

PROTOCOLS: Door County Smart Growth Core Planning Committee

Purpose

The purpose of the Door County Smart Growth Core Planning Committee (CPC) is to recommend a comprehensive plan compliant with the State of Wisconsin "Smart Growth" legislation to the Door County Resource Planning Committee.

The CPC shall be advisory in nature, providing guidance to the county Smart Growth plan development process. The primary purpose of the CPC is to ensure communication between local municipalities and the county during the development of the county plan. The CPC's roles and responsibilities with regard to the county planning process are specified in Door County Board of Supervisors Resolution 2007-05.

Planning Project Staff

The CPC will be overseeing the plan development as conducted by planning project staff. This team is comprised of Door County Planning Department staff, staff from the Bay-Lake Regional Planning Commission, and staff from the Door County UW-Extension Office.

CPC Process

- A. Open Meetings. All meetings of the CPC are open to the public and the media. Meetings of the CPC are subject to the open meeting law established by the State of Wisconsin. Members of the CPC may not meet to discuss CPC business unless the meeting date and time has been publicized in accordance with the open meeting law.
- B. Interaction with the Broader Public. The CPC shall review and recommend to the county board a revised public participation plan and a variety of mechanisms to provide specific opportunities for other members of the public to be informed and to participate in planning activities. These mechanisms may include, but are not limited to community meetings in various geographic locations of Door County, newsletters, the county website, and other publications.

CPC Decision-Making

- A. Use of Consensus. The CPC shall try whenever possible to reach decisions by consensus. If the CPC fails to reach consensus on any issue, the majority view shall prevail. CPC members may choose, however, if the issue is particularly contentious or if the membership is relatively evenly divided on the issue, to submit a separate report to the RPC regarding the issue(s) along with the final draft of the plan.
- B. Meeting Facilitation, Records, Minutes. Planning staff shall be present at all meetings of the CPC, handle CPC meeting logistics (meeting rooms, locations, materials), coordinate development of agendas with the chair/vice-chair, facilitate the meetings as requested by the committee chair/vice-chair, record minutes, and maintain all needed records/documents.

Structure

Adopted unanimously by the CPC on February 28, 2007.

- A. The CPC shall elect a Chair and Vice-Chair from its own regular membership. They shall be nominated from the floor and elected by a majority vote of the members present.
- B. The duties of the Chair shall be to prepare meeting agendas, convene the CPC meetings, and direct the planning staff to facilitate and guide the meetings.
- C. The duties of the Vice-Chair shall be to serve as the Chair of the CPC when the regular chair is absent or unable to perform their duties.

CPC Ground Rules for Interaction

- A. Members of the CPC shall seek to participate constructively in meetings. Ground rules for constructive interaction include:
 - Treating all members with courtesy and respect.
 - One person speaking at a time.
 - Listening carefully.
 - Being brief and clear in your comments.
 - Focusing on the current agenda item.
 - Remembering that it is acceptable to disagree.
 - Focusing on the problem, not finding fault.
 - Observing meeting limits (2 hours).

If at the end of a two-hour meeting more time is needed, the facilitator will ask the CPC if they wish to extend the meeting and for what length of time.

These ground rules may be amended at any meeting.

- B. Ground rules shall be monitored and enforced by the facilitators and members of CPC.

Responsibilities of CPC Members

- A. Attendance. Members of the CPC shall attend all meetings of the CPC or ensure that the municipality's alternate appointee attends. Failure of either the member or the alternate to attend two meetings in succession without excuse may be sufficient cause for requesting the sending municipality to replace the appointee(s). In this event, planning staff will make contact to discuss the situation and participation.
- B. Preparation for Meetings. Members of the CPC shall read appropriate materials and arrive prepared to work.

Responsibilities of the Planning Project Staff

Staff will gather, prepare and present all necessary data, documents, and maps, and facilitate the meetings of the CPC within the organizational protocols and as deemed appropriate by the chair/vice-chair. These responsibilities include managing the CPC's agenda, helping the CPC stay on task, and helping members of the CPC develop consensus.

Changes to the Organizational Protocols

Changes to these organizational protocols can be made at any meeting of the CPC through a consensual procedure.