

**2040 Comprehensive Plan Steering Committee**  
**DRAFT Meeting Minutes for November 18, 2021 @ 9:30am.**  
City Hall Council Chambers  
515 2<sup>nd</sup> Avenue SW

**Members Present:** Justin Anderson, Kelly Barnett, Tim Baumann, Kevin Black, Cassidy Hjelmstad, Mark Lyman, Stephan Podrygula, John Kutch, Kevin Harmon, Kerri Zabloutney

**Members Absent:** none

**Others Present:** Brian Billingsley (Community & Economic Development Director), John Van Dyke (Principal Planner), Glenda Sorensen (Admin), Scott Harmstead (SRF Consultant), Christopher Shires (Consultant), Brekka Kramer (Odney), David Sweeney (SRF Consultant), Shane Goettle (Odney)

**Guests:** None

**Call to Order:** Brian Billingsley called the meeting to order at 9:35am

**Agenda:**

- Welcome and Introduction
- Comprehensive Plan Overview and Process
- Steering Committee Roles and Responsibilities
- Engagement Plan Overview
- City Profile Overview
- Next Steps

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**Welcome and Introduction:**

Billingsley provides a brief introduction regarding the effort to update the Comprehensive Plan, which had not been updated since 2012.

Introductions of staff, steering committee members and those in attendance, including consultants from SRF, Confluence, and Odney.

Harmstead spoke about the importance of the committee and that they are the first viewers of all information related to this project and play a critical role in the process.

Attendees provide their favorite and least favorite things about Minot, as well as whether or not they are new to this process. Those that have participated in last planning process are asked to provide advice, if any.

Below is a summary of the attendee's responses (in no particular order):

*Favorites:*

- small town
- great arts community and library
- city is condensed, making it easy to get around
- family/friends
- economic development drivers are strong
- great place to invest
- great place for families – high quality of schools, churches, safe community
- parks and activities for families
- people here are really great and accepting
- people participate and are engaged

*Least favorites:*

- roads
- remoteness
- lack of forward thinking, stuck attitudes (good 'ole boys club)
- winter weather
- concern that Minot plays fourth fiddle, or even further down the line, for statewide funding
- hard to recruit people here, particularly for higher education
- losing out to other areas in ND because there is more to do in other communities

- change local attitudes toward investing in the community

### **Comprehensive Plan Overview and Process:**

Harmstead provided summaries of the timeline and geographic area to be covered by the comprehensive plan.

The focus groups will cover four areas:

- #1 Housing, community character, aesthetics and design.
- #2 Transportation and land use.
- #3 Parks, open space, trails, public services, facilities, and utilities.
- #4 Economic development.

Discussion surrounding importance of obtaining input, listening, and buy-in from the community.

David Sweeney of SRF provided an overview of the City Profile. This includes population growth over the last several decades. Sweeney provided annexations that have occurred over the last 30 years.

Other topics contained within the City Profile include growth trends with regard to valuation and demographics.

### **Steering Committee Roles and Responsibilities:**

Harmstead provided an overview of the roles of the Steering Committee. Members are key stakeholders and cheerleaders for this process. Members will represent community input and participate in plan development. They will also review materials and deliverables and attend at least seven meetings.

Harmstead provided a summary of the seven meetings scheduled for the Steering Committee. He explained that this is Meeting #1 and includes the City Profile.

Harmstead provides summary of engagement process, which will include the Steering Committee, focus groups, focus areas/neighborhoods, the Planning Commission and City Council.

### **Engagement Plan Overview:**

Brekka Kramer and the Odney group will be integral to the process, along with the Steering Committee and the focus groups.

Kramer (Odney) gave a summarization of the focus group's role, noting that community representation and participation is a focus for Odney. Kramer stated that the focus groups would be key to understanding where the community currently is and where the priorities should be looking ahead to 2040.

Christopher Shires (Confluence) spoke about the neighborhood level and keeping it at a level the neighborhood can understand. Follow up with the neighborhoods will be key. Five areas (neighborhoods) were identified. The topic of Minot's vision for itself, and how this committee can reconcile itself with that vision, was brought forward. A vision for plan needs to be identified as soon as possible, before diving into other details.

### **Next Steps:**

The next meeting (Meeting #2) is scheduled for January 28, 2022. The committee will be looking at the city satisfaction survey previously sent out by the City Manager's office.

### **Adjournment.**

The meeting adjourned at 10:58 am.