLUTION

directing the Planning and Zoning Commission to prepare a new Comprehensive Plan; establishing a Comprehensive Plan Task Force to assist the Planning and Zoning Commission.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Council hereby directs the Planning and Zoning Commission (hereafter "Commission") to study and evaluate the existing Comprehensive Plan, to develop a work program for producing a new Comprehensive Plan, and to prepare a new Comprehensive Plan as provided in Sec. 20-41 of the City of Columbia Code of Ordinances.

SECTION 2. The City Council hereby establishes a Comprehensive Plan Task Force (hereafter "Task Force") consisting of fifteen (15) members appointed by the City Council. **The Planning and Zoning Commission shall be given the opportunity to review the list of applicants and provide comments to the City Council before the Council makes appointments to the Task Force.** Any citizen may be considered for membership, but in making appointments to the Task Force, the City Council and Commission shall consider prior involvement in the *Imagine Columbia's Future* visioning process, service on a city commission, professional credentials or participation in a civic, business, or professional organization as key qualifications for membership. At least one (1) member shall be a member of the Columbia Vision Commission to facilitate two-way communications between the Task Force and the Columbia Vision Commission.

SECTION 3. The Task Force shall advise and assist the Commission and the City Council on all phases of plan development, including citizen involvement, public education and outreach, recruitment of volunteers and review of interim products as described in the Commission's scope of work.

SECTION 4. The Commission and Task Force shall convene meetings in accordance with the "Guidelines for Convening, Management, and Coordination of Citizen Dialogues," attached hereto as Exhibit "A," and as amended from time to time by the Columbia Vision Commission.

SECTION 5. The Commission and the Task Force shall use the report *Imagine Columbia's Future* as a basic reference for evaluating the existing Comprehensive Plan and developing vision statements, goals, objectives and policies in the new Comprehensive Plan.

SECTION 6. The Commission shall include the following tasks in its development of a new Comprehensive Plan:

- a. Review and evaluate the existing Comprehensive Plan, related plans, and development policies;
- b. Review of data and data analysis to be used in the plan;
- c. Identification of general issue areas;
- d. Development of goals, objectives, and policies (the policy framework);
- e. Development of physical plans (maps and graphic exhibits);
- f. Development of "growth management" or "smart growth" principles and techniques;
- g. Development of an implementation schedule for carrying out the plan; and
- h. Plan administration policies including uses of the Comprehensive Plan, and procedures for periodic monitoring and amendment of the plan.

SECTION 7. Content of the Comprehensive Plan. At minimum, the Comprehensive Plan shall include the following topical or functional areas:

- a. Growth management planning;
- b. Land use;
- c. Transportation;
- d. Community facilities and infrastructure;
- e. Housing;
- f. Neighborhoods;
- g. Economic development;
- h. Environmental management, preservation, and protection;
- i. Parks and recreation;
- j. Urban design and historic preservation;
- k. Special areas, i.e., districts or corridors needing special attention; and
- l. Other development planning topic areas as deemed appropriate by the City Council.

SECTION 8. The City Manager shall provide the Commission and Task Force with necessary staff support.

ADOPTED this _____ day of _____, 2009.

ATTEST:

City Clerk

Mayor and Presiding Officer

DRAFT

APPROVED AS TO FORM:

City Counselor

DRAFT

GUIDELINES FOR CONVENING, MANAGEMENT, AND COORDINATION OF CITIZEN DIALOGUES

PURPOSE:

One theme throughout the vision was the importance of ongoing public engagement. Such engagement not only informs the public, it invites citizens to help both define and resolve difficult community issues. Early and frequent engagement of the public on key issues and projects will not only assist with the implementation of the visioning process, it will enhance public understanding of public decisions. The purpose of these guidelines is to help boards and commissions and other organizations that are involved in visioning implementation report to determine when and how to best initiate and use formal dialogues with citizen groups and other organizations. Recognizing the wide range of issues and situations in which such dialogues might occur, these are intentionally stated as guidelines and not as rigid requirements defining or limiting why or how such dialogues might occur.

CONVENING:

1. Prior to convening, determine whether dialogue is appropriate. Is enough known that dialogue would be meaningful? Are efforts at dialogue likely to promote progress in understanding or resolving issues, and if so, why? If not, why not? Is there a need for an immediate decision? Is the matter one that is more appropriate for administrative action than dialogue? What are the other means of obtaining citizen input and would they be as, or more, effective for achieving the identified purpose?
2. Prior to convening clearly define the purpose of the dialogue. Is it to help in defining and understanding issues and concerns? Is it to inform on a subject and obtain feedback? Is it to brainstorm and evaluate possible solutions? Or is it to seek a collaborative agreement? Or for another purpose? The purpose for the dialogue should be clearly communicated to the public at the time of convening and considered in structuring the process.
3. Prior to convening, determine if the dialogue is feasible. What resources will be needed for an effective dialogue and are they available? Is there a public interest in and acceptance of dialogue on the issue or issues involved? Is there adequate time to have an effective dialogue?
4. Prior to convening, review the structural options for dialogue and consider which options might best fit the purpose of the dialogue.
5. Prior to convening determine what recruitment process can be used to help ensure adequate and diverse participation.

