# REGION PLAN STAKEHOLDER ADVISORY COMMITTEE CHARTER

*This document outlines the purpose, guiding principles, and approach to preparing Region Plan [#]. The purpose of this document is to provide clarity, set expectations, and support effective collaboration among Stakeholder Advisory Committee members and Anne Arundel County staff. This draft Charter has been prepared by County staff. The Stakeholder Advisory Committee will review and provide comments on this draft, then approve a final version of the Charter.*

*The Charter includes the following sections:*

1. *Overview*
2. *Planning Process*
3. *Roles and Responsibilities*
4. *Communications*
5. *Decision Making*

## 1. Overview

Region Plans offer community members an opportunity to get together to develop a shared vision for their future. With the adoption of Plan2040, the County's update to the General Development Plan, the County Council has directed the Office of Planning and Zoning to work with communities to prepare plans for each of the County's nine regions. Plan2040 and County Code (Article 18-2-103) establish the nine regions, the composition of Stakeholder Advisory Committees (SAC) for each region, and outline the content of the plans. The Region Plans will build on the work of the previous Small Area Plans as well as Plan2040. See Plan2040 (Vol. 1 pgs. 68-71 and Vol. II pgs. 225-232) for more information. OPZ has also prepared a Region Plan Handbook to support the planning process. [hyperlink both]

### 1.2 Relationship between Region Plans and the General Development Plan

The GDP establishes policies for guiding decisions relating to future development, resource management and protection, and provision of public services in the County. As part of the GDP, a Planned Land Use Map is adopted that shows land use in broad terms, as a basis for guiding future land use and zoning. The GDP and the Planned Land Use Map serve as the overall policy guide for developing the Region Plans. The Region Plans provide area-specific recommendations for achieving and refining the goals of the GDP including a comprehensive assessment of Zoning Map designations. Because the Region Plans focus on a smaller geographic area, they can provide parcel-specific recommendations with regard to land use and zoning. Region Plans can recommend changes in land use from the Planned Land Use Map adopted in Plan2040; however, the land use analysis and category definitions should be consistent across regions. After they are adopted by the County Council, Region Plans will be considered amendments to the GDP.

Work Products

- Public Involvement Plan
- Community Engagement Activities – materials and summary reports
- Existing Conditions and Trends Analysis – online maps, graphs and brief memos
- Stakeholder Advisory Committee Meetings - briefing materials, presentations, summary notes
- Preliminary Draft, Planning Advisory Board Draft, Final Recommended Draft and Council-Adopted Region Plan
- Updated Planned Land Use and Zoning Maps

Outcomes

- Engaged and empowered community that has developed a deeper understanding of the perspectives of different stakeholders, their Region's issues, and tools to address them
- Broad respect and support for both the planning process and the plan document
- Articulation of a vision and recommended actions that resonate with the community and address key issues and concerns
- Clear set of prioritized actions and pathway to implementation
- Establish systems to track plan implementation progress and effectiveness

Guiding Principles

- Inclusivity—The planning process will proactively engage with a broad cross section of the Region to listen to their concerns and incorporate their perspectives into the plan.
- Respect—We recognize that people have different perspectives, experiences, and aspirations, we will engage in respectful dialogue in the planning process.
- Health—The plan will chart a course to making the community more healthy through increased access to recreation opportunities, reducing pollution, and increasing opportunities to walk and bike.
- Environmental Protection—The plan will prioritize protecting the environment.
- Equity—The planning process and resulting plan document will address racial and social inequity.

