

Comprehensive Community Plan Roles

(Revised 7/23/2010)

The Comprehensive Community Plan Steering Committee (CCPC) is the effective client for our work on the Plan, although the Town Manager is the client for contractual decisions and the Planning Director is the key source of direction in the day-to-day conduct of the work. The CCPC's active participation in the community outreach and in the formulation and execution of the Plan, as described below, is critical.

- The consultant will:
 - Fulfill all items and submit all deliverables in the scope of work
 - Adhere to schedule
 - Meet with the CCPC at regular intervals during the preparation of the Plan
 - Seek the CCPC's approval on all major decisions concerning the development of the Plan and the community outreach efforts
 - This includes cooperation with any outside reviewer retained by the CCPC
 - Submit task deliverables for CCPC approval on a schedule mutually determined with the CCPC to facilitate its review

- The CCPC will:
 - Take an active role in providing strategic direction to the course of the Plan
 - Actively participate in the community outreach
 - Review, comment on, and approve all task deliverables
 - Review and approve the Comprehensive Community Plan before it is made available to the public
 - In order to accomplish this in an efficient manner, it is suggested that the CCPC would form subcommittees. Each subcommittee would focus on a specific section of the plan to ensure that all significant material is covered in a manner that is accurate and relevant to the community's needs.

- The Planning Department will:
 - Provide day-to-day direction as necessary to the consultant in the conduct of the work
 - Facilitate the consultant's access to town data and town departments, boards, commissions, and committees
 - Exercise overall control of the consultant's contract
 - To the extent possible, facilitate the planning process and communication on all sides.