

**TOWN ADVISORY BOARD  
&  
CITIZENS ADVISORY COUNCIL  
2015 TRAINING**

*With the same honest views, the  
most honest men often form  
different conclusions*

**(Thomas Jefferson)**

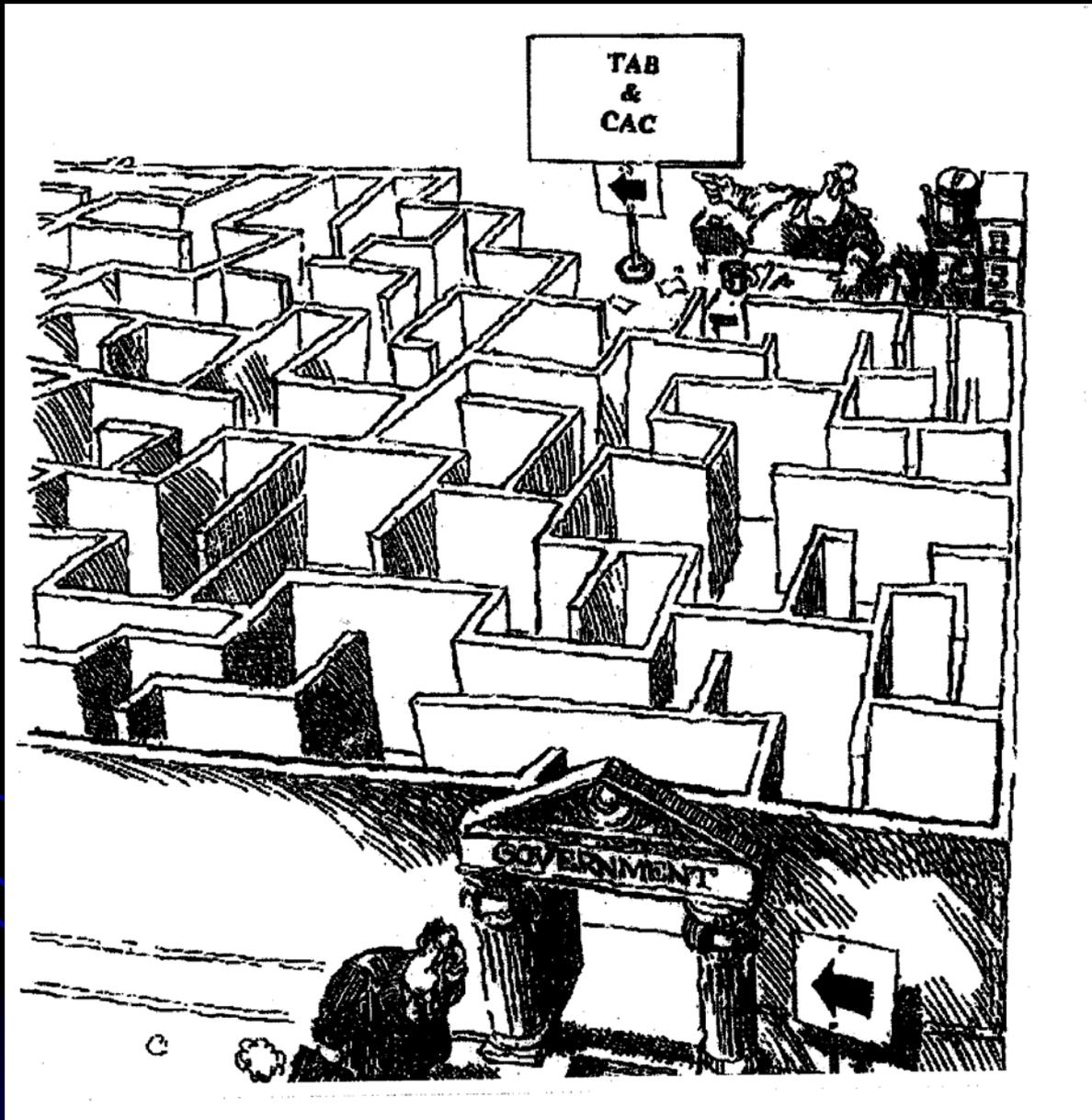


**EVERYTHING**

**YOU WANTED TO KNOW ABOUT**

**TABS & CACS**

**AND THOUGHT WE WERE AFRAID YOU WOULD ASK**





# PLANNING PROCESS

**TAB/CAC  
Recommendations**

## **PLANNING COMMISSION**

- Minutes
  - Rec sheets
  - Hot items
- Briefing  
Planners Report**

## **BCC**

- Minutes
  - Rec Sheets
  - Liaison Report
- Briefing  
Planners Report**

**NOFA**

# OTHER COMMUNICATION

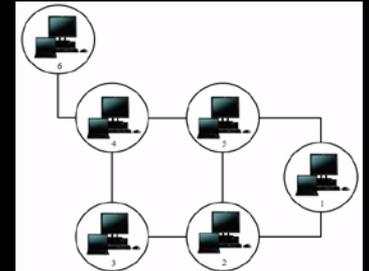
Phone Calls



Petitions



General e-mails (Network)



