



Envision Alachua Task Force Organizing Framework

June 2011

***Envision Alachua* Task Force Organizing Framework**

Purpose and Charge

The purpose of the Envision Alachua Task Force is to provide input into the visioning process for Plum Creek lands in Alachua County.

The specific charge to this group is to:

- Advise on issues related to the economic, environmental conservation and community aspects of Plum Creek lands in Alachua County;
- Articulate key community planning and design principles to guide the planning, development and conservation of Plum Creek lands in Alachua County;
- Identify recommended strategies and actions for addressing community concerns regarding the visioning process;
- Serve as a communication link between the Plum Creek project team and the various community groups and agencies that are interested in county land use and development issues; and
- Provide input and feedback to the Plum Creek project team on a draft and final visioning document that includes goals and planning principles to guide decisions related to Plum Creek lands in the county.

Envision Alachua Task Force Member Responsibilities

To uphold the Envision Alachua Task Force purpose and charge, each member is asked to fulfill the following responsibilities:

- Attend all Envision Alachua Task Force meetings;
- Listen actively to the ideas and opinions expressed by Envision Alachua Task Force members, Plum Creek project team members, and members of the community, engage in constructive discussion, and be open to alternative strategies and points of view;
- Review and respond to technical planning and policy information provided by Plum Creek project team members;
- Present the views of constituencies, acknowledging and drawing on the diversity of opinions and outlooks represented;
- Inform constituencies and other community members about the Envision Alachua visioning process; and
- Adhere to the Envision Alachua Task Force's Operating Principles and cooperate with this process to the fullest extent possible.

Operating Principles

The Envision Alachua Task Force will carry out its charge through a series of regularly scheduled, facilitated meetings. To ensure a useful and productive exchange of information, the Envision Alachua Task Force will conduct its work according to the following operating principles:

- **Transparency:** Plum Creek project team and Envision Alachua Task Force members will share relevant information and facts to facilitate productive discussion and progress toward fulfillment of the Task Force purpose and charge.
- **Balanced Dialogue:** Plum Creek project team and Envision Alachua Task Force members will provide one another the opportunity to engage in balanced dialogue and presentation on meeting topics, and will minimize domination of discussions by allowing time for everyone to participate.
- **Inclusivity:** Envision Alachua Task Force meetings and related activities will be conducted to ensure that the ideas and views of all members are considered.
- **Accessibility:** Meetings will be scheduled and materials will be developed to enhance availability and ensure equal opportunities for participation based on the needs of the Envision Alachua Task Force members.
- **Respectful and Responsive Engagement:** Plum Creek project team and Envision Alachua Task Force members will show courtesy, honesty and respect for each other during all communications, especially when giving or receiving contrary opinions as well as positive or negative feedback.
- **Facilitated Meetings:** The meeting facilitator will help the Envision Alachua Task Force manage its agendas and abide by the operating principles.
- **Meeting Documentation:** The meeting facilitator will prepare summary notes of each Envision Alachua Task Force meeting for distribution to Envision Alachua Task Force members and for posting on the project web site.

Envision Alachua Task Force Membership and Participation

Plum Creek will work to ensure that Envision Alachua Task Force membership is representative of economic, environmental and community interests in Alachua County. Plum Creek will encourage the active participation of outside agency representatives and community organizations not represented on the Envision Alachua Task Force whose jurisdiction and subject matter expertise relates directly to Envision Alachua Task Force meeting topics.

Task Force members have been selected based on their individual expertise. We respectfully request that each member make a good-faith effort to attend all six meetings to maintain continuity and consistency of Task Force member participation. Task Force members who are unable to attend a meeting should notify Rose Fagler at 352-284-4745 or rose.fagler@plumcreek.com prior to the meeting.

Task Force meetings are open to the public by advance registration; seating is limited. Task Force materials will be posted on the project website: www.envisionalachua.com. Hard copies of the materials will be provided to all attendees at each meeting.

Communications with the Media

We respectfully request that when Task Force members are communicating with members of the media that Task Force members state that any views expressed are their own and do not necessarily represent the views of the entire Task Force. If you would like assistance in working with the media, please contact April Salter of Salter Mitchell at 850-681-3200 or email: aprilsalter@envisionalachua.com.

Vision Document

The product of the Task Force meetings will be a document that summarizes the Task Force vision statement, goals and principles to guide future planning on Plum Creek lands in East Alachua County. The document will also include a discussion of potential alternative land use scenarios based on input received from the Envision Alachua Task Force and the community outreach process.

Schedule and Topics for Task Force Meetings

	Meeting Date	Topics
1	Monday, June 27, 2011 6:00 – 9:00 pm	<ul style="list-style-type: none"> • Orientation to the process • Task Force Organizing Framework • Task Force process expectations and desired outcomes
2	Monday, July 25, 2011 6:00 – 9:00 pm	<ul style="list-style-type: none"> • Land resources and opportunities • Physical, economic, social, and cultural factors affecting East County
3	Wednesday, September 7, 2011 6:00 – 9:00 pm	<ul style="list-style-type: none"> • Preliminary vision and goals
4	Wednesday, November 9, 2011 6:00 -9:00 pm	<ul style="list-style-type: none"> • Planning principles
5	Wednesday, December 14, 2011 6:00 – 9:00 pm	<ul style="list-style-type: none"> • Alternative land use scenarios
6	Wednesday, February 15, 2012 6:00 – 9:00 pm	<ul style="list-style-type: none"> • Final vision document