

**MEMORANDUM**

To: Planning Commission

From: John R. Jackson, AICP, LEED-GA  
Vidya Krishnan

Date: June 21, 2011

Subject: Master Plan Update – June 16 meeting notes

**Vision Statement**

The Committee discussed the draft vision statement as prepared by the subcommittee. The proposed vision statement included elements from the existing master plan and incorporated new elements including: a commitment to sustainability and strong leadership.

The result was a revised vision statement to be presented to the Planning Commission at the July Planning Commission meeting for further discussion.

Once the Planning Commission had a chance to review the vision statement, the Committee indicated it should be presented to City Council then presented at a public meeting for further input.

**Master Plan Process**

Joe presented a project management chart for the master plan process and suggested that the committee develop a work plan to present to the City Council. The work plan would outline how the Master Plan Update would be accomplished. The committee suggested that the project management chart be combined with the previous project schedule with key dates and opportunities for public participation at key decision making points in the process.

**Next Steps**

Based on the discussion, the committee identified the next steps:

- Review of the Charter (or Goals and Directive) from City Council for the Master Plan – this will be translated into the scope of the project.
- Review the Master Plan Timeline – identify when the final product is due and identify key benchmark dates.
- Identify the timing and format for public participation, specifically for the first Interested Party meeting.
- Discuss use of Liaisons to interested groups as a tool to solicit feedback for the Master Plan

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