



July 11, 2017

5:00 p.m. Lincoln City Hall

Attendees: Gerald Wise, Kyle Hanscal, Cammie Schock, Jessica Holocomb, Becky Mozer Smith, Ben Houdek, Devon Vaira, Melissa Ahonen, Lance Hagen, and Toni Haider, Sarah Sularz, Bob Kost of SEH

The initial planning committee meeting for developing Lincoln's new comprehensive plan was conducted at the City Hall. Items discussed included:

### **I. Introductions, Roles & Responsibilities**

- Nine attending Comprehensive Plan Advisory Committee (CPAC) members introduced themselves offering information on their occupations, length of time living in Lincoln, and family or other personal background information to help familiarize each other with the planning consultants.
- Consulting team members Bob Kost, Sarah Sularz and Toni Haider of SEH introduced themselves to the committee. Bob is an urban designer with 37 years of experience including work with the Cities of Mandan, Grand Forks and Fargo. Sarah is an urban designer with 2 ½ years of experience and has worked with Bob on comprehensive plans in six Minnesota communities. Toni is a civil engineer and routinely assists the City of Lincoln on infrastructure and community growth matters.
- Consultants explained the advisory and representative roles of the committee and the expected time commitment for participating in the project activities, meetings, and reviewing interim documents. Consultants will distribute a more formal description of committee members' roles and responsibilities along with the meeting summary.
- Discussion was held regarding the need and purpose of the new comprehensive plan. The City's current plan is approaching its 10-year anniversary and much has changed in Lincoln since it was prepared. A new plan will document where the community is today and chart a course for growth and improvement through the coming decade. The new plan will be used (and is required) for applying for funding from state and federal agencies as well as for providing a more accurate picture of community conditions, goals and aspirations to prospective land developers, employers and new residents.

### **II. Work Plan and Timeline**

- The comprehensive plan will be organized into 4 chapters: Introduction and Planning Process; Background, Issues and Opportunities; Plan Elements; Implementation. Nine plan elements will be addressed ranging from land use, utilities and community facilities and

intergovernmental cooperation. The plan elements will include introductions of purpose and primary issues, and goals and policies.

- Community input will be sought through several avenues including a community questionnaire, several focus group sessions, an issues and opportunities workshop, a project web site and a community open house for review of the draft plan.
- Socioeconomic and demographic data supplied by the MPO is being used to develop a base line understanding of existing conditions in the City.
- Available GIS data supplied by the MPO is being used to prepare project maps.
- An 11 month project timeline was presented and reviewed. The timeline will be posted to the project web page.
- The timeline identifies five CPAC meetings, one every other month as well approximate dates for the workshop and community open house meetings.

### **III. Community Questionnaire**

Thirteen questions were presented and reviewed for the comprehensive plan community questionnaire. A suggestion for adding a follow-up question was made, discussed and accepted for incorporation into the survey/questionnaire.

### **IV. Next Steps**

Consultants will finalize the community questionnaire, launch the project web page (hosted on SEH web site with link on City's site), and continue to collect and analyze existing conditions which together with community input will help guide development of an updated vision statement, goals, policies and implementation action items over the coming months.

The next CPAC meeting will be held at City Hall on Tuesday, September 12<sup>th</sup>, 2017 from 5:00 to 6:00 PM.