

City Council Joint Committee

1. 1. Agenda

Documents:

2018-02-27 JOINT AGENDA.PDF

2. 2. Key Committees Related To The Preparation Of The Comprehensive Plan, The Downtown Master Plan, And The Parks System Plan

Documents:

2. MEMO PLANNING COMMITTEES.PDF

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**PRELIMINARY
City Council Joint Committee
Tuesday, February 27, 2018
immediately following City Council meeting
City Hall – Council Chambers**

AGENDA

1. Call to Order
2. Key Committees related to the preparation of the Comprehensive Plan, the Downtown Master Plan, and the Parks System Plan
3. Adjourn

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Council Committee Memorandum

TO: Joint Council Committee
THROUGH: Tim Murray, City Administrator
Deanna Kuennen, Com. and Econ. Dev. Director
FROM: David Wanberg, City Planner
MEETING DATE: February 27, 2018
SUBJECT: Key Committees related to the preparation of the Comprehensive Plan, the Downtown Master Plan, and the Park System Plan

Background:

On February 13, 2018, the City Council approved Resolution 2018-029, which authorized the City to execute a Professional Services Agreement with Perkins+Will (the Consultant) related to the update of the City's Comprehensive Plan, the preparation of a Downtown Master Plan, and the preparation of a Park System Plan. The Agreement stipulates that the Consultant prepare and implement a Community Engagement Plan that will help ensure community buy-in and successful implementation of the planning efforts.

Discussion:

The Consultant prepared a draft Community Engagement Plan that outlines an approach for engaging the community in meaningful ways throughout the planning process. The draft Community Engagement Plan describes potential committees, partners, stakeholders, and outreach activities.

The Consultant is in the process of working out the details of the Community Engagement Plan, but at this time, it would be helpful for the Joint Council Committee to provide the Consultant and City Staff with feedback on four key committees proposed by the draft Community Engagement Plan (see Exhibit 1: Excerpt from Draft Community Engagement Plan). City Staff and the Consultant will present a final Community Engagement Plan to the City Council in March. The final

Community Engagement Plan will include outreach activities and schedules and may include additional committees.

Request:

City Staff is requesting specific direction from the Joint Council Committee on the following:

1. Concurrence of the formation of the following key committees:
 - A Project Oversight Committee to oversee and coordinate the three related planning projects;
 - A Steering Committee to oversee specific aspects of the preparation of the Comprehensive Plan update;
 - A Steering Committee to oversee specific aspects of the preparation of a Downtown Master Plan; and
 - A Steering Committee to oversee specific aspects of the Park System Plan.
2. The general make-up of each of the above referenced committees.
3. Identification of City Council members who are willing to serve on one or more of the above referenced committees.

Attachments:

- Exhibit 1: Excerpt from the Draft Community Engagement Plan related to the Project Oversight Committee and the Steering Committees

Exhibit 1:
Excerpt from Draft Community Engagement Plan:
Project Oversight and Steering Committees

The following provides an overview of four key committees that are intended to help guide the City's planning efforts related to the Comprehensive Plan update, the Downtown Master Plan, and the Park System Plan. Perkins+Will (the Consultant) is requesting direction from the City Council on the general responsibilities and the composition of the proposed committees. The Consultant will complete a detailed Community Engagement Plan for City Council approval in March. The detailed Plan will include additional engagement techniques including Technical Advisory Committees, listening sessions, community forums, websites, and the like.

Project Oversight Committee

The Project Oversight Committee (POC) is intended to have the following primary responsibilities:

- Oversee the three separate, but interrelated planning projects of the Comprehensive Plan update, the Downtown Master Plan, and the Park System Plan to help ensure coordination, scheduling, and consistency between the efforts; and
- Understand the “big picture” of the three planning projects and communicate that “big picture” to the community and the constituents of the committee members. The POC is not intended to focus on the “details” of the three planning projects.

The POC will meet monthly (or as needed) to help ensure that the planning projects run smoothly and meet or exceed the needs and expectations of the community. Those who serve on the POC may also choose to serve on a Steering Committee or support the planning efforts in other ways.

The POC will have approximately 8-10 people serving on it. The following lists the suggested composition of the POC:

- City Council representatives (number and names to be determined by the City Council);
- Planning Commission representatives (number to be determined by the City Council – Planning Commission to submit names to the City Council for appointment);
- Key City Staff to serve as support members; and
- Others as recommended by the City Council.

Comprehensive Plan Steering Committee

The Comprehensive Plan Steering Committee will help guide the preparation of the overall Comprehensive Plan update. This committee will focus on guiding principles of the Comprehensive Plan and the interrelationship between the components (or themes) of the Comprehensive Plan. Other committees (such as Technical Advisory Committees) may focus on the details of the specific components or themes of the Comprehensive Plan. The Comprehensive Plan Steering Committee will meet approximately once a month throughout the planning process and will coordinate with the Downtown Master Plan Steering Committee and the Park System Master Plan Committee as necessary.

The Committee will have approximately 15-25 people serving on it. The following lists the suggested composition of the Comprehensive Plan Steering Committee:

- City Council representatives (number and names to be determined by the City Council);
- Planning Commission members (number and names to be determined);
- HRA representative;
- EDA representative;
- Parks and Recreation Board representative;
- Chamber of Commerce representative;
- Community and neighborhood representatives;
- School/institution representatives;
- Youth representative; and
- Others.

Downtown Master Plan Steering Committee

The Downtown Master Plan Steering Committee will help guide all aspects of the Downtown Master Plan. The Committee will meet approximately once a month throughout the planning process and will coordinate with the Comprehensive Plan Steering Committee and the Park System Plan Committee as their work relates to the downtown.

The Committee will have approximately 15-25 people serving on it. The following lists the suggested composition of the Downtown Master Plan Steering Committee:

- City Council representatives (number and names to be determined by the City Council);
- Planning Commission members (number and names to be determined);
- HPC representative;
- Main Street / Chamber of Commerce representative;
- HRA representative;
- EDA representative;

- Downtown business owners/property owners;
- Community and neighborhood representatives;
- School/institution representatives;
- Youth representatives; and
- Others

Park System Plan Steering Committee

The Park System Plan Steering Committee will help guide all aspects of the Park System Plan. The Committee will meet approximately once a month throughout the planning process and will coordinate with the Comprehensive Plan Steering Committee and the Downtown Master Plan Committee as their work relates to parks, trails, open space system.

The Committee will have approximately 15-25 people serving on it. The following lists the suggested composition of the Downtown Master Plan Steering Committee:

- City Council representatives (number and names to be determined by the City Council);
- Planning Commission members (number and names to be determined);
- Parks and Recreation Board representatives;
- Community and neighborhood stakeholders;
- School/institution representatives;
- Athletic association representatives;
- Youth community representatives; and
- Others

Based on the feedback and direction of the City Council, the Consultant will refine the composition of the above committees and complete the Community Engagement Plan for review and approval at a City Council meeting in March.