



PLAN FOR PLANNING COMMITTEE (P4P)

Minutes of Work Meeting

August 03, 2010 - 8:00 am at Teton County Courthouse

In attendance: Kendall Jolley, Darryl Johnson, Dahvi Wilson, Aaron Driggs, Brett Cooke, Jeff Potter, Kevin Owyang

Staff: Angie Rutherford (recorder)

Others: Louis Simonet, Jeannette Boner

Discussion and Action: Ms. Rutherford, Planner for Teton County, opened the meeting at 8:01 am and introduced herself and her role with the P4P.

Mr. Cooke moved to approve the minutes from the July 9 meeting. There was no discussion. Mr. Jolley seconded and all were in favor.

Mr. Cooke recommended the leadership structure of the committee include a chair and vice-chair. Mr. Potter is currently acting as vice-chair and agreed to continue in that role. Ms. Rutherford stated that Shawn Hill (not able to attend the meeting) had been approached about being chair, but felt he should be able to accept or deny the position. **Mr. Cooke made a motion to nominate Shawn Hill as the P4P chairman and Jeff Potter as the P4P vice-chairman.** Mr. Johnson seconded the motion and all were in favor.

The role of the P4P was discussed and reviewed. It was decided that the 5 goals outlined in the meeting of July 9th, encompassed the role of the P4P. The following are the primary roles of the committee as agreed to by the members in attendance. Some goals were attached to the roles.

1. Awareness and education: to the public of what a comp plan is and what the process will be, what?, why?, how?, trust in the process, engagement and community support, all walks of life, all segments of population
GOALS:
 - public understanding that comp plan is mandated by law
 - public understanding that this is the vision that guides all planning moving forward
 - public understanding that this will provide us a good assessment of where our community stands
2. Visioning: to collect the vision of the public - what do we want Teton County to look like, desires of the people, what's most important
GOALS:
 - sense of priorities of the community/communities
 - what qualities of Teton County are most important to the community
 - broad engagement
3. What to include in the comprehensive plan: "informing the comp plan process"
 - a. what to include in the comp plan - transportation, economic development strategy, etc**GOALS:**
 - determine what categories and issues should be addressed in the comp plan, based upon what was defined in the process.

b. stakeholders list

GOALS:

- based on past engagement and visioning process, determine who should be there and who is involved
- work with these folks to imagine a committee structure

4. The consultant/RFQ/RFP: Request for proposals, what should the consultant do - what do we think needs to be included in the RFP. The County hires the consultant. Consultant works with the comp plan committee.

GOALS:

- a. **define a role for a consultant** that meets the requirements suggested by the vision, and what components should be included
- b. **budget:** determine how much time and money the county should spend in each area of the plan

5. Comprehensive Plan committee structure: design a committee structure:

GOALS:

- as informed by the stakeholder groups who have been involved, create a committee structure that encourages their involvement and supports their participation"

- It was discussed that the P4P committee would dissolve with members able to sit on the Comprehensive Plan committee or subcommittees therein.
- There is a budget for the Comprehensive Planning process. Ms. Rutherford will report what that budget is.

Ms. Rutherford reported that the County Commissioners would like to include a Transportation Plan as part of the scope of the Comprehensive Plan consulting. The two plans should be integrated.

- Ms. Wilson wondered why the Transportation plan would not be done after the land use plan.
- Mr. Simonet explained that he will "refresh" the Transportation Plan and the consultants will ensure that the two plans are congruous.

The RFQ/RFP were discussed. A vague RFQ will go out to solicit potential consulting teams.

- Mr. Simonet mentioned that there are requirements that have to be met when hiring a consultant for "professional services". The main requirement is that the selection be qualification-based and not price based. The committee was in general consensus that the Comp Plan consultant would be a professional service.
- Ms. Rutherford said she would determine the requirements of the selection process and report back to the committee.

The time frame of the committee's work was discussed.

- Ms. Wilson recommended that visioning take at least 5 months.
- Mr. Potter stressed the importance of having public input before a draft plan was presented.
- The time line of how to get meaningful public input and when and where to get it were discussed. It was decided that the committee would try to finish collecting public input by Dec. 1, and complete a visioning statement, a report of the committee's work and a recommendation of 1-3 consultants to the Board of County Commissioners by Feb. 1.

Mr. Cooke suggested a standardized questionnaire for all committee members to use. The questionnaire would include some specific questions so that there is measurable data and some open-ended questions.

- There would be an educational piece in the intro to the questionnaire.
- Committee members could take the questionnaires to their contacts within groups and have someone from within the group distribute the questionnaire.
- The questionnaire would also be online and Ms. Rutherford would bring it to events throughout the valley.
- It was also recommended to have a cut-out version in the paper that people could fill out and send back.
- All Committee Members are asked to get a list to Ms. Rutherford by Friday that includes the groups that they feel they are connected to and a list of groups that they feel the committee should reach out to, but that they do not personally have a connection to.

Ms. Wilson suggested getting an RFQ out as soon as possible to get a list of potential consultants. The RFP could be sent out after most of the visioning work is done so that consultants could propose a specific strategy for Teton Valley's Comprehensive Plan.

Branding was briefly discussed.

- It was generally suggested to try to separate the County from the Comp Plan process as some are distrustful of government entities. Perhaps the process should have a logo. It should definitely have clear messaging.

The next meeting was scheduled for August 24, 2010 at 8:00am at the Courthouse. It was suggested to try to meet every other week instead of once monthly.

Ms. Wilson moved to adjourn the meeting. Mr. Cooke seconded. All were in favor.

Respectfully submitted,
Angie Rutherford