



City of Staunton Comprehensive Plan

Citizen Steering Committee
Meeting #1

Staunton City Hall
Caucus Room – 1st Floor

Agenda
Thursday, September 19
7:00 to 8:30 pm

Call Objectives

- Kick off the comprehensive planning process.
- Confirm roles and responsibilities.
- Gain direction on initial steps.

Agenda Items

1. **Introduction:** Everyone on the Committee will introduce themselves. The Planning Department will welcome members and the City's consultants, EPR. Everyone will answer, "What do you hope the city will gain from the process?"
 - How would you define a successful process?
 - At the end of this effort, the committee celebrates a successful plan. Describe what that looks like and what caused that to occur.
2. **Comprehensive Plans:** EPR will *briefly* review comprehensive plans, their function, and state requirements.
3. **Scope and Schedule:** EPR will present the scope of work and schedule, including how the committee will contribute to this effort.
4. **Roles and Responsibilities:** The Planning Department staff will review the committee's roles and responsibilities. The committee will also determine how they will structure the meetings, agendas, and logistics.
5. **Public Engagement Plan:** The City's consultants will seek guidance on defining a successful engagement process. EPR will present the scoped engagement tasks and discuss more detailed actions. The committee will also help identify key stakeholders.
6. **Parallel Efforts:** The group will discuss other recent, current, or future planning efforts that should be included in the comprehensive planning process. These efforts may include department initiatives, plans, studies, and similar activities.
7. **Next Steps:** The group will identify action items and next steps.

Process Goals

When City staff and the committee identify process goals, EPR will list those "measures of success" on all committee agendas.