

SIERRA/LINEBERRY DRIVE PARK MASTER PLAN

Sierra/Lineberry Drive Park Master Plan Citizen Planning Committee - Draft Charter February 4, 2014

This charter is supplemented by the attached full CPC Charter Guidelines (Appendix B of the Public Participation Policy for Park Planning).

Background and Project Description

The City of Raleigh Parks, Recreation and Cultural Resources Department is planning for the development of a new 2.42 acre neighborhood park at the northwest corner of Sierra Drive and Lineberry Drive. The City acquired the vacant property in 2009 in anticipation of developing a neighborhood park. In 2013, the City of Raleigh prepared a System Integration Plan (SIP) and a Situation Assessment (SA) and initiated the Master Plan Phase for the project. The master plan will include the layout for the site and details on park amenities. The City leads a Project Team that is to facilitate the public planning process and produce responsive products. A Citizens Planning Committee (CPC) has been formed to guide the master planning process of the park.

Purpose and Products of the Committee

The purpose of the Sierra/Lineberry Park Master Plan CPC is to provide recommendations to the Parks Recreation and Greenway Advisory Board (PRGAB) on a park master plan that will best meet the needs of the Sierra/Lineberry Drive Park community. The CPC will provide direction for the development of four key products:

- Program Statement
- Draft Master Plan
- Priorities for Phased Development
- Proposed Master Plan

These products are described in more detail in Appendix A. The CPC will also work to enhance the community involvement process for the project, sharing project information with communities and interest groups and encouraging community participation and involvement in the process.

Authority of the Committee

The Sierra/Lineberry Drive Park CPC reports its recommendations on the Master Plan to the PRGAB. The Master Plan generated by CPC may be accepted in whole or in part at the discretion of the PRGAB. The proposed Master Plan will be forwarded to City Council along with specific recommendations from the PRGAB.

Committee Representation

The CPC is made up of persons representing varying interest groups or individuals who live in or near the project area and or who may be affected by the proposed park development. The membership of the committee reflects demographics of the area including age, race, ethnicity, gender, and tenure of residence, as well as educational background, professional and/or personal experience, and other

relevant qualifications related to the characteristics of this proposed park. Official members of the CPC have been appointed by the City Council, following review and recommendation by the PRGAB.

Responsibilities of the Committee

Key responsibilities of the CPC members are to:

- Deliberate in good faith
- Represent the interest of all residents and constituents
- Attend and fully participate in meetings

In the event that a CPC member cannot attend a meeting, they may be represented by an alternate of their choosing without concurrence of the Committee. Alternates will be fully briefed by the CPC member before attending any meetings as his or her representative. Alternates are not voting members and only serve to convey information from and to the absent member.

Committee Member Appointment, Withdrawal and Replacement

If a committee member withdraws from the CPC, the remaining members should review whether the view points and stakeholders associated with the departing member can be adequately represented through the remainder of the planning process. If the member desires to appoint a replacement (i.e. their alternate if one has been designated) the concurrence of the Committee will be sought. If the member is unable to appoint a replacement, the City may consider a replacement member to represent an identified interest or neighborhood. This information will be provided to the leadership of the PRGAB for concurrence in order to keep the process moving forward.

Responsibilities of the Facilitator

The Facilitator roles and responsibilities are shared within the Project Team, under the authority of the City of Raleigh:

- Facilitating meetings in a manner consistent with the consensus building approach and with this charter.
- Providing CPC members with agendas, meeting materials, and resource materials in advance.
- Presenting appropriate resource materials and providing information as needed to the CPC.
- Reminding participants of timelines, guidelines, and process and meeting objectives.
- Ensuring that CPC members have the opportunity to participate in an open and respectful forum for discussion of any and all pertinent issues.
- Helping CPC members share interests and issues, find innovative and workable solutions and reach agreement.
- Maintaining a record of topics on which the CPC members have reached consensus or have failed to reach consensus.
- Acting as a point of contact for the CPC and working, both at and between meetings, with CPC members to exchange ideas and resolve issues that may arise.
- Assisting the Project Team in accurately reflecting the CPC's work in the Sierra/Lineberry Park Master Plan.