Letters



Stealth contacts and threats

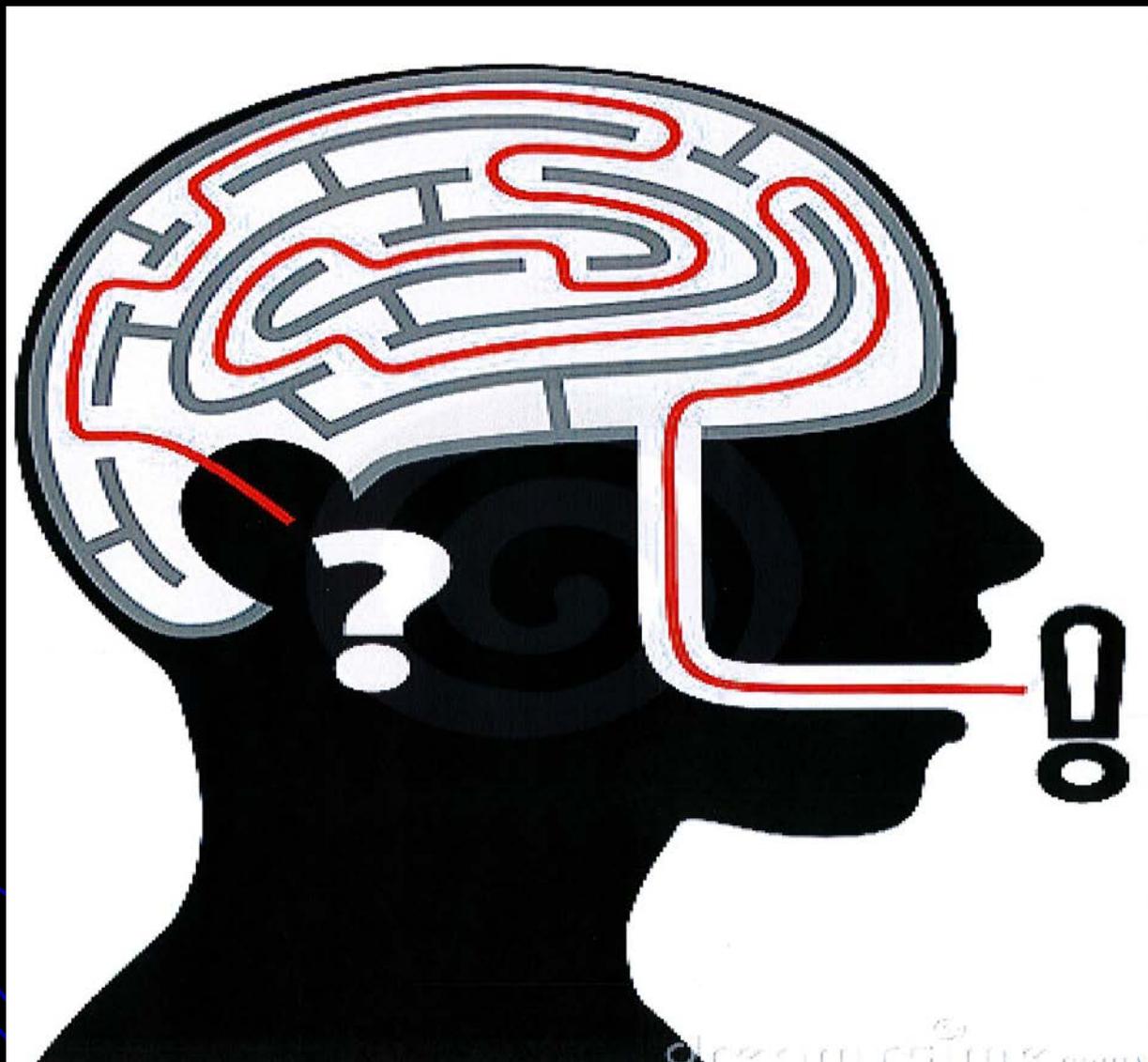


# CONSUMER ADVICE

- Keep the meeting under **control** and on task. (Planner)
- Look at the “details” ahead of meeting to be prepared. Know rules of the road (Title 30) and facilitate compromise when necessary to save time at PC and BCC. (Citizen)
- Make sure everyone understands comments should be addressed to the Board or Council to minimize back and forth arguments between applicant and citizens in the audience. Announce the interaction expectation at the start of the meeting. (Applicant Rep)
- Have a time limit for people speaking and if you are aware of a potential conflict in advance of a meeting inform staff, prior to the meeting, in order to be prepared. (DA Office)
- Use discretion and patience with unsophisticated (Mom & Pop) applicants. (BCC)

