Comprehensive Plan Update Advisory Committee
Role & Responsibilities
May 2, 2016

Background and Purpose

Over the next 2 years, the City of Bloomington will prepare an update to its Comprehensive Plan. While the Planning Commission has official review responsibilities and the City Council maintains decision-making authority on the Comprehensive Plan, input from a community-based Advisory Committee will be sought to ensure that a range of perspectives reflecting Bloomington's diversity are factored into the City's long-term vision and implementation priorities.

The Comprehensive Plan, as required by State Statutes, must be consistent with the Metropolitan Council's system policy plans and regional development guide (Thrive MSP 2040). The Comprehensive Plan provides policy guidance and sets priorities regarding development and provision of city services, programs, public infrastructure and amenities (e.g., roads, parks, sewers). Its scope is citywide and long-term. As such, the Advisory Committee will be asked to contribute a balanced and open perspective in considering a wide range of needs and wants in the context of restrained resources.

This Advisory Committee is a time-specific, project-specific group charged with providing community perspective and insights on the policies and priorities embodied in drafts of the Comprehensive Plan.

The Advisory Committee is anticipated to convene for a period of 12-14 months beginning in October 2016.

Advisory Committee Work

The Advisory Committee is tasked with providing input to assist staff in preparation of the Comprehensive Plan, relevant to:

1. Local, regional, national/global trends and their implications for Bloomington over the next 20 years.
2. Citywide vision and goals.
3. Implementation priorities related to required plan elements (e.g., land use, transportation, utilities, parks, housing, etc.).

Topics of discussion will also include: potential approaches to achieve the Thrive MSP 2040 outcomes (stewardship, prosperity, equity, livability, sustainability); community values and guiding principles for decision-making related to public investment priorities.

Consistent with Bloomington's commitment to transparency, Advisory Committee meetings will be open to observers who are not members of the committee. However, the meetings are not public hearings.

While the Advisory Committee's primary responsibility is to provide input to staff, a full record of their meetings will be provided to the Planning Commission and City Council.

Advisory Committee Composition and Time Line

The Advisory Committee will consist of 14 individuals, with half being appointed community representatives and half being members of the City Council and its advisory boards and commissions. Council and Advisory Commission members will be appointed by each represented body. Community representatives will be appointed by the City Council reflecting the diversity of Bloomington, including representation across:

- Demographics (age, gender, race, ethnicity)
- City Council District (at least one member from each of the four districts)
- Institutional sector
- Business community sector (may live outside the City if they own a business in Bloomington)
- Service or advocacy organizations

Except for business, institutional and service organization representatives, Committee members must be Bloomington residents.

Timeline:

- Call for applicants: June 15, 2016
- Deadline for applications: August 19, 2016
- Selection of representatives: September 12, 2016 (City Council meeting)
- First committee meeting: October 2016 (specific date/time TBD)

Commitment of Advisory Committee Members

Committee members will be expected to: become knowledgeable about the project and its scope; listen to the ideas of others; express their points of view while working toward consensus; and contribute to the development of feedback that will assist staff in preparing the Comprehensive Plan update.

Minimum of 2-5 hours per month for meetings, plus additional time for meeting preparation and electronic communication outside of meetings. Members are expected to:

- Commit to attending a minimum of 10 of the 12-14 anticipated Advisory Committee meetings between October 2016 and December 2017.
- Prepare for meetings (review meeting materials; respond to requests for input)
- Have email access.
- Abide by meeting protocols established at the first Advisory Committee meeting.

Meetings will generally take place from 6:30-8:30 p.m. on Wednesday evenings beginning in October 2016.

Meetings will generally be organized around a topic designed to allow review and input on all major elements of the full Comprehensive Plan over the course of the year.
Meetings will typically be held at Bloomington Civic Plaza; however other venues may be used if deemed beneficial and appropriate.

Resources Provided

City staff and outside resources (as necessary) will provide information and administrative support for meetings.

Completion Date (Advisory Committee dissolves)

It is anticipated that the work of the Advisory Committee will be completed by the end of 2017, upon providing input on the draft Comprehensive Plan. The Committee's input along with the draft Comprehensive Plan will be forwarded for review by the Planning Commission and City Council in early 2018. The Advisory Committee will be dissolved after its final meeting.