



## City of Faribault: Journey to 2040 *"Shaping our Future"*

### Project Oversight Committee (POC) Meeting #10 - Meeting Minutes

**Meeting Purpose:** Status update on the downtown, parks, and comprehensive plans; overview of how the three plan documents will relate to each other; overview of general approach to each plan document

**Meeting Date:** March 6<sup>th</sup>, 2019      **Time:** 6:00 – 7:20pm

**Location:** Faribault City Hall – 3<sup>rd</sup> Floor Room

**Action items are shown as bold, italic, and underlined items.**

#### Meeting Objectives:

- *Provide status updates for the Downtown, Parks, and Comprehensive Plans*
- *Overview of overall organization of Journey to 2040 documents*
- *Overview of general approach of each plan*

**POC Attendees:** Tom Spooner, Chuck Ackman, Kevin Voracek, Janna Viscomi, and Steve Underdahl

**City Staff:** Dave Wanberg and Tim Murray

**Consultant Staff:** Jay Demma

#### Meeting Overview.

*Status updates for each of the three plans:*

Jay Demma described to the POC what has been accomplished for each of the three planning processes and what tasks still need to be completed. A graphic was used to show where in the overall process each plan relates to one another.

It was stated that the downtown planning process is the furthest along in the process and is currently in the final project phase as drafting of the document is currently underway. Remaining tasks include finishing the draft document and soliciting input on it from city staff, the downtown steering committee (DSC), and the general public.

The parks planning process has just moved into the final project phase and drafting of the document is in its earliest stages. Remaining tasks are similar to the downtown planning process.

The comprehensive plan process is in the third of four phases. The consultant team is continuing to work with the comprehensive plan steering committee (CSC) on the development of goals and objectives. From there, key outputs, such as a future land use plan, identified transportation improvements, and a focus on specific study areas will be created with the CSC. Once these tasks are complete, the planning process for the comprehensive plan will move into the final project phase.

It was stated that all of the committee activity will likely finish by end of spring 2019 with the documentation getting finalized over summer 2019. The POC did not have any questions about the status of any of the three planning processes.

#### *Overall organization of Journey to 2040 documents*

Jay Demma presented an overview of how the documentation for all planning projects will relate to each other. It was explained that there will be a primary document for each plan. These plan documents will be standalone documents. However, they will relate to each other through similar branding, similar layouts, and feature links to relevant portions of the other plans. Therefore, although standalone, the documents will feel a part of a larger whole.

It was also explained that there will be other supporting documents that will be similarly branded to help tell the entire story of Journey to 2040. There will be a document that will briefly summarize all three plans and how they relate to each other. It will have a high level of finish with lots of graphics and be limited in size (less than 15 pages). The intent is to use it primarily for marketing purposes.

There will also be a document that will contain detailed information and descriptions of all the recommended policies found in each of the three plans. The purpose of a single document containing policy details is because many policies will meet multiple goals and objectives across all three plans and having them compiled in a single document will avoid significant redundancy within and between plan documents.

There will also be a separate background report that contains detailed data and information that supports each plan. It was explained that this document will act like an appendix for all three plans because each plan will often need to reference the same data.

The POC was supportive of the overall organization and felt that it was clear and made sense. Helpful comments included adding a description of intended users for each of the documents as they will clearly have different audiences and renaming the background report to "Supporting Data" as this more clearly defines its content and purpose.

#### *Overview of general approach to each plan document:*

Jay Demma presented an overview of the general approach to how each plan document will be organized. Preliminary page layouts were shown for the downtown plan as this is the document furthest along in development. It was explained that the parks document will likely follow a layout very similar to the downtown document as both are master plans that are heavily focused on a specific system or location within the city.

In contrast, the comp plan document will be somewhat different than the parks or downtown plans as it is more policy driven and focused on goals and objectives that apply to the entire city. In reviewing the comp plan approach, five organizing themes (Built Environment, Community Building, Cultural Institutions, Economic Development, and Natural Environment) were presented. These themes were explained as a way to show how the comp plan will have goals that will extend beyond the traditional "built environment" goals but yet have a profound impact on the built environment.

The POC offered helpful comments related to phrasing and wording specific examples. Of particular note was a discussion of how best to reference Faribault in specific goals and objectives. It was observed that by referencing Faribault in certain goals this may unintentionally limit the impact of the goal to areas within the corporate limits of Faribault when the desire would be to broaden the impact of the goal to areas near but outside Faribault's corporate limits (e.g., improving water quality of area lakes). The counter to this is that not all goals should address areas outside of Faribault's corporate limits due for fiscal or legal reasons. The discussion yielded agreement that each goal and objective should be reviewed to make the wording of it appropriately broadens or limits its intended area of impact.

*P+W believes that this document accurately reflects the business transacted during the meeting. If any attendee believes that there are any inconsistencies, omissions or errors in the minutes, please notify Jay Demma at 612.851.5016 or [jay.demma@perkinswill.com](mailto:jay.demma@perkinswill.com)*