

Comprehensive Plan Steering Committee Meeting
April 23, 2013
Lord Spencer Compton, City Hall

Steering Committee Meeting

Present:

Steering Committee Members	Bonnie Nelson
Kemp Burdette	Linda Pearce
Carlos Braxton	Tom Pollard
Howard Capps	Randy Reeves
Deb Hays	Jennifer Rigby
Elizabeth Hines	Robert Rosenberg
J. Clark Hipp	Frank Smith
Paul Lawler	Kevin Smith

Staff Members
Glenn Harbeck – Dev Svs
Christine Hughes
Angela Faison

Others Present: Jamal O’Neal, Ryan McAllister

The meeting was called to order at approximately 5:10 pm by Christine Hughes.

Glenn Harbeck reviewed the purpose of the meeting and in addition discussed:

- Expectations for each member to be active. (No wall flower committee members)
- Residents of Old Wilmington (ROW) presentation
- City-wide Kick-off meeting, May 14 (to be discussed in greater detail by Ms. Hughes)
- Stages of project (Chart):
 - Stage 1: Identify Ideas
 - Stage 2: Overall Vision
 - Stage 3: Policies
 - Stage 4: Growth Map
 - Stage 5: Actions

After discussing the chart, Mr. Harbeck entertained questions and comments, including:

- Purpose of the plan (ultimately a policy and action document)
- Although plan preparation moving forward, the business of the city continues with submittal of new cases and requests being presented to City Council
- Plan will move on to City Council once the Steering Committee has made their final recommendations
- Although the Planning Commission may comment on the plan, they will not officially vote on the plan. The Planning Commission members serving concurrently on the Steering Committee will serve as liaisons to the Commission
- All city departments will be a part of this project

- Timeline:
 - 18 months
 - Roughly 25% of the project schedule will focus on the ideas phase, 25% vision, and half on policies

Ms. Hughes discussed some housekeeping issues:

- Dropbox:
 - All documents will be stored in Dropbox
 - Ms. Hughes will serve as contact to receive, produce and distribute information received from the members
 - Citywide comprehensive plan kickoff meeting will be held on May 14 at 6:30 PM at City Hall in City Council Chambers
- Roster has been revised
- Minutes will be taken and voted on for each meeting; however, consensus will be sought on all other Committee business
- Committee members' roles listed in Steering Committee Handbook, page 7

After the discussing the housekeeping issues, Ms. Hughes asked for Steering Committee Chair nominations.

The Committee unanimously elected Robert Rosenberg as Chair and Howard Capps as Vice-Chair. The motion to elect the slate of officers was made by Linda Pearce and seconded by Frank Smith.

Ms. Hughes noted the logistical issues discovered when attempting to schedule meetings in several locations throughout the community. The Committee agreed by consensus to schedule all formal meetings over the 18 month period, in the Lord Spencer Compton meeting room on the 4th Tuesday of each month, at 4:00 pm. Additional spaces, such as the City Council Chambers, will be considered as needed and if available.

The next agenda item was the City wide comprehensive plan kickoff meeting. The meeting will be held on May 14 at 6:30 PM at City Hall in City Council Chambers. Ms. Hughes provided the working agenda draft for the meeting. The volunteers and positions can be found on the updated Kickoff Meeting draft agenda posted in the Dropbox. Also discussed:

- Ask WMPO to share Advisory Committee list from 2040 plan
- Utilize surveys
- Go to public as well as asking the public to come to us
- Present broad questions to invoke greater pool of responses

Ms. Hughes discussed the “Power of Ten” and asked each committee member to bring at least 10 people to the Kickoff Meeting. She distributed invitations to each committee member, while reiterating the effectiveness of committee members to personally contact and engage invitees. All contact lists and resources will be utilized to get the public engaged. Some additional comments include:

- Desire engaging younger population
- Digital copy of kickoff meeting invitation needed

- Utilize hands-on contact to invite public
- Engage under-represented population
- Housing Authority, FOCUS, county, neighborhood groups, churches are good resources

The website and social media update was the last discussion item. Ms. Hughes noted staff will utilize diverse methods in the public engagement process including tweeting during the kickoff meeting.

The steering committee adjourned at 6:00 PM.