



JOINT INFORMATION MEETING AGENDA DOCUMENTATION

PREPARATION DATE: September 1, 2010
MEETING DATE: September 13, 2010

SUBMITTING DEPARTMENT: Town & County Planning
DEPARTMENT DIRECTORS: Tyler Sinclair & Jeff Daugherty
PRESENTERS: Tyler Sinclair & Jeff Daugherty

SUBJECT: Comprehensive Plan Review – Facilitator Discussion

STATEMENT/PURPOSE

The purpose of this item is to discuss whether a facilitator should be retained to assist in the elected official review of the Comprehensive Plan.

BACKGROUND/ALTERNATIVES

On July, 1, 2010, the Joint Town and County Planning Commissions completed their review of the Themes and Policies portion of the 2010 Comprehensive Plan. Since that time, staff has been working to revise the plan to include changes recommended by the Commissions. Staff has completed the required changes and is in the process of providing updated drafts and supporting materials to the public and elected officials. Staff anticipates having the revised draft posted on the Comprehensive Plan website by Friday, September, 17, 2010. In addition, staff plans to place a public notice in the September 22, 2010, newspaper advertising the first meeting of the elected officials on the Comprehensive Plan for the November JIM meeting. The November JIM meeting was selected to give the public and elected officials time to review the revised Planning Commission draft and satisfy the Teton County 45 day public notice requirement. Staff anticipates the focus of the first Comprehensive Plan meeting to be the review schedule, structure, and process.

Staff has also been discussing whether an external facilitator might be of assistance during the elected officials' review of the proposed plan. Staff finds that an outside facilitator would be helpful because he/she would allow staff to participate more effectively as a staff resource instead of having to juggle the roles of both staff resource and facilitator. Staff also finds that the design and scheduling of the elected official Plan review process will be crucial in allowing constructive dialogue and discussion of the proposed Plan and that bringing in an expert to assist in this area would be beneficial.

Should elected officials choose to explore the idea of retaining a facilitator, staff recommends a committee be established to explore all available facilitation options and recommend to the JIM a

preferred option(s). Staff recommends the committee be made up of Town and County planning staff and one (1) or two (2) members from each elected body.

FISCAL IMPACT

Funding of any expenses to retain a facilitator is recommended to be split 50-50 between the Town and County. Currently, the Town and County Planning Department budgets do not include this expense and would thus require a budget amendment to provide additional funding.

STAFF IMPACT

Staff impact related to this item is ongoing with considerable amounts of time being spent by Town and County staff related to the Comprehensive Plan update.

RECOMMENDATION

Town and County Staff recommend forming a committee to explore retaining a facilitator for assistance during the elected official review of the Comprehensive Plan.

ATTACHMENTS

None

LEGAL REVIEW

N/A

SUGGESTED MOTIONS

Town of Jackson

I move to direct staff to convene a committee to explore all available facilitation options and report back a preferred option(s) to the JIM.

Teton County

I move to direct staff to convene a committee to explore all available facilitation options and report back a preferred option(s) to the JIM.