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Richmond General Plan Steering Committee  
CITY OF RICHMOND

PLANNING & BUILDING SERVICES 6 AM 9: 10

1. Help define a broad vision of the City's future and identify challenges and opportunities that influence its achievement

January 10, 2006

2. Review information provided in the technical studies.

Honorable Mayor and members of the City Council:

3. Review the Vision and Strategic Directions Report and make City Council

Subject: **General Plan Steering Committee**

At your earliest convenience, please recommend three or four individuals who would be willing to serve on the General Plan Steering Committee. The role of the committee is described in the attachment.

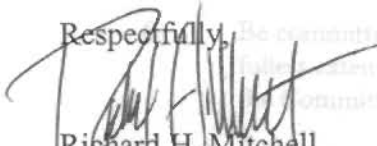
Nominees should join the committee with a strong commitment to assimilate new information that will be presented by the consultant during the course of the plan update. Committee members should be prepared to broaden the discussion about the City's future by focusing on a 30 to 50 year planning horizon. Existing Boards and Commissions will advise the consultant and Council on issues that fall within the 5 to 20 year planning period.

The names of nominees should be forwarded to Trina. Using your list, staff will assemble a roster and submit it for review and approval by the Council in early February. Please call me at 621-1231 if you have any questions.

5. Inform commissioners and other community members about the consensus building updates on the progress of discussions, and

Thank you for your assistance.

Respectfully,

  
Richard H. Mitchell  
Director, Planning and Building

Cc: Bill Lindsay, CM  
John Cook, MIG

# Richmond General Plan Steering Committee PARTICIPATION GUIDELINES

## Steering Committee Purpose

The mission of the Steering Committee is to:

1. Help define a broad vision of the City's future and identify challenges and opportunities that influence its achievement.
2. Review information provided in the technical studies.
3. Review the Vision and Strategic Directions Report and make recommendations to Commissions and City Council.
4. Review preliminary General Plan findings and broaden the discussion regarding policies, and programs for consideration and adoption by City Commissions and the City Council.

## Steering Committee Member Responsibilities

1. Attend all General Plan Steering Committee (GPSC) meetings;
2. Listen actively to the ideas and opinions expressed by GPSC members and engage in constructive discussion of alternative points of view;
3. Review and respond to technical planning and policy information;
4. Hear from constituencies, acknowledging and drawing upon the diversity of opinions and outlooks represented;
5. Inform constituencies and other community members about the consensus building process and provide updates on the progress of discussions, and
6. Be committed to working toward consensus and cooperate with this process to the fullest extent possible. The GPSC Chairperson will serve as the spokesperson for the Committee.

The Steering Committee is scheduled to meet up to thirteen (13) times during the 18 to 22 month General Plan update schedule:

Bill Lindsay, CM  
John Cook, MIO