

MEMORANDUM

To: Planning Commission

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

Date: July 26, 2011

Subject: Master Plan Update – July 21 meeting notes



Review project scope

The Committee reviewed the proposed elements of the master plan update and suggested the following:

Needs a public participation element
Specific methods for various elements

Use existing resources to help with elements of the plan
DDA – downtown
HDC – residential neighborhoods

Use sub –committee to review goals and objectives in current plan

Review project schedule and key dates

The Committee discussed the proposed schedule and suggested the following:
Incorporate the elements of the plan scope into the schedule
Refine the proposed schedule for presentation to the City Council

Discuss Presentation to City Council

The Committee decided to present the following elements of the plan to the City Council at their August 22nd meeting:
Vision Statement
Project plan
Key Issues
Public participation plan

Next Steps

1. Jackson to work with subcommittee to prepare report to City Council including: Vision Statement, Project Schedule/Scope, and Key Issues for review at next Planning Commission meeting.
2. Subcommittee to review goals and objectives for relevance.

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3. Jackson to prepare a public participation plan for the update.
4. Develop a list of resources and contacts for various plan elements.
5. Review and comment on key issue statements