MANAGEMENT AND COORDINATION:

6. At the outset of the dialogue, invite feedback on the process and procedures to be used and offer choices to participants where practicable.

GUIDELINES FOR CONVENING, MANAGEMENT, AND COORDINATION OF CITIZEN DIALOGUES

7. Provide any training needed for participants to effectively engage in the process.
8. Prior to dialogue sessions give participants the information needed for meaningful participation and adequate time to review it.
9. Provide adequate notice of the time, place and expected focus of each dialogue session.
10. When seeking feedback, provide participants and the public with more than one way to comment.
11. If direct participation in dialogue sessions needs to be limited and representatives are used, work to ensure diverse viewpoints in the representatives directly involved in the process and also to ascertain the nature and source of their representative authority. This information on the nature and source of each participant's representative authority should be shared with all participants.
12. Raise questions related to the implementation of any decisions to be made and questions related to the identification and evaluation of anticipated outcomes from the beginning of the process.
13. Throughout the dialogue sessions, work to avoid adversarial debate and maintain open discussion. Do not use votes to silence or marginalize the voices of the minority of the group. Encourage the use of open-ended questions to promote understanding of the range of views and perspectives, and the information and experiences that inform those views.
14. If recording comments during dialogue sessions, use the words of the participants, and work to capture all views expressed.
15. Provide a summary of notes following meetings, and allow for feedback on and revisions of those summaries.
16. If participants require some level of confidentiality for parts of the discussion or for information shared, document why and for what portions of conversation or information shared, and clearly define the level of confidentiality to be provided. Note that meetings and records governed by sunshine laws will be open to the public and confidentiality rules generally will not apply to such meetings. You may want to consult the city attorney prior to beginning a dialogue as to the applicability of sunshine laws to your dialogue.
17. Consider having an impartial facilitator who is accountable to the participants manage the process.
18. Refine procedures as the process unfolds. The process should remain flexible enough to meet the evolving needs of the parties.

GUIDELINES FOR CONVENING, MANAGEMENT, AND COORDINATION OF CITIZEN DIALOGUES

19. Consult with the parties as to the timing, scope and content of progress reports made to keep the public informed on the process.

FOLLOWING-UP:

20. Following a convened dialogue, report back to participants how the input received during the dialogues affected any determinations made following the process, or if the process results in a collaborative agreement, explain to the public how input received during the process led to that agreement.

RESOURCES:

Websites

The National Coalition of Dialogue and Deliberation, www.thataway.org

This site has a wide range of resources including a matrix that summarizes the suitability of different dialogue processes for a range of purposes.

People and Participation.Net, <http://peopleandparticipation.net>

This site offers a wide range of resources that assesses dialogue practices, offering case studies for review.

Public Agenda, <http://www.publicagenda.org/>

This site offers the tools we need to tackle complex issues.

Books

Arthur, Carlson, Moore. A Practical Guide to Consensus. (Policy Consensus Initiative, 1999.)

Association of Conflict Resolution. "Best Practices for Government Agencies". (<http://www.acrnet.org/acrlibrary/archivesum.php?view=category>).

Holman, Devane, and Cady. The Change Handbook. (Berrett-Koehler, 2007.)

International Association for Public Participation. "Practitioner Tools". (<http://iap2.org/displaycommon.cfm?an=5>).

Susskind and Cruikshank. Breaking Robert's Rules. (Oxford University Press, 2006.)

Yankelovich. The Magic of Dialogue. (Touchstone, 1999.)

Prepared by
The Communications Center, Inc.
www.buildingdialogue.com

CHAPTER 7

(m) serve as the local planning agency if so designated by the legislative body pursuant to Section [7-102];

(n) create, with the approval of the legislative body, advisory task forces for the preparation of plans and other planning activities, [and recommend to the legislative body candidates for such task forces,] the members of which shall be appointed by local legislative body;

◆ Many local planning activities, such as the preparation of local comprehensive plans, are now often supplemented by advisory task forces. The purpose of such task forces, as noted in the *Journal of the American Institute of Planners* article by Peter H. Nash and Dennis Durden discussed above, is to provide additional expertise and fresh perspectives to the planning process, especially from people who would otherwise be reluctant to serve on the planning commission because of time commitments as well as to give a broader base of support or endorsement for resulting recommendations. Optional language giving the commission the authority to recommend candidates to the local legislative body is included. Of course, the local legislative body may always create such temporary bodies to advise it, with or without the planning commission's recommendation.

(o) contract with urban and regional planners, engineers, architects, landscape architects, and other consultants for such services as it may require, subject to the approval of the legislative body, local government attorney, or some other local government official or agency as designated by ordinance;

(p) adopt procedural rules for the transaction of its business, subject to Section [7-105(17)];⁷³

(q) conduct regular meetings as it deems necessary for the transaction of its business, and conduct special meetings held at the call of the chairperson;

(r) keep a public record of its activities, including resolutions, transactions, findings, and determinations pursuant to Section [7-105(17)], and file an annual report with the legislative body pursuant to Section [7-107] below;

(s) receive, hold, and expend funds appropriated to it by the legislative body, as well as other sums made available for use from fees, gifts, state or federal grants, state or federal loans, and other sources;

⁷³The local planning agency has the same authority to adopt procedural rules under Section 7-104. If the local planning commission is also the local planning agency then it would use that Section.