



Date: May 21, 2018
To: Martha Barberio, Economic Development Director
Elke Doom, City Manager
Sheri Pierce, to Valdez City Council
From: Dave Barquist / Keith Pelan
Re: Appointments to Valdez Comprehensive Plan Advisory Committee

As we have discussed during our last couple of visits to Valdez, we request that the City appoint a Comprehensive Plan Advisory Committee (CPAC) that would serve as an official working group and as the first point of review for drafts of Plan elements. The CPAC would be appointed by the end of June 2018, and serve through the completion of the Comprehensive Plan (currently projected to be Summer 2019). The CPAC would then be disbanded, or may remain in place for ongoing Plan monitoring at the pleasure of the City Council.

Given the Council's interest in this project, we propose that each of the seven members of the City Council appoint two members to the CPAC. Two additional members should be appointed by the City Manager. And while it is our hope that CPAC members are a diverse group of City residents, and represent a variety of local interests, it will be up to the Council to make these appointments and decide what the makeup of the CPAC should be.

Suggested Size of the CPAC: 16 members

RESPONSIBILITIES

- Meet as a group with the consultant team on an ongoing basis – generally monthly during the Comp Plan preparation process for approximately 9-12 months.
- Provide feedback to in-progress work documents.
- Serve as ambassadors for the process in the Community.
- Provide recommendations to the City Planning and Zoning Commission and the City Council.

MEETINGS/OPERATION

- The City will advertise for members just as they would with any other Board or Commission.
- Council members individually contact each of their desired appointees and encourage them to apply.
- Once the application deadline has passed, Council should consider all applicants during a regular Council meeting, and vote to appoint the CPAC.
- The CPAC will be recognized as an official City Committee and the term of the members' service shall be only for the duration of the Comp Plan project unless otherwise deemed necessary by the City.
- Meetings of the CPAC are to be publicly advertised and open to the public. Meetings are to be recorded and minutes taken, in a manner similar to other City Commissions.
- The City Community Development Director should represent staff at Team meetings, and

may request attendance by other staff in Team meetings as deemed appropriate, i.e., when we are discussing specific topical areas in which other departments have an interest or expertise. Staff members will not be voting members of the CPAC.

SUGGESTED TEAM MEMBERS

For the CPAC to represent the entire City of Valdez, we suggest the members be considered for appointment based on achieving diversity, inclusiveness, and influence. We would suggest that the Council consider appointments from the following interest areas:

- Business
- Recreation
- Hospitality
- Fishing
- Education
- Oil
- Marine
- Coast Guard
- Health Care
- Arts and Culture

We would further suggest that the appointees to this Committee should be persons who are not already heavily involved in other City Boards and Commissions, and that can be honest and objective in their deliberations. Preferably, the CPAC is equally male and female, and representative of the Valdez demographic. The committee may also include a high school student representing the future residents.

SCHEDULE

By May 30, 2018:

Place an item on the June 5, 2018 Council Agenda requesting authorization to advertise for the Committee

June 5, 2018:

Council authorizes the advertisement for the Committee

June 6 – June 15, 2018:

Advertise for CPAC members.

June 15, 2018:

Application window closes

June 19, 2018:

Council reviews applications and appoints the CPAC

June 20 or 21, 2018:

CPAC meets with the Consultant team for the first time (if it's too soon to gather the whole committee, we would reach out to Committee members and meet them in small groups or one-on-one while we are in Valdez that week. This would be more of an orientation opportunity and to set expectations.

Week of July 16, 2018:

CPAC meets and the KHA team attends by phone.

Week of August 20, 2018:

KHA conducts face-to-face meeting with CPAC to review first two elements of the plan.

The CPAC may generally meet monthly with the consultant team via teleconference or in person, depending on the consultant team being local during the meeting. The exact schedule may need flexibility depending on how Plan elements get drafted and how smoothly the process plays out.

We trust this memo is helpful in your consideration of this Committee. If we can be of further assistance in this process, please call.