

Job Description: **Community Advisory Team Member**

Edina's recently adopted Comprehensive Plan identifies several areas of the community where further and more intensive study would be desirable to guide an evolution of land use. To facilitate that process in a way that directly engages Edina residents and affected stakeholders, a process has been crafted that includes a Community Advisory Team as the primary translator of public input for a Small Area Guide study area and influence zone. The Small Area Guide is seen as a critical first step in defining the evolution of land use in those areas of the community with the potential for change (according to the Comprehensive Plan) and a core piece of a possible Small Area Plan (which would offer more definitive directions related to land use and development). The Small Area Guide is intended to frame key principles for land use and development, and to suggest possible development patterns that would support those principles.

The Community Advisory Team will be directly responsible for shaping the Small Area Guide, and will work in concert with a volunteer Design Team composed of Edina residents to create the Guide. CAT members must be Edina residents or an owner of a property or business within the study area, and must agree to participate in a series of meetings occurring during an approximately five week study period. CAT members will be expected to interpret input provided by the public and fairly reflect that input to the Design Team and, eventually, to the City Council and Planning Commission. CAT membership will include representation from the following:

- Planning Commission
- Transportation Commission
- Energy and Environment Commission
- Heritage Preservation Board
- Park Board
- School Board
- Property Owner
- Business Owner
- Community Representative (residents from each of four quadrants)
- Other Community Representatives (two at-large members)

CAT representatives from boards and commissions will be appointed by their respective board or commission chair, and will be expected to convey key principles and ideas to their respective board or commission. Business and property owner representatives will be selected by the planning commission chair, CAT convener and designated TAG representative. The CAT Community Representatives will be selected during the kick-off meeting. One representative will be selected from each quadrant of the City, using TH 100 and TH 62 as the dividing lines. Two additional CAT representatives will be selected as “at-large” members.

While no professional experience in community planning or design is required, CAT members must exhibit an ability to participate constructively in a process designed to engage the community and affected stakeholders, and work cooperatively with other CAT members and the Design Team. In addition, the expectation of this process will be a forward-looking, inclusive vision for the study area; CAT members must possess the ability to consider a wide range of possibilities, and to discern a compelling, economically viable, and publicly supportable direction for the future of the study area.

Ultimately, the CAT will present its findings to the Planning Commission and City Council for consideration and further action. The nature of the Small Area Guide process demands active participation throughout the planning period, and CAT members will be expected to attend all events and meetings identified for the CAT during this process.