



MARIN COUNTY COMMUNITY DEVELOPMENT AGENCY

ALEX HINDS, DIRECTOR

MARINWOOD COLLABORATIVE GROUND RULES

Thank you for agreeing to help design the future of the Marinwood Village site as a member of the Marinwood Collaborative. Supervisor Susan Adams and County Community Development Agency staff appreciates your willingness to serve and look forward to working with you.

Six meetings will be scheduled for the collaborative, in order to assist in the development of a detailed plan for the reuse of the existing Marinwood Plaza site. The work will include review of alternative design plans for the site that address the land use mix, numbers of housing units, the affordable housing mix, building massing, circulation, parking, streetscape elements and open space amenities, with the goal of developing a single concept that enjoys the support of the community, the County and the developer and that will be financially feasible to construct. The final plan will be consistent with the Concept Plan previously created for the site, and with the recently-adopted Countywide Plan.

The following Ground Rules have been created to provide you with an understanding of your roles and responsibilities as a Collaborative member.

WHAT IS THE COLLABORATIVE?

In order to maximize public input and comply with the terms of Caltrans Community Planning Grant, Supervisor Adams directed staff to appoint a Collaborative working group that includes the previously existing Marinwood Village Taskforce members but which is expanded to include County staff, the developer, and a broader representation from the Marinwood community.

Collaborative members have been selected by the Community Development Agency Director to include the following representatives:

- Lucas Valley Homeowners Association/County Service Area #13 (president)
- Dixie School District (1 board member)
- Marin Environmental Housing Collaborative (1 who also lives in the community)
- Casa Marinwood residents (2)
- Marinwood Community Service District (2)
- Marinwood Neighborhood Association (2)
- At-large community representation (the bulk of the collaborative which includes task force members)
- The developer of the site (Trammel Crow, represented by Peter Brandon)
- Community Development Agency staff

Collaborative meetings will be led by David Early of Design, Community & Environment (DC&E), who also led the previous community planning process.

ROLES AND RESPONSIBILITIES

Collaborative Members

- Provide local insights and community opinions
- Brainstorm design options and solutions
- Review, analyze and comment on proposed alternatives
- Participate constructively with the other Collaborative members
- Listen respectfully to all Collaborative members
- Reach out to community members and officially represent the Collaborative at community meetings pursuant to the guidelines listed below. This outreach would be conducted (as agreed to by a consensus of the Collaborative as a whole) in order to inform the public about the master plan process and receive community input about proposed alternatives.
- Provide input and recommendations to the Community Development Agency within the allotted time frame

Facilitator (David Early)

- Open, close, and keep the Collaborative meetings moving along.
- Ensure meetings conclude on time (unless members agree to extend a meeting)
- Make sure that all working group members are able to give input into the process
- Produce notes for each meeting
- Coordinate with Community Development Agency staff in creating agendas and materials for Collaborative meetings

County Community Development Agency Staff

- Provide technical assistance and other pertinent information
- Prepare a work plan and schedule
- Perform administrative and professional duties such as securing and booking meeting rooms, sending out schedules, meeting notices, and meeting summaries, and preparing applicable staff reports regarding the Marinwood Village project

PARTICIPATION

1. The Collaborative will meet six times, generally once a month from September 2008 through February 2009.
2. Two community meetings will also be held as part of the Collaborative process, and Collaborative members will assist in planning and facilitating these meetings.
3. Collaborative members will commit to preparing for and attending regularly scheduled meetings.
4. Collaborative members will actively and constructively participate at all meetings.

5. If a member cannot attend a scheduled meeting, the member should communicate his or her comments orally or in writing to CDA staff.

DECISION MAKING

The Collaborative will use a consensus-based process and adhere to these principles to guide deliberations and make decisions.

1. Consensus is built by identifying and exploring the interests of all parties and developing an agreement that addresses these interests to the greatest extent possible. Consensus is reached when parties agree that their key interests have been considered and addressed and that they can live with the decision of the group.
2. Consensus does not necessarily mean unanimity. Some parties may strongly support a particular recommendation while others may accept it as a workable agreement.
3. Members recognize that consensus and agreement may require exploring a combination of gains and compromises.
4. A disagreement can highlight unrecognized problems and issues and serve as a catalyst for examining the issue more closely. This process, in some cases, can improve the final decision or recommendation.
5. Individual Collaborative members should not block the overwhelming will of the group in reaching agreement unless they can identify genuine, substantive interests that have not been addressed adequately by the Collaborative.
6. If, at the end of the process, the Collaborative is unable to come to consensus on specific items, then a majority vote may be taken, but only at the direction of the facilitator. If a vote is taken, both majority and minority reports will be presented to the Board of Supervisors and the community.

DISCUSSION GUIDELINES

1. The consensus process is a cooperative, joint problem solving effort. The Collaborative is not an advocacy group, and members will come to the process with an open mind, willing to consider new points of view and change their own opinions.
2. Members will respect the opinions, values, and integrity of other members, and will not stereotype others or make personal attacks.
3. Delay or absence from meetings will not be used to avoid undesired results.
4. Disagreements will be regarded as problems to be solved. Disagreements should focus on the issues involved and not on the personalities or perceived motives of other Collaborative members.

5. Members who have missed a meeting have the responsibility to brief themselves on previous and upcoming meeting topics and cannot use Collaborative meetings to backtrack or ask for detailed discussion on topics previously ratified or discussed by the Collaborative.
6. Members will show respect for diverse views and help engender an atmosphere of pluralism and diversity

OUTREACH

As noted above, one of the Collaborative's responsibilities is outreach to the community. This outreach will be conducted according to the following guidelines:

1. While Collaborative members are welcome to discuss the Marinwood Village project informally with community members at any time, formal community outreach (such as meetings, mass e-mailings, or web postings) will occur only when approved by the Collaborative as a whole.
2. Collaborative members will share with the community only those alternative concepts and designs that have been vetted with the Collaborative as a whole and which the Collaborative has agreed should be shown to the community.

At the end of each meeting, the Collaborative as a whole will discuss and agree on the materials, concepts and designs which may be shown to the community.

3. Formal community meetings regarding the Marinwood Village project will be convened only by the Collaborative as a whole, and not by individuals or a subset of the Collaborative.

Actions not in accordance with the above Ground Rules may result in revocation of a member's appointment to the Collaborative.