

MEMORANDUM

Hoisington Koegler Group Inc.



To: Albert Lea Comprehensive Plan Steering Committee
From: Brad Scheib, AICP—Project Manager
Subject: Agenda Memo: Steering Committee Meeting #6 -- Comprehensive Plan Update
Meeting Date/Time/Location: Wednesday January 23rd /5:30 to 7:30/Albert Lea City Hall Room 109
Date: 15 January 2008

Hello all. This memorandum is number six in the series of agenda memos that will set the stage for steering committee meetings pertaining to the Albert Lea Comprehensive Plan Update. Attached for your information is an agenda for the next steering committee meeting. The focus of this meeting will be on Stage 3 of our work plan, which we have titled as “Define.” This is the stage where the plan begins to take shape. As we have not met in over two months, please review past agenda materials to refresh your memory on where we have come and where we are going, particularly the summary information sent out following the last public workshop. We will be presenting a fair amount of information at the next meeting and leaving you with draft materials to review more closely in preparation for the February Steering Committee meeting which is tentatively set for the third Wednesday in February (February 20th).

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. There were no items at the last steering committee meeting that required additional attention.

2. Old Business—Summary of workshop #2

Summary information from workshop #2 was distributed in a prior email communication. If you do not have this information please contact Wendy to obtain a new copy. We will spend a few minutes reflecting on the comments we received.

3. Stage 3 “Define” – Review plan components and working draft

We are in the process of working through various elements identified in task 3.1 of the work plan that will comprise the draft plan. It is our intent to present to you draft elements on Wednesday. These are “working” documents and are intended to help facilitate the discussion and provide a good understanding of what the Comprehensive Plan may look like. We hope to have each element substantially completed to draft form and begin discussions with staff and agencies following the steering committee meeting to begin refining the draft.

The bulk of our meeting will be spent on this agenda topic.

4. Next Step

There a number of items worthy of discussion as next steps. Between this meeting and the next steering committee meeting in February, we would expect the committee to have more time to reflect on the draft elements, and possibly meet as sub-groups to delve further into various topics with the intent of refining or expanding on the draft we will be providing. I would like to spend some time exploring this idea with the committee.

Also as a next step, we need to discuss future meetings including a date for the 3rd and final public open house/workshop.

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 #6