

Mt. Washington Neighborhood Plan (2025-2026)

Steering Committee Handbook

Purpose of the Mt. Washington Steering Committee:

- Helping guide the Mt. Washington Neighborhood Plan process
- Assist with public meetings/upcoming events and help coordinate, plan, facilitate (when needed), and attend these community events for the Plan
- Helping neighbors get to know each other

Roles:

- Chair/Facilitator (1)
 - o lead meetings so that agendas are followed, and meetings adjourn on-time
 - o allow all members to be heard during discussions
 - o moderate discussions between members with differing points of view
 - o work with City staff to coordinate meetings and materials
- Vice Chair (1)
- Secretary/Note Taker (1)
- Community Outreach Coordinators (3) “Mentors” – nonvoting
 - o Help guide the steering committee and give advice/suggestions
 - o Communicate to each appropriate organization of upcoming events/information

Notes:

- *Once Theme Areas for the Plan are created – two (2) members of the steering committee will be asked to join each subcommittee (i.e. Transportation Committee, Housing Committee, etc.)*
- *For most decisions – a vote will be had to ensure full transparency and fairness. In the event of a tie – City staff will have the final vote.*
- *It is expected of the Steering Committee to be present and help co-present the goals and strategies through the approval process (City Planning Commission and City Council).*

Your Role: Your role as a Steering Committee member is crucial to the success of the Plan. You have been selected because of your knowledge of the community, expertise in a focus area, interest in the future of Mt. Washington and/or willingness to help create a new vision for the next 20 years.

- **Plan Development:** You will be asked to provide perspective and insight on information gathered as well as feedback on draft policies and implementation actions. Your insight will help shape guidelines for growth, addressing community needs, and long-range priorities. As a Committee member you will act as a sounding board for the residents of Mt. Washington.
- **Learning and Sharing Information:** Over the course of the planning process, you may be introduced to new ideas about development, demographic trends, new technology, and other information. You may also find other ideas that you wish to share with the Committee and staff.

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We ask that you bring an open mind and an understanding that this process is collaborative and requires that we seek to hear all voices, and together as a group consider the best path forward.

- **Networking, Recruiting, and Support:** Steering Committee members can advocate for The Plan by telling residents about planning activities, upcoming events, or providing information about the purpose and potential impact of The Plan. Members may also be asked to brainstorm and identify specific community members to participate in focus groups or other activities based on expertise, affiliation, or lived experience.
- **Time Commitment:** It's unrealistic to attend every meeting – but please just let Jesse or Sophia know if you won't be able to attend a meeting. In the instance that the Chair, Vice Chair, and Secretary all cannot make a meeting – City staff will fill in.
- **Communication:** Just communicate with Jesse and Sophia, please!

Ground Rules: Committee members should treat each other with respect, listen to each other, work cooperatively, and allow all members to voice their opinions. The main rules apply:

- Participate actively: Bring all relevant issues to the group and share all relevant information.
- Keep discussions focused: Avoid broad generalizations and use specific examples to support statements and ideas.
- Be patient and supportive.

Quorum: A minimum attendance at each meeting often is needed to ensure that the different viewpoints of members are adequately represented. A quorum for this committee will be met with three (3) members of the Committee, and the chair or vice chair must be present unless otherwise communicated beforehand with City staff.