

# Potomac Yard Planning Advisory Group Process and Expectations

Draft, October 21, 2008

## **PYPAG Process**

The PYPAG will operate by group learning and dialogue. The group will seek to develop consensus advice to city staff, while recognizing that this will not always be possible.

- Meetings will be governed by the Chair and discussions will be facilitated to ensure full and fair participation.
- Votes will only be used to get a sense of the group, not to define a decision.
- In cases where common ground cannot be identified, dissenting members may include a minority opinion to ensure an accurate reflection of all viewpoints.

## **PYPAG Groundrules**

- We recognize that the most powerful outcome for the community is for us to find common ground and we will support each other and the process in that goal.
- Everyone will be heard and we will listen to each other with respect and open minds.
- We will each take responsibility to ensure that our ideas and concerns are clearly presented at the meetings.
- We will work as a group to become fully informed of issues and to discuss the full ramifications of choices before we develop conclusions or advice.
- We will work to keep the broader community informed and engaged in the process.

## **Expectations of PYPAG Members**

- Attend every meeting. When absence is unavoidable, make up for missed meetings by reviewing all information.
- Arrive at meetings prepared by doing any assigned reading or activities.
- Support the process and each other in seeking a consensus result.
- Serve as a conduit to the community, keeping them informed of the activities of the PYPAG and bringing their ideas and concerns back to the group.

## **Additional Responsibilities of the PYPAG Chair**

- Preside over meetings.
- Serve as a spokesperson for the group.
- Work with facilitator and staff to set agendas, plan information, and capture results.

## **City Staff Role in PYPAG Process**

- Provide timely, comprehensive, and unbiased information.
- Coordinate with all parties to ensure that needed information is available and shared.
- Provide clarity regarding City concerns, desires, and decisions.
- Direct and support consultant activities.
- Give full consideration to PYPAG advice and broader public input.

## **Potomac Yard Planning Advisory Group Process and Expectations (cont.)**

Draft, October 21, 2008

### **Planning Consultant Role in PYPAG Process**

- Develop a conceptual design for landbay F based on input from the PYPAG and broader public.
- Provide guidance and advice regarding planning best practices.
- Provide examples, drawings, and models to assist in understanding key principles and evaluating ideas and concepts.

### **Facilitator Role in PYPAG Process**

- Plan and facilitate the overall process of PYPAG learning and decision-making.
- Facilitate all meetings of the PYPAG.
- Ensure that all parties participate in good faith.
- Ensure that all needed information is created and understood.
- Ensure that all members are heard.
- Advocate for a fair and open process.
- Serve as ombudsman for members' concerns, but not as advocate for members' opinions.