## 2. Planning Process

Each Region Plan will follow the same general planning process. The details of the process will be tailored to the unique characteristics and needs of each Region. The process is illustrated in the following graphic.
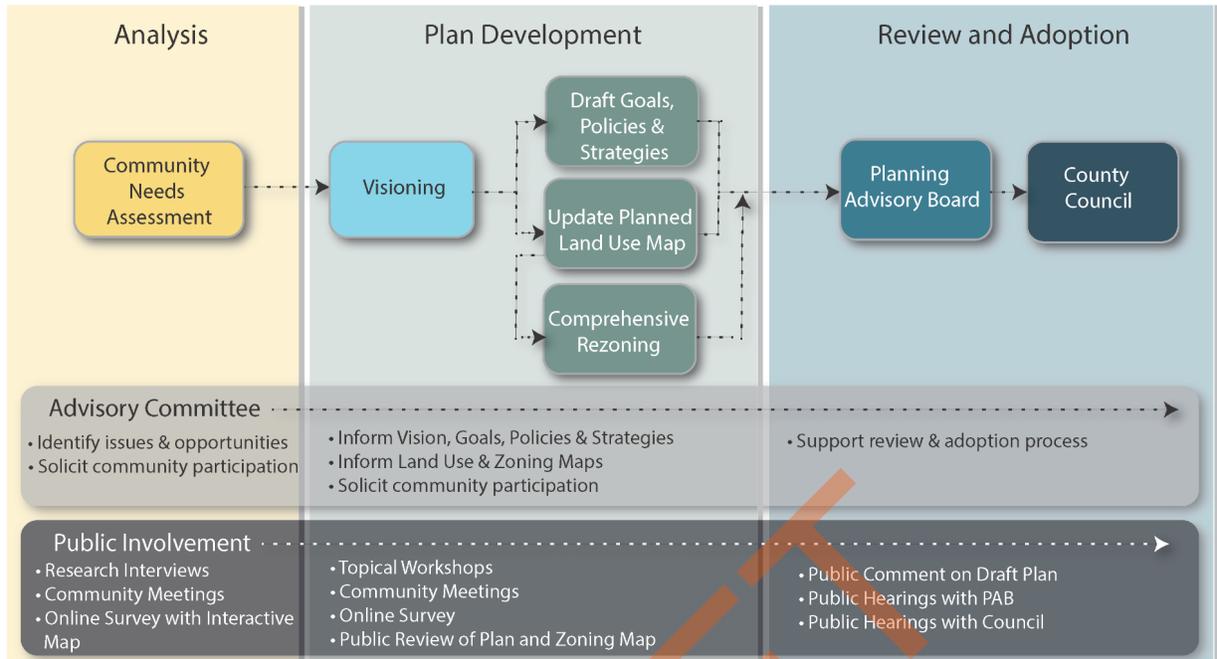
## 3. Roles and Responsibilities

### 3.1 Advisory Committee

The Stakeholder Advisory Committees will play a key supporting role in developing the Region Plans. The Advisory Committees will meet on a regular basis and collaborate with County staff to provide input and assist the County in examining specific community challenges and opportunities, as they relate to land use, for the respective region; prepare the goals and strategies necessary to implement the Region's Vision; and make recommendations for zoning changes.

Stakeholder Advisory Committee meetings will be open to the public and recorded. However, committee meetings will be work sessions for the committee members to provide input and dialogue; public input will not be received outside of defined time periods opened by the Stakeholder Advisory Committee Chair. Agendas and meetings notes will be made available for public review.

Time Commitment

- The Stakeholder Advisory Committee is scheduled to meet 20-24 times during the planning process. Meetings are expected to be 2 hours long.
- This Stakeholder Advisory Committee is also expected to attend 2-3 half-day workshops during the planning process.
- Stakeholder Advisory Committee members are encouraged to participate in community outreach events and public meetings during the planning process.
- Once the planning process is concluded and a consensus plan is drafted, the Stakeholder Advisory Committee members are encouraged to proactively participate in the Planning Advisory Board and County Council deliberations.

<u>Roles and Responsibilities</u>

The Role of the Committee Chair (and Vice Chair) will be:

- Work collaboratively and constructively with Office of Planning and Zoning staff to facilitate the Region Planning Area Process
- Facilitate the committee meetings and discussions
- Ensure that committee members stay focused on agenda items
- Ensure that each committee member participates and is heard
- Be respectful of OPZ staff time outside of regularly scheduled meetings

The Role of each Region Planning Area Stakeholder Advisory Committee member will be to:

- Become familiar with the goals, policies and strategies of Plan2040
- Become familiar with planning concepts, land use regulations, community trends
- Be familiar with the built and natural environment of the planning area
- Seek community input from a full cross-section of the community on a long-term vision, and issues and opportunities
- Participate in the development a draft Vision and Goals for the area
- Be a constructive partner with County staff and other committee members to review and provide input on policies, strategies, and the draft plan
- Participate on subcommittees as needed
- Assist / support in the public forums, Planning Advisory Board Hearings and County Council Hearings
- Complete County Ethics training prior to the first Committee meeting
- Must be proficient in the use of computer technology and willing to use technology as means of Committee engagement, including email, standard word processing applications, publicly accessible mapping applications, Google suite of tools, video conferencing software, and electronic document review
- Be respectful of OPZ staff time outside of regularly scheduled meetings
- Respect the schedule, the time of entire group, and settled decisions

The members of the Stakeholder Advisory Group are listed in Attachment A [*to be added after the selection process is completed*].

## 3.2 County Staff

Planners from the Office of Planning and Zoning, Long Range Planning Section will be assigned to each Region Plan. They will manage the planning process, conduct analyses, facilitate committee meetings, prepare the plan, and guide it through the public review and adoption process.

