

MEMORANDUM

Hoisington Koegler Group Inc.



To: Albert Lea Comprehensive Plan Steering Committee
From: Brad Scheib, AICP—Project Manager
Subject: Agenda Memo: Steering Committee Meeting #3 -- Comprehensive Plan Update
Meeting Date/Time/Location: Wednesday September 19th/5:30 to 7:30/Freeborn-Mower Cooperative - 2501 East Main Street in the “Community Room”
Date: 12 September 2007

Hello all. This memorandum is number three in the series of agenda memos that will set the stage for steering committee meetings pertaining to the Albert Lea Comprehensive Plan Update. This meeting will follow the public workshop scheduled for Tuesday evening September 18th. I hope that most of you are able to attend that meeting.

First a few notes regarding that meeting. Our team is working on framing up the policy positions/questions that we discussed at the last steering committee. Based on how much time we have at the public workshop, we will probably focus our efforts around 15 or 16 pairs of policy questions. We are using as a basis, the topics that we used to discuss them at the last steering committee meeting (see the slides from the August 15th meeting). We hope to have a draft of the pairs of policy statements available to distribute to you prior to the meeting.

If you can make it to the meeting, I would request that you try to sit at a table where there are not other steering committee members. To the extent that you can answer questions, please do so. Michael and I will be available also. We hope that you not only participate in the discussions, but also be a set of eyes and ears to help relay some of the community discussion to the full committee and to the consultant team. Please feel free to contact me if you have any questions.

The following is a brief description of the agenda topics for the upcoming steering committee meeting.

1. Comments/Updates from Steering Committee

This is the recurring item. If there are any thoughts, concerns or messages from the community to express, please do so here. We will assign further investigations or discussions as necessary for future meetings.

2. Old Business—status of data gathering and analysis (Tasks 1.2 through 1.5 of the Work Plan)

We continue to gather data and conduct analysis and will provide an update on the status of these initiatives at the meeting. Task 1.7 includes presentation of a summary of stage one. We will not have this completed in time for the steering committee but will shortly after.

3. Review and summary of public workshop #1 findings

The bulk of our meeting will be focused on the findings that we can draw from Workshop #1. The workshop will be held on Tuesday evening. We will spend the day prior to the workshop summarizing the public input

and framing up possible key directions. We will present this information during this agenda item and allow the steering committee ample time to reflect on what was heard and help derive key directions/conclusions. We will also discuss avenues for obtaining additional input through special focus group meetings during this time.

4. Review of Vision Statement and framing/adjusting of guiding principles

At the last meeting we presented a draft of a vision statement that attempts to capture the visioning that has been done over the last few years. We would like to revisit this after experience the public workshop and more importantly move on to the guiding principles. We will start with the guiding principles that have been established to date, and given what we learn through the public workshop discuss if each principle is good as is, requires some adjustment or requires major adjustment.

5. Discuss format of the Comprehensive Plan

At the first task force meeting we had committee members discuss what they felt a comprehensive plan is. We would like to build off that exercise and begin to frame up some basic parameters of the plan related to format mostly, but also tone and appearance.

6. Next steps

We will discuss the next steps and evaluate where we are at relative to the project schedule.

We will adjourn at 7:30.

Please feel free to contact myself at bscheib@hkgi.com (612.252.7122) or Bob Graham, City Planner if you have any questions.

Attachment: Agenda for Steering Committee #3