



DRAFT

Community Coordinating Committee Charter

Section I: Group Identification

Chartering Organization: City of Littleton

Charter Approval Date:

Appointed Liaisons:

Kathleen Osher, Community Development, City of Littleton

Aaron Heumann, Public Works, City of Littleton

Samma Fox, City Manager's Office, City of Littleton

Section II: Mission, Purpose, and Deliverables

Mission & Scope:

The Envision Littleton Community Coordination Committee (CCC), together will act as the guiding body for the combined comprehensive and transportation master planning process in 2019. Individually, members will be ambassadors for Envision Littleton, liaisons to their Boards and Commissions, provide significant feedback, and help guide the plans towards greater community buy-in by serving as communication liaisons for the project to residents, businesses, and key stakeholders in the City of Littleton.

Objectives & Goals:

CCC members are responsible for attending meetings, reviewing materials, airing issues early, sharing information with their constituency and bringing those viewpoints back to the group. Committee members will help inform each of the five phases of Envision Littleton to help prioritize strategies and potential priority projects for the future of the City of Littleton. Members will provide advice and direction to inform the update of the comprehensive plan and creation of the transportation master plan. The Committee plays an advisory role and produces recommendations for the project team, Planning Commission, Transportation Advisory Board, and the City Council.

Deliverables and Timeframes:

- The committee will meet six times between January - September 2019.
- The committee will receive monthly email updates from the Envision Littleton project team.

Section III: Formation & Organization

Participant Criteria:

All Envision Littleton Community Coordinating Committee members must reside within the Littleton city limits. The Coordinating Committee will consist of 14 members:

- 2 Members of City Council
- 2 Members of Planning Commission
- 1 Member of the Transportation Advisory Board (new in 2019)
- 1 Member of the LIFT Board
- 1 Member of the Fine Arts Board
- 1 Member of the Historical Preservation Board
- 1 Member of the South Suburban Parks & Recreation Board
- 1 Member of the South Metro Housing Board
- 1 Member of the Museum Board
- 2 Members of the Business Community
- 1 Member of the ACC Student Government Association Executive Committee

Section IV: Operating Protocols

Guidelines for Collaboration:

- Show-up and be prepared - Members will commit to the time and energy to fulfill CCC roles and responsibilities as outlined above.
- Listen with an open mind - Members will seek to understand different points of view and different interests.
- Ask genuine questions - Members will avoid monologues and focus on questions that add to a common set of information for decision-making.
- Look for Solutions - Members will try to find inclusive solutions that meet the range of interests in the City of Littleton.
- Monitor, measure, and learn - Members will participate actively to understand trade-offs, identify needs that must be met in order to solve a problem, and recognize the expertise around the table.
- Jointly design next steps - Members will spend the last 20 minutes of each meeting to work with the project team to identify next steps and any information/data needs.
- Everyone is responsible for helping each other use these guidelines.

Standard Meeting Guidelines:

- Stay mentally and physically present. Please turn off cell phones, or any other communication item with an on/off switch to “silent.” Your attention is needed for the full meeting.
- Contribute to the goals of each meeting. The facilitator will help the group stay focused on the deliverables.
- Let everyone participate.
- All ideas and points have value.
- Stay on point and honor your allotted time.