



Advisory Group Information

Thank you for your interest in the Catawba Area Plan. Please review the information below about Advisory Group participation and contact Planning staff if you are able to make this important commitment.

What is the purpose of the Advisory Group?

The purpose of this group is to provide staff with input during the plan development process.

What is required to be a member of the Advisory Group?

No special skills or knowledge is required to participate in the Advisory Group; however, we are seeking a commitment from you to:

- Provide input during development of the plan.
- Follow meeting ground rules (see back of page).
- Attend six to ten meetings over the next five to six months (approximately two meetings monthly).
- Attend one or two additional Advisory Group meetings to review draft plan recommendations during early 2009.
- Review information and materials in advance of meetings and be prepared to discuss.

What if you cannot attend all the meetings?

If you are unable to make this commitment, you may still have input in the plan development process. Additional meetings will be held during the plan development process to receive public input and there will be public comment sessions before the Planning Committee of the Charlotte-Mecklenburg Planning Commission and City Council in early 2009.

When is the first meeting?

The first Advisory Group meeting is scheduled for **Tuesday, August 19th, 6:00 pm – 8:00 pm** in the Shady Brook Baptist Church – Fellowship Hall, 2940 Belmeade Drive.

Please RSVP.

Contact **Linda Keich by email at lkeich@ci.charlotte.nc.us or by phone at 704-336-2205 no later than Thursday, August 14, 2008** if you plan to participate in the Advisory Group and to attend the August 19th meeting. Please provide your name, mailing address, e-mail address and telephone number.

We look forward to working with you!

The Catawba Area Plan Team

Advisory Group Ground Rules

- **All meetings will begin and end on time.**
- **Everyone's opinion is important.** We want to hear from everyone equally. Please do not monopolize the conversation or just sit back quietly and listen.
- **Please identify yourself before speaking.** This will be helpful in learning names.
- **Stick to the agenda.** It will be tempting to discuss issues other than those that are within the scope of an area plan (use the parking lot).
- **Don't be afraid to ask questions.**
- **Be courteous and polite.** Please don't interrupt others and limit side conversations.
- **Our goal is general consensus.** Please come to each meeting with an open mind and be prepared to work towards agreement.