



## Roles and Responsibilities for Planning Team Members

### Purpose of Planning Team

Each sub-area plan is being developed with input and participation from local residents, business owners, property owners, institutional representatives, and other key partners and stakeholders. While there will be a variety of opportunities for these individuals and groups to engage in the planning process, a formal **Planning Team** will be created for each sub-area to act as a steering committee that provides more frequent, in-depth, and consistent advice and guidance throughout the planning process. The composition of the Planning Team for each area is drawn from the representatives and stakeholders described above, and will vary depending on the existing uses, assets, challenges, and opportunities associated with each area. Planning Teams will be facilitated by a City Planning Department Project Manager as well a consultant team selected by the City through a competitive process.

### Planning Team Role and Responsibilities

- Planning Team members are expected to regularly attend Planning Team meetings.
- Planning Team members are not expected to be experts in the various subject matter of the plan. Part of the process is an educational component meant to increase the knowledge of participants on each key topic.
- Planning Team members are expected to represent their own constituency, organization, or neighborhood, while at the same time thinking about and working collaboratively for the entire planning area and citywide goals.
- We ask that Planning Team members serve as good two-way conduits of information: communicating information from the Planning Team back to their organization or neighborhood, as well as bringing the perspective of their neighborhood or organization to the work of the Planning Team.
- Support the implementation of the SA Tomorrow Comprehensive Plan.
- Provide input and feedback on draft research, analysis, graphics, and reports throughout the planning process.
- Provide advice and guidance on developing the necessary recommendations and deliverables for the plan.
- Contribute to at least one formal outreach event during the planning process. This may include leading a small gathering or assisting at a workshop, open house, or pop-up event.
- Assist in the distribution of digital collateral and promotions via email and social media.
- Provide feedback, guidance and support throughout the documentation and adoption process, including attendance at one or more briefings and hearings.
- Email will be the Planning Team's formal mode of communication.

### Anticipated Time Commitment for Planning Team Members

- The Phase 2 sub-area plans will formally kick-off in January 2019 and will conclude in approximately 18-24 months. We anticipate that there will be approximately 12 Planning Team meetings throughout the process.
- Planning Team meetings will last about two hours, and will occur, on average, once every 4-6 weeks.

City of San Antonio  
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- Planning Team members will be polled at the first meeting to see which days and time frames work best for the majority of members.
- We hope that our Planning Team members will attend and help promote the three planned Community-wide meetings, each about 2 hours in length.
- The Project Management Team (consisting of Planning Department staff and the consultant team) intend that upcoming Planning Team meetings will be scheduled with approximately 4 weeks advance notice.

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