



**Meeting:** Downtown Citizen Steering Committee Meeting #1

**Date:** May 16, 2013

**Time:** 6:00 p.m. – 7:30 p.m.

**Location:** City Hall, 100 N. Jefferson Street, Room 604

---

Last Updated On: May 17, 2013

## **MEETING SUMMARY**

### **1) Call to Order**

N. Sparacio called the meeting to order at 6:00 p.m.

### **2) Introductions**

Committee members and City staff introduced themselves. Attendance is noted below.

### **3) Project Structure, Roles and Responsibilities, Ground Rules for Interaction**

#### *a) Review committee composition/cross-section*

Completed – Potential committee members were invited to participate with the goal of representing a cross-section of downtown stakeholder interests. The resulting committee has achieved that goal with only one exception. (A representative is still being sought for the Fort Howard Neighborhood Association.) Otherwise, the group represents all the various sectors of downtown business types, land uses, organizations, and adjoining/overlapping residential neighborhoods.

#### *b) Review draft Roles and Responsibilities and Ground Rules documents*

City staff explained the draft "Responsibilities and Ground Rules for the Planning Process" document. This includes the project structure for eventual plan adoption responsibilities and the public comment structure that will be followed for all meetings in the planning process. The committee is asked to review the document and be prepared to take action toward adoption at their next meeting. Any needed changes to the draft can also be discussed at that time.

#### *c) Committee officers – discuss for nominations and action at next meeting*

Completed – The committee should elect its own chair and vice chair, and N. Sparacio will serve as the secretary. Members are asked to consider potential nominations prior to the next meeting.

### **4) Proposed Planning Process**

#### *a) Scope and timeline*

#### *b) Project goals*

#### *c) Steps in the process*

City staff explained the planning process as it has been developed to date. Many details are still a work in progress in cooperation with the consulting firm that has been recommended for selection. The main goals of the planning process are to build a strong foundation of community participation with many opportunities for public input and to create a plan and vision that are very strategic and implementable.

### **5) Upcoming Public Participation Opportunities**

#### *a) Public workshop*

The first of four public workshops is anticipated for early June. The main purposes for this kick-off event will be to introduce the community to the planning process and to begin discussion around some foundational questions such as: What defines the downtown? What is great about the downtown? What is missing in the downtown? It is then hoped that this discussion can be continued in other forums including online tools that can be accessed by the entire community.

b) *Stakeholder interviews*

These will also take place early in the planning process. The intent of the stakeholder interviews is to have conversations with other important property owners, businesses, and other organizations that are not able to participate directly in the Citizen Steering Committee. The feedback from these interviews will be provided to the committee for consideration.

**6) Set Next Meeting**

The next Citizen Steering Committee meeting will be held on Thursday, June 20 at 6:00 p.m. in Room 604 of City Hall. Other possible meeting times were discussed, and the possibility of a morning meeting was agreeable to many of the committee members. A 7:30 a.m. meeting may be a possibility if it would allow increased attendance over the summer months. The second Thursday of the month will also be reserved as a possible meeting date for months where the third Thursday is a major conflict.

**7) Public Comment**

There were no public comments in addition to the discussion of the Citizen Steering Committee on the agenda items.

**8) Adjourn**

The meeting was adjourned at 7:30 p.m.

**Meeting Attendees**

<u>P</u>	Alex Galt	<u>P</u>	Heather Mueller
<u>P</u>	Ben Heiman	<u>P</u>	Ian Griffiths
<u>E</u>	Carol Karls	<u>P</u>	Jamie Blom
<u>P</u>	Chris Naumann	<u>P</u>	Jeff Mirkes
<u>P</u>	Chris Niles	<u>P</u>	Miriah Kelley
<u>P</u>	Chuck Lamine	<u>P</u>	Scott Dettman
<u>P</u>	Cindy Mills	<u>P</u>	Tim Duckett
<u>E</u>	Dan Moore	<u>P</u>	Tina Quigley
<u>P</u>	Dave Boyce	<u>E</u>	Tracy Alpert

**Support Team**

Nic Sparacio, Planning Department  
 Sadie DiNatale, Planning Department  
 Greg Flisram, Economic Development Department  
 Neil White, Economic Development Department

**Others Present**

None