STEERING COMMITTEE MEMBER JOB DESCRIPTION
Talented steering committees create remarkable communities. Your consideration to share your expertise and experience with the City & Borough Juneau is appreciated. As a steering committee member, you may look forward to the rich and challenging experience to strengthen the character, livability, and diversity of your community. Through your involvement, service, and fair approach, you will shape Juneau’s future, and balance the public good with private rights and interests. This is your opportunity to serve the common good of all the residents of Juneau to create enduring neighborhoods and celebrate shared spaces.

ROLE OF THE STEERING COMMITTEE & ITS MEMBERS:
The primary responsibility of the steering committee is to serve as the voice of the public, and the conscious of the plan; and when necessary makes recommendations on zoning changes, design standards, and other items pertinent to the planning initiative. Additionally, the steering committee may provide guidance to other CBJ Boards and Commissions. An ideal steering committee member must have a willingness and dedication to commit both time and energy to the steering committee; have an interest in planning and development, civic engagement, and the protection of the environment; and possess a willingness to encourage and accept input from residents and those affected by the actions made by the steering committee.

Below are the types of exercises and tasks that you may expect to participate in, or review, as a steering committee member:

PARTICIPATE IN STEERING COMMITTEE MEETINGS

PARTICIPATE IN FORMING THE VISION FOR THE PLANNING INITIATIVE

PARTICIPATE IN COMMUNITY OUTREACH SESSIONS, SUCH AS:
- Attend some, but not all, public participation sessions
- Attend some, but not all, public events related to the plan

REVIEW ZONING REVISIONS AND MAKE RECOMMENDATIONS TO PLANNING COMMISSION, SUCH AS:
- Design Standards
  - Create walkable village-like neighborhoods while maintaining the neighborhood character
  - Streamlines the permitting process for abutters and applicants
- Update Zoning
  - Implement zoning that promotes and facilitates housing development

PARTICIPATE IN THE PREPARATION OF PLAN(S), SUCH AS:
- Auke Bay Area Plan

STEERING COMMITTEE MEMBERSHIP:
Steering committees shall be made up of no less than 9 and no more than 15 members consisting of stakeholders from the affected planning area representing property owners, business owners, education, youth, and other relevant groups to the PC. No more than one Planning Commission member and one Assembly member shall hold a position on the steering committee.

Steering committee members are appointed by the Planning Commission, confirmed by the Assembly, and serve appointments for extent of the planning initiative (approximately 18 to 24 months). The steering committee members shall ensure and commit to the following:
- Reside or own property within the affected area; own a business or other community agency within the affected area;
- Volunteer their time and commit to attending meetings for the planning initiative;
- Commit to consider compromises that may assist in managing conflict and build consensus;
- Listen and consider testimony from the public and government agencies;
- Commit to develop a plan that represents the affected study area;
- Commit to distribute accurate information to other community members and clarify misunderstandings or misperceptions.

Should any steering committee member fail to meet the commitments outlined above, or miss 50% of the steering committee meetings, or miss three meetings in a row, he/she may be removed by the Director.

**POSITION:** Member of the Steering Committee for a Planning Initiative  
**LENGTH OF TERM:** 12-24 months approximately  
**TIME COMMITMENT:** Varies per planning initiatives; typically no more than 1 meeting per 3 weeks

**EXPECTED ATTENDENCE:**

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>DATE</th>
<th>TIME</th>
<th>APPROXIMATE NUMBER OF HOURS PER MONTH</th>
</tr>
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<tbody>
<tr>
<td>Steering Committee Meetings</td>
<td>TBD by Staff &amp; SC</td>
<td>6:00 pm</td>
<td>1-3 Hours</td>
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<tr>
<td>Special Meetings</td>
<td>Variable</td>
<td>N/A</td>
<td>1 Hour</td>
</tr>
<tr>
<td>Prep Work, Site Visits, Special Presentations</td>
<td>Variable</td>
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<td>2 Hours</td>
</tr>
</tbody>
</table>

“Make no little plans; they have no magic to stir men’s blood and probably themselves will not be realized. Make big plans; aim high in hope and work, remembering that a noble, logical diagram once recorded will not die,” - Daniel H. Burnham.