

## **DRAFT #2**

### **Scope of Work**

#### **Meeting on communication for better land use and building regulation**

##### **Background:**

The Clark County Council believes better communication between land use\building applicants, the land use\building regulatory staff, and the council will lead to more successful development. More successful development is development that is timely, predictable, with better quality and less conflict between applicants and staff. Better communication could reflect improved information flow (both sending and receiving messages) and\or shared expectations for the way participants conduct themselves.

The county, at the council and staff level, is committed to listening to applicants for their suggestions on how to improve communication to achieve more successful development.

##### **Purpose:**

The purpose of this meeting is to assemble representatives of the land use\building development community, staff and councilors to discuss ways to improve communication to achieve more successful development.

##### **Preliminary Meeting Concepts:**

The following bullet points provide guidance. The facilitator will refine these concepts and provide ideas on how to proceed.

- Is there something the county is missing that might improve communication during land use reviews?
- What does good communication look like to developers? To staff?
- What are the interests of each group? What are they trying to achieve?
- What kind of behaviors support good communication? What should we expect from one another in terms of our conduct?
- Suggestions about changes in process are desirable and welcome when they focus on communication and success.

Councilors will have an opportunity to discuss these and other concepts with the facilitator.

##### **Target Groups for Participants:**

This is an invitation only meeting. It is not a public forum or community meeting. The target group size is approximately 100 people. Invitation targets will include an array of successful developers and people interested in improved communication.

Target groups are:

- Land use\building development community
- Staff
- Review bodies\individuals
- Elected Officials

### **Facilitator and Facilitator Responsibilities:**

Eric Johnson, Executive Director of the Washington Association of Counties is the facilitator. With input from the county manager, county council, and community development director, Mr. Johnson will:

- Develop the facilitation agenda
- Develop meeting materials to a print ready level
- Facilitate the meeting
- Summarize the meeting results into a short working paper
- Provide input on next steps for the development community, staff, and elected officials

### **Clark County Responsibilities:**

Community Development\Project Team

- Collaborate with the facilitator to develop an agenda
- Develop invitation lists and distribute invitations
- Provide all meeting logistics including location, sign- in table support , name tag, refreshments, etc.

County Manager's Office

- Collaborate with the facilitator to develop an agenda
- Manage all communication with council
- Approve agenda, themes, invitation lists, layout, etc.
- Overall project management

### **Preliminary Timeline and Milestones**

Week of	Task	Lead
10/23	<ul style="list-style-type: none"><li>• Develop scope of work</li></ul>	<ul style="list-style-type: none"><li>• Jenkins</li></ul>
10/30	<ul style="list-style-type: none"><li>• Schedule meeting with facilitator to scope event</li><li>• Inform Public Health and Public Works of event</li></ul>	<ul style="list-style-type: none"><li>• Snell</li><li>• Rumpeltes</li></ul>
11/6	<ul style="list-style-type: none"><li>• Visit facilitator in Olympia to discuss agenda, scope, etc. Rumpeltes, Snell, Jenkins, Ellinger</li></ul>	<ul style="list-style-type: none"><li>• Snell</li></ul>
11/13	<ul style="list-style-type: none"><li>• Facilitator develops meeting concepts.</li></ul>	<ul style="list-style-type: none"><li>• Johnson</li></ul>
11/27	<ul style="list-style-type: none"><li>• Pre meetings with councilors to identify</li></ul>	<ul style="list-style-type: none"><li>• Johnson</li></ul>

	potential participants, review agenda concepts, get input.	
12/4	<ul style="list-style-type: none"> <li>Finalize agenda</li> </ul>	<ul style="list-style-type: none"> <li>Johnson\Rumpeltes</li> </ul>
12/11	<ul style="list-style-type: none"> <li>Logistics, mailing lists and agenda finalized County manager approves</li> </ul>	<ul style="list-style-type: none"> <li>DCD Team\Rumpeltes</li> </ul>
12/18	<ul style="list-style-type: none"> <li>Save the date message distributed</li> </ul>	<ul style="list-style-type: none"> <li>DCD Team</li> </ul>
1/1	<ul style="list-style-type: none"> <li>Invitation distributed</li> </ul>	<ul style="list-style-type: none"> <li>DCD Team</li> </ul>
1/22	<ul style="list-style-type: none"> <li>Event</li> </ul>	<ul style="list-style-type: none"> <li>All</li> </ul>