

## **Comprehensive Planning Committee Meeting Minutes For the May 31, 2006 Meeting**

### **Committee Members Present:**

Rick Lowe, Bob Hubbard, Chuck Ramsdale, Jim Boswell, Jack Steed, Sue Francis

### **Staff Present:**

Jacob Cox, Phil Clark

Chairman Rick Lowe opened the meeting of the Comprehensive Plan Committee with a review of the meeting's agenda. He then asked for a motion to approve minutes of the May 17th meeting. With no further discussion, the minutes were approved.

Chairman Lowe then turned the meeting over to Phil Clark of the RDC. Phil discussed with the group the agenda format for the upcoming public meetings. Phil's plan includes Chairman Rick Lowe beginning the public meeting and discussing the purpose of the comprehensive plan, the purpose of the meeting and introductions of the planning committee and technical staff. Phil said there was need for a presenter to explain the planning process using a power point presentation at the meeting. Since there was no volunteers from the Committee, Phil said he would fulfill this role. Next, Phil stated that a moderator would be needed to keep discussion to the point at hand. Jim Boswell stated he would handle this responsibility for both meetings. Finally, Phil requested a scribe who could neatly place the comments on the easel pads that would be used for future references. Being no volunteers, Phil said he would send out a request to the entire membership at the time he sends out the public announcements.

In discussing the requirements for the first public meeting, Jim Boswell stated he would make sure there were enough easels and paper on hand to take down the public's comments and that all the necessary equipment, such as microphones and podiums, were in place.

In discussing the promotion of the public meeting, Phil said Jack Steed would be responsible for contacting the media. Phil suggested other ways to promote the meeting would be to inform the city councils and commissioners and request their attendance, use of the Board of Education's TV channel, have the Perry and Warner Robins Chamber of Commerce notify their members, contact civic organizations, ask churches to put an announcement in their bulletin, and contact the stakeholders. Jack Steed mentioned he would get in touch with the staff at Houston Medical Center.

Phil said he would develop a flyer for Committee members to distribute throughout the community, and also put on the planning website. He also said that committee members should be available for interviews by TV stations before and after the public hearing. He

would also send notice of the public meeting to the local TV stations' community service departments for announcement on the air.

Phil said he will incorporate minor changes to the technical documents and have them completed this week.

In discussing the issues and opportunities document, Phil said he would reorganize the document using categories from DCA's Minimum Planning Standards, consolidating some of the issues/opportunities and adding new issues and opportunities from the technical addendums.

In discussing the quality community objectives, Phil said each jurisdiction in Houston County had the document and each had instructions to complete the document and return it back to him. He said the County has done so already. Phil said the quality community objectives document will be part of the community assessment.

To summarize his activities, Phil said he would be making final meeting arrangements as far as participants and announcements for the public meetings. He would be completing and finalizing the technical addendums and completing the community assessment document.

With no further discussion or questions, Chairman Lowe reminded each member that the next CPC meeting which will be held on **Wednesday, June 14, 2006 at 8:30 AM at Warner Robins City Hall** in the 2<sup>nd</sup> floor conference room.

There being no further business, the meeting was adjourned.

Minutes submitted by Jacob Cox, Community Planner – 542-2117