Meeting Agendas and Summaries

The Project Team will develop draft agendas and provide them to CPC members at least 1 week in advance of each CPC meeting. CPC member input will be reflected in the final agenda for each meeting.

Following each meeting, a summary will be provided to CPC members that will include an attendance record, a summary of actions taken at the meeting, and other supporting information. These summaries will be provided within 14 days following each CPC meeting.

Decision Process

The CPC will operate by consensus. Consensus does not mean unanimous agreement or that everyone will be equally happy with the decision, but rather that there is general agreement amongst those involved regarding the decisions or recommendations that have been made. In making decisions, each CPC member will be asked to indicate his or her concurrence based on the following five-point scale:

1. Endorsement – Member fully supports it.
2. Endorsement with minor points of issue – Basically, member likes it.
3. Agreement with some reservations – Member can live with it.
4. Stand aside with major reservations – Member does not like it, but will not block or hold up the proposal/decision.
5. Block – Member will not support the proposed plan.

The facilitator will assess the CPC's level of consensus as follows:

- Consensus: All CPC members present rate the proposal as 1, 2 or 3.
- Consensus with Major Reservations: The majority of CPC members present rate the proposal as a 1, 2 or 3, except that at least one CPC member rates it as a 4.
- Lack of consensus: Any CPC member present rates the proposal as a 5 and/or a majority of CPC members rate it as a 4.

The CPC may discuss and revise a proposal if CPC members have major reservations with or oppose a decision and concurrence will be reassessed. If all efforts have been made to arrive at consensus, but it appears that the CPC will not be able to achieve it, the group may choose to proceed with the decision with less than consensus.

Ground Rules

The CPC will operate over a year through the master planning process for the project. In order to have the most efficient and effective process possible, CPC members will follow these basic ground rules:

Discussion Ground Rules During the Meetings

- Recognize that everyone's interests are important and encourage members to share individual viewpoints. All ideas will be considered and individual opinions are valid to express whether others agree with them or not.
- Listen to, respect and seek to understand the views of others, including those perspectives that differ from your own.
- Explore disagreements openly rather than suppressing them. However, if the CPC or the facilitator determines the disagreement is not progressing to resolution or has escalated, it may be tabled, taken for future or outside discussion, or follow another appropriate course of action.
- Treat each other, the organizations represented by the CPC, and the overall committee with respect at all times.

Process Ground Rules Throughout the Planning Process

- Adhere to the charter, the public participation for park planning guidelines, policy and manual.
- Work as team players and share all relevant information.

- Review information provided and ask questions as needed to gain understanding.
- Encourage free thinking and offer ideas for solutions.
- Share information discussed in meetings with the community, organizations, and constituents represented and bring back to the CPC the opinions and actions of those groups, as appropriate.
- Support and actively engage in the CPC decision process.

Public Input

As the CPC is representative of a cross-section of the community, including community organizations and affiliations, CPC members are encouraged to report on project issues to and solicit feedback from others who live in the project area, as well as interest groups and organizations operating in the area.

All committee meetings are open to observation by the public. The CPC is open to receive public comments in person at CPC meetings. Requests to present comments to the CPC must be made in advance of the CPC meeting to be incorporated to the meeting agenda. Oral comments at CPC meetings will be limited to 5 minutes per person and 15 minutes total for comments received at each CPC meeting. The CPC will also receive comments in writing or via email as received by the project team from members of the public.

Schedule and Duration

This process is scheduled to be completed by late 2014. Key planning milestones include: visioning, develop concepts and plan options, refine concepts and amenities, draft master plan, and master plan approval. A series of five CPC meetings will take place throughout the process. An initial public workshop will be held in November 2013 and two additional public workshops and a public hearing in 2014. The resulting master plan will be presented to the Parks, Recreation and Greenway Advisory Board for recommendations and then on to the City Council for final review approval and adoption.

Amendments to this Charter

Modifications to the Charter may be made by consensus at any CPC meeting.