



**BUTTE COUNTY GENERAL PLAN 2030  
CITIZENS ADVISORY COMMITTEE MEETINGS  
PROCEDURES AND OPERATING GUIDELINES**

Citizens Advisory Committee Purpose

The Butte County Citizens Advisory Committee (Committee) has been formed by the Board of Supervisors to provide community input on the General Plan/Zoning Ordinance Update process (General Plan 2030). It is the Committee's charge to provide valuable community perspective for this process through the input of ideas, the review of draft and completed work, by providing feedback to County staff and consultants, and by building community support for the plan they are helping to create.

Committee Role

The Committee is a reviewing body that provides community input on the eight major work product tasks associated with the General Plan 2030 process. The Committee will forward comments to the Planning Commission, who will in turn make recommendations to the Board of Supervisors. The Board of Supervisors holds ultimate approval authority regarding the work products associated with the General Plan 2030 effort, including the preferred plan.

Meeting Context

After two organizational meetings (November and December 2006), a four-part public meeting series will accompany each of the eight work product tasks of the General Plan 2030 process. Committee meetings are a component of each meeting series, which begin with a Community Workshop, followed by a separate Committee meeting, a Planning Commission Study Session, and a Board of Supervisors Study Session.

Input Process

Since the Committee is charged with providing input from a variety of perspectives, formal votes will not be taken. Instead, the Committee, working with county staff and the consultant, will work to develop a consensus on issues where possible. Staff will forward and present to the Planning Commission and Board of Supervisors all points of view expressed by Committee members, including both areas of consensus, and areas of disagreement.

Effective Communication

All participants, including Committee members, County staff, consultants and members of the public, must demonstrate respect for each other. Participants should focus on the issues rather than on individuals, avoiding hostility and personal criticism. Participants should also seek common ground and strive for clarity in their communication.

### Public Comment Opportunities

While the focus of the Committee meetings will be to gather input from Committee members, opportunities for public comments and questions will occur at each Committee Meeting following presentations by the consultants, County staff, and questions from the Committee. In addition, the public is encouraged to voice questions and comments via the web based forum at [www.buttegeneralplan.net](http://www.buttegeneralplan.net) and to participate in the Community Workshops involving the public.

### Meeting Notes

The consultants will highlight the main points expressed at meetings by the Committee and the public to allow the Committee members, County staff, and the public to refer to past ideas or concerns expressed at the meeting. The consultant will also provide to the Committee, and post on the General Plan 2030 website for public review, detailed written notes about the meeting. These notes will be available within 10 days of a given Committee Meeting or Community Workshop.

### Agenda Timelines

Meeting Agendas will often have many items to cover in a given evening. To keep the process on track and to respect everyone's time, each Committee member needs to help keep discussions within the stated timeframes and focused on the task at hand. On their end, County staff and consultants will act as facilitators and timekeepers to keep each task moving and on time.

### Committee Materials

Committee members will receive a binder containing materials to be kept throughout the duration of the General Plan 2030 process. Additional materials will be mailed (or emailed) to Committee members prior to each meeting; members should thoroughly review the prepared materials before each meeting.

### Member Attendance

Committee members are expected to regularly attend Committee Meetings and Public Workshops. However, it is understood that on occasion, a Committee member may not be able to attend a meeting. When this occurs, a Committee Member should still review the meeting notices provided to them and review all materials distributed for the missed meeting, in addition to the meeting notes for the missed meeting. If a member can no longer attend or no longer wishes to participate as a Citizen Advisory Committee member, they must inform Butte County Development Services Staff.