

# **ROLES AND DUTIES**

## **Programmatic Climate Action Plan**

### **Citizen Ad-Hoc Advisory Focus Group**

#### **City of Merced**

The Focus Group will advise and make recommendations to City Staff concerning various elements of the draft Programmatic Climate Action Plan (PCAP).

Elements include:

- Review and selection of existing development-related City policies that lend themselves to becoming development-related codes.
- Review and selection of a set of CAP actions (listed in the City's adopted CAP, Chapter 4), along with review and feedback of a cost-benefit analysis of implementing such actions.
- Review and comment on creating a monitoring program to track implementation of the set of selected CAP actions.
- Review and comment on the draft code language and urban design manual, which graphically communicates the City's CAP-related development codes and standards in a user-friendly manner.

Your feedback will help the project team understand existing and future conditions as they pertain to your local experience and knowledge. City Staff will develop the products described above and provide a recommendation to the City of Merced Planning Commission, who will then make a recommendation to the City Council.

Additional information about the Project may be found at the City's project website at:

[http://www.cityofmerced.org/depts/cd/planning/programmatic\\_climate\\_action\\_plan.asp](http://www.cityofmerced.org/depts/cd/planning/programmatic_climate_action_plan.asp)

#### Focus Group Target Composition

The Programmatic Climate Action Plan and related implementing ordinances will become tools in the day-to-day state-mandated project review activities of the Planning Division. Thus, a key objective of the project is to achieve community understanding of these documents. Toward this end, Staff recommends a high-level of participation on the citizen-based advisory Focus Group. The City seeks interested and affected individuals and representatives from various groups and

industries including builders, engineers and surveyors, local chambers of commerce, real-estate brokers and/or agents, energy utility representatives, transportation, air quality and health advocates, conservation groups, and the local “green-jobs” industry. The number of seats on the Focus Group will be set to maximize productivity while assuring balanced representation. It is likely that not all applicants will be selected.

### Logistics

Six Focus Group meetings are scheduled to occur between Spring 2014 and Spring 2015 (dates to be determined at a later date). Meetings will generally occur in the daytime and could last 2-4 hours, and will occur downtown at the City of Merced Civic Center. Focus Group Members will be expected to attend all meetings and read draft materials before and during each meeting. Two community workshops, in addition to the regular Focus Group meetings, are also planned.

### Interested Applicants:

Your application will be reviewed by the Planning Department for consideration, or when a vacancy occurs on this Focus Group. In April 2014, you will be notified of the final selection by the City.

In the event you are not appointed, your application will be kept on file for a period of twelve-months from the date of application. If a vacancy occurs on the project Focus Group, the Planning Department will refer to the established list to fill the vacant seat.

Return the completed application form to: “Planning Department” 678 West 18<sup>th</sup> Street, Merced, California 95340, or submit a PDF via email to [kingb@cityofmerced.org](mailto:kingb@cityofmerced.org), by March 24, 2014. Please be as descriptive as possible on the application form and include two references who can attest to your suitability for being a member of this Focus Group.

**City of Merced**  
**Application for Programmatic Climate Action Plan**  
**Citizen Ad-Hoc Advisory Focus Group**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(street) (city) (zip)

Mailing Address: \_\_\_\_\_  
(street) (city) (zip)

E-mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
(example: ###-###-####) (example: ###-###-####) (example: ###-###-####)

Place of Employment: \_\_\_\_\_ Occupation: \_\_\_\_\_

Work Address: \_\_\_\_\_  
(street) (city) (zip)

1. The Planning Department seeks to form a temporary Focus Group, representative of interested and affected individuals, groups and industries, including local citizens, builders, engineers and surveyors, local chambers of commerce, real-estate brokers and/or agents, energy utility representatives, and transportation, air quality and health advocates, conservation groups, and the local “green-jobs” industry.

Which organization do you represent? \_\_\_\_\_

2. List past or present involvement in community-related activities (*i.e. volunteer work, committees, commissions, boards, etc.*)

3. State your understanding of the purposes and responsibilities of the focus group for which you are applying.

4. List any training, education, or experience that you feel would be advantageous to the focus group for which you are applying.

5. State your reasons for submitting this application and what you expect to accomplish on this focus group.

6. This space may be used for any other information you feel is pertinent.

7. List two references who can attest to your suitability for membership of the focus group.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*(street) (city) (zip)*

Phone: \_\_\_\_\_  
*(example: ###-###-####)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*(street) (city) (zip)*

Phone: \_\_\_\_\_  
*(example: ###-###-####)*