

ROLES AND RESPONSIBILITIES FOR THE COMPREHENSIVE PLAN UPDATE

1.0 Planning Commission

- 1.1 Develop a public process that meets the goals and process outlined in the Comprehensive Plan Update Charter.
- 1.2 Review comments made by the public during the *Imagine Olympia* process. This includes comments made at public meetings, hearings and in submissions to the staff or to Planning Commission members.
- 1.3 Consider comments made by the public during OPC's initial deliberation phase and public hearing(s).
- 1.4 Propose a work plan and timeline for this update of the Comprehensive Plan that is consistent with OPC transmitting a recommendation to City Council in January 2013. The work plan shall identify the resources necessary to resolve issues raised by the public and by Planning Commission members during the review process.
- 1.5 Submit revisions to the final draft Comprehensive Plan based on consideration of the public comments made, concerns or issues raised by staff, and concerns and issues raised by members of the Planning Commission.

2.0 Leadership Team

- 2.1 Manage the execution of OPC's Charter work plan and process.
- 2.2 Represent OPC to City Council, Council's Land Use and Environment Committee (LUEC), City Staff, media, public events; and other communications, based on work plan and process identified in 1.4 above.
- 2.3 Attend LUEC and City Council briefings pertaining to the work of the Planning Commission.
- 2.4 Coordinate work of Commission with staff:
 - 2.4.1 Determine what is needed for OPC's review process and coordinate with the full Commission
 - 2.4.2 Coordinate OPC questions and requests to staff for additional information
 - 2.4.3 Coordinate with staff to align appropriate staff for the Commission's review

3.0 CPU Sub-Committee (4 member sub-committee)

- 3.1 Provide leadership to OPC on the public process and deliberation process to be followed for the Comprehensive Plan Update.
- 3.2 Help to track and summarize comments from the public on the draft Comprehensive Plan Update.
- 3.3 Coordinate input from City advisory boards and commissions.

4.0 City Council

- 4.1 Provide adequate time and resources to support OPC's work plan and process as formulated at 1.4.
- 4.2 Provide clear direction and expectations for OPC's review and analysis of the Comprehensive Plan Update, and on additional work or issues referred to the Commission.
- 4.3 City Council liaison will meet with OPC on a regular basis.
- 4.4 City Council will convene meetings as needed with City Council or LUEC regarding OPC's review process, as well as involve OPC in study session(s) to discuss OPC's recommendation transmittal.

5.0 City Staff

- 5.1 Provide information and support to OPC and the CPU Sub-committee to help achieve OPC's work plan.
- 5.2 Coordinate with OPC to develop a process for responding to OPC questions and requests.
- 5.3 Maintain public records, keep information in one place electronically (e.g., shared file folders, city email address), catalogue and synthesis comments.
- 5.4 Work with CPU Sub-Committee to compile public comments and transmit to full Commission in a timely manner.
- 5.5 Work with the OPC in development of a work plan and timeline for review and updating of the Comprehensive Plan (see 1.4).
- 5.6 Participate in OPC discussions at the request of OPC.
- 5.7 Communicate with the public regarding the Comprehensive Plan update purpose and process and the roles of the OPC, the Council, and the staff in the review and update of the City's Comprehensive Plan.
- 5.8 Assist with overall public outreach strategy to achieve OPC work plan.