



## City of Raleigh Parks and Recreation System Plan Update: Planning Committee Charter

**Draft – November 30, 2012**

### Background and Project Description

Beginning late 2012, the City of Raleigh Parks and Recreation System Plan (System Plan) is a supplement to the 2030 Comprehensive Plan for the City of Raleigh (Comp Plan). Multiple elements of the Comp Plan relate to the City of Raleigh Parks and Recreation Department's mission for services and mission, and includes a significant update for the delivery of park and recreation services. The System Plan seeks to expand on those elements.

### Final Product

The Planning Committee will be instrumental in the development and guidance of the System Plan document. The report will consist of five parts, developed over the course of 16 months, with the Planning Committee meeting to review and provide feedback for each part. These five 'chapters' of the Parks and Recreation System Plan Document are as follows:

- Executive Summary
- Existing System Overview (Chapter 2)
- Needs and Priorities Assessment (Chapter 3)
- Long Range Vision (Chapter 4)
- Implementation Plan (Chapter 5)

The Planning Committee's recommendations will be captured in a final report, and moved forward through the PRGAB and City Council.

### Overview of the Committee

The Planning Committee is made of individuals that represent a diverse cross section of public interests in the areas of Parks, Greenways, and Services. The general tasks of the Planning Committee are to:

- Learn about the City of Raleigh Park and Recreation System
- Communicate clearly with other Planning Committee members about areas of interests and/or concerns
- Consider, discuss and provide possible solutions to a variety of issues

### Purpose

The Planning Committee is a consensus seeking, non-voting group that will provide overall guidance in the formation of a comprehensive system plan that will define the direction, development and delivery of the City of Raleigh's parks and recreation services over the next 20 years.

**Committee Members** – lists the committee members and their affiliations

Focus Area	Representative
Adventure & Outdoor Recreation	Elizabeth Gardner
Aquatics	Erika Braun
Arts	Brian Starkey
Athletics	Bobby Hill
Citizens Advisory Councils (CAC)	Dave Toms & Brad Johnson
Citizen Advocates for Parks in SE Raleigh (CAPSER)	Charles Rodman
City Council	Randall Stagner
Convention & Visitors Bureau	Loren Gold
Downtown Raleigh Stakeholders	Sally Edwards
Education	Betty Parker
English as a Second Language	Ricardo Perez
Greenway, Bike, Pedestrian	Roger Moore
Healthy Living	Laura Aiken
Historical/Cultural	Carter Worthy
Nature & The Environment	Norman Camp
Parks Recreation & Greenway Advisory Board (PRGAB)	Kimberly Siran & Jay Chaudhuri
Senior Adults	Anne Gordon
Special Populations	Sally Hunter
Sustainability	Jerry Williams
Youth	Samantha Schuff

**Responsibilities of the Committee**

**Conduct** – Member are expected to conduct themselves in a reasonable manner consistent to the following guidelines:

- Observe rules of propriety, decorum, and good conduct
- State questions or comment that are relevant to the topic of discussion
- Refrain from audible conversations which prohibit individuals from hearing or participating in a meeting

**Attendance** – Expectation is for attendance and participation at each meeting. If a meeting is missed, the Planning Committee member is expected to schedule a meeting with Park and Recreation staff to review information covered in the missed meeting. In order to encourage maximum attendance, meetings will be scheduled a minimum 30 days in advance and members will receive invites.

**Preparation for Meetings** – Expectation is for participants to read all appropriate materials and arrive prepared to work. To facilitate this, the Parks and Recreation Department will provide printed and digital material to all members in advance of each meeting.

**Representing and Informing Constituents** – Planning Committee members are expected to keep their constituents updated and informed of the progress of the planning process and provide the greater Planning Committee with any updates pertinent to the System Plan.

**Consider other Viewpoints and Opinions** - Decide as a Committee how information from other sources and the public will be presented. Action items will be recorded at each meeting. Assure equal opportunity for participation.

**Responsibilities of the Consultant/Facilitator** – The Facilitator shall provide materials for review in a timely manner prior to the scheduling of meetings. During meetings the facilitator shall be respectful and listen well to all participants, provide a safe, clean and energized environment, design exercises to be interesting, entertaining and informative, building on the findings and results of each previous exercise, stay on time and on task, assure equal opportunity for participation, take time outs if needed to address new issues or to re-focus the discussion. After any meeting the facilitator will provide timely meeting notes for distribution to the entire Planning Committee, follow-up with any action items recorded during the meeting and thank each person for participating.

**Agendas and Meeting Summaries** – Meeting Invites, Agendas, Review material will come from City of Raleigh, Stephen Bentley. Members are expected to review material before each meeting in order to provide input. Review material will be provided at least one week in advance.

**Decision Process** – The Planning Committee is a consensus seeking group defined as a process that seeks the consent, not necessarily the agreement of participants and the resolution of objections. The committee is a non-voting body of individuals interested in the System Planning process. Consensus shall be reached during each Planning Committee meeting on all directives or action items prior to dismissing. If consensus is not reached the corresponding action item will be recorded for further follow-up and added to the agenda for the following meeting.

**Ground Rules for Interaction** – Referenced in Public Participation Plan, ‘Rules’.

- Observe rules of propriety, decorum, and good conduct
- State questions or comment that are relevant to the topic of discussion
- Refrain from audible conversations which prohibit individuals from hearing or participating in a meeting

**Public Outreach and Information Sharing** – Referenced in Public Participation Plan, ‘Techniques & Objectives.’

**Schedule and Duration** – The Raleigh Parks and Recreation System Plan Updated will be a 16 month process. Planning Committee will be expected to attend six Planning Committee Meetings which will include meetings towards the end of each phase. Meetings will be from 4:30-6pm unless noted in invite. Additional opportunities to participate are at workshops, presentations and online.

- Fall/Winter 2012- Part I, Existing System Analysis
- Winter/Spring 2013- Part II, Needs & Priorities Assessment
- Spring/Summer 2013- Part III, Long Range Vision
- Fall/Winter 2013- Part IV, Implementation/Action Plan
- Start of 2014- Completion

**Definitions –**

PlanCo – Planning Committee

System Plan – City of Raleigh Parks and Recreation System Plan

MindMixer Website – A public engage website utilized by the planning team and City Staff  
([www.yourparksyourfuture.com](http://www.yourparksyourfuture.com))

Consensus Seeking - A process that seeks the consent, not necessarily the agreement of participants and the resolution of objections

Consensus – General agreement; majority of opinion