- OPZ staff will work collaboratively and constructively with the Stakeholder Advisory Committee.
- OPZ staff will be respectful of the time of the Stakeholder Advisory Committee.
- OPZ staff will lead and coordinate technical analyses for the Region Plan, with support from other County departments and partners as needed.
- OPZ staff will lead and coordinate community engagement activities, with support from other County departments and partners as needed.

- OPZ staff will facilitate and provide summary notes for the Stakeholder Advisory Committee meetings.
- OPZ staff will prepare the Region Plan document in collaboration with the Stakeholder Advisory Committee, with support from other County departments and partners as needed.

A Project Team including representatives from key departments (as in Plan2040) will be convened to support the Region Plans. Key members of the Project Team will include representatives from:
- OPZ, Zoning Division
- OPZ, Development Division
- OPZ, Cultural Resources Section
- Department of Recreation and Parks
- Department of Public Works
- Office of Transportation
- Department of Inspections and Permits
- Anne Arundel Economic Development Corporation
- Anne Arundel Community Development Services
- Department of Aging and Disabilities
- Anne Arundel County Public Schools
- Anne Arundel County Public Library
- Department of Health
- Police Department
- Fire Department
- Office of Emergency Management

## 4. Communications

Primary Point of contact - A Long Range Planning staff person, will be the primary point of contact for the Committee. *[specific person to be determined]*

Group Communications *[to be refined as groups convene; example:]*

- The primary communication tool for the Committee will be group emails.
- County staff will be available for individual meetings with Committee members, but these should be limited to respect staff time commitments.
- County staff will meet with the Committee chair prior to each Committee meeting to review and refine agenda and logistics.

Open public meetings:
- Stakeholder Advisory Committee meetings will comply with the Maryland Open Meetings Act.
- Meeting of a majority of Stakeholder Advisory Committee members to consider or transact public business is considered a public meeting and public notice must be provided.

Treatment of draft materials:

- Committee members will be provided "committee review draft" documents for review. Members are encouraged to keep these documents within the group and not distribute them until comments have been reconciled and the County prepares a "public review draft" version.

## 5. Reaching Consensus

The Stakeholder Advisory Committee will provide advice and guidance to develop the Region Plan. The planning process will seek consensus from the Stakeholder Advisory Committee. Stakeholder Advisory Committee deliberations will follow these norms:

1. A 51% majority of the appointed members of the committee will constitute a quorum for committee meetings to be held.

2. The Region planning process is a collaborative process. Each member should contribute and remain open-minded. Every effort should be made to reach consensus decisions.

3. Once efforts to achieve consensus have been exhausted, the Chair may recommend that the discussion be brought to a vote. Items that require a vote should be brought to the Stakeholder Advisory Committee for discussion before a final decision is made. Before a meeting, the following steps should be taken by OPZ staff:

   a. Let group know at least one week in advance that a decision will be needed on a given topic in the next meeting
   b. If possible / applicable, staff should send a briefing document about the topic, laying out options and considerations
   c. Give those not attending the meeting the opportunity to share their perspective in advance with the backbone staff and/or group chair

4. For making non-policy consensus decisions, a 51% majority vote of those members present and voting will be required to pass a motion. For making policy and strategy consensus decisions, a two-thirds majority vote of those members present and voting will be required to pass a motion. Members joining by phone or video conference in the discussion can cast a vote .

5. A "temperature check" will be taken at the outset on items that require a vote to understand where people stand on voting among various options. This will be done after the context has been shared for decision-making, including any initial recommendations. The straw vote can be done with a "show of hands" or an "anonymous vote" based on the sensitivity of the issue at hand.

6. When the temperature check shows that there is not the necessary majority, the Stakeholder Advisory Committee will ask the proposal sponsor to explore what modifications to the existing options or new potential options may exist that can lead to consensus or majority support.

7. When the temperature check shows that the necessary majority of individuals are in agreement, next steps will be taken to understand the positions of those who are not in agreement with the majority. This can be done by asking what needs to change with respect to the "majority" choice for any individual to be able to live with that choice

8. Once concerns are surfaced and attempts are made to address them, those not in majority will be asked if they can "live with" the majority's choice if the specific changes are made to that choice to address their concerns.

   a. If those not in the majority can live with the majority's choice, then the meeting facilitator / chair can indicate there seems to be consensus and move forward "without objection".

   b. If those not in the majority cannot live with the majority's choice, then the meeting facilitator / chair may ask for a vote.

9. After the meeting, the following steps should be taken to ensure communication of and follow through on the decision:

   a. Summarize the decision and discussion in a follow-up email

   b. The Stakeholder Advisory Committee and County project team can keep an open door and open mind for continued voicing of concerns; however if a decision is made to proceed, the decision will not be reopened for discussion or reversed