# CONSUMER ADVICE

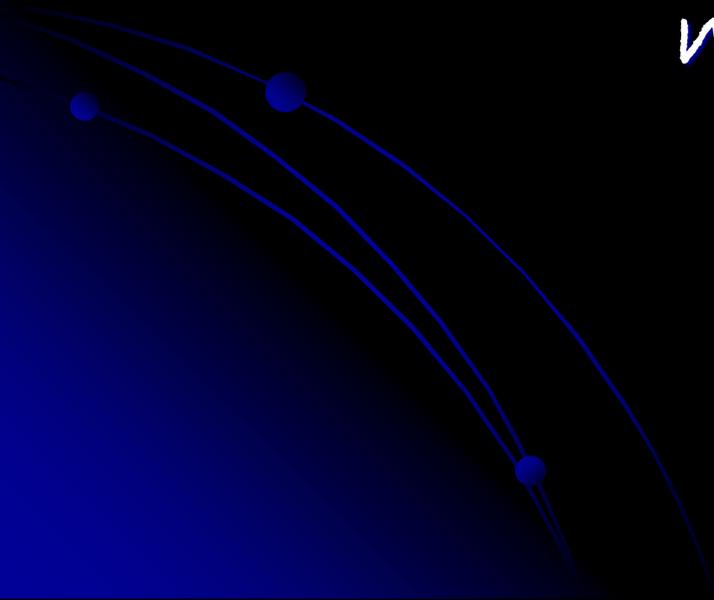
- Consistency is the key. Everyone involved in the discussion should be allowed the same amount of time to speak. No matter what, be courteous to everyone. (BCC Chair)
- Make sure everyone understands what the issue to be voted on is and ensure citizens have an opportunity to ask questions. (Citizen)
- A Chair of a TAB/CAC has great responsibilities. The Chair must strive to ensure that, regardless of the nature of the application, both the applicant and affected homeowners are treated with equal respect by board members and those in attendance; the hearing is conducted in a timely and orderly fashion; all who participate conduct themselves at all times in a professional and courteous manner; and that arguments for or against a particular application are encouraged to be as persuasive as they are passionate. For ultimately, the Chair must not appear to be an advocate for a particular position but rather the guarantor that a public hearing was held where all parties are convinced, regardless of the result, that their arguments were fully and fairly considered. (Applicant Rep)



# PREPARE TO BE CHAIR

You got to be careful if you  
don't know where you are  
going, because you might  
not get there

(Yogi Berra)













# CHAIR RESPONSIBILITIES



- **Run the Meetings**



**RuIn**

**The Meeting**

# MEETING PREPARATION

- **Review the Agenda**
    - Pronunciation of names
    - Physical location of parcels in question
    - Accuracy of staff write-ups (N-E-W-S)
    - History of items on agenda
    - Rules for discussion
- 

# MEETING MECHANICS

- Clearly read item into the record
- Model appropriate interaction style



- Equal time for ALL speakers
- Limit repetitive comments

# MEETING MECHANICS

- Ensure general public understands

- Maintain decorum of Board/Council



- Maintain decorum of citizens and applicant

- Pay attention to discussion

# MEETING MECHANICS

- Clear recommendation / Enforceable Conditions
- Prepare neighbors for BCC or PC process

## ● SHUT OFF TAPE RECORDER



# PROFESSIONALISM

- Represent Clark County as extension of BCC
  - Avoid snide remarks about BCC and PC
  - Equitable & Impartial meeting management
  - Reciprocal Responsiveness
- 

**YOU ARE NOT ALONE**



# PUBLIC PROCESS

- *“Every man cannot have his way in all things. If his opinion prevails at some times, he should acquiesce on seeing that of others preponderate at other times. Without this mutual disposition we are disjointed individuals, but not a society.”*

**(Thomas Jefferson)**

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- Blessed is he who expects nothing, for he shall never be disappointed

(Benjamin Franklin)