



TOWN OF WAYNESVILLE

Development Services Department

PO Box 100

9 South Main Street

Waynesville, NC 28786

Phone (828) 456-8647 • Fax (828) 452-1492

www.waynesvillenc.gov

Comprehensive Plan Steering Committee

Municipal Building Conference Room

Monday, December 11, 2017

1:00 pm – 2:30 pm

Members Present:

Martha Bradley
Michael Blackburn
Brian J. Cagle
Ginger Hain
Jennie Kirby
Austin Lee
Lorna Sterling
Lowell Ball
Caroline Ledford
John Ammons
Greg Wheeler
Tausha Forney

Also Present:

Mayor Gavin Brown
Elizabeth Teague, Development Services Director
Jill Howell-Shook, Administrative Assistant

A. CALL TO ORDER

1. Welcome and Introductions

Ms. Elizabeth Teague, Development Services Director, welcomed everyone to this the initial meeting of the 2017 Comprehensive Plan Steering Committee. This Committee will continue to meet and work together for the next 1.5 years.

Mayor Brown urged the group to think in terms of “Smart Growth.” The Committee was asked to think of how the town will look in fifty to one hundred (50-100) years.

Members introduced themselves, where they live and work and to share an experience of memory of Waynesville.

2. Recommended Ground Rules

Seven essential **Recommended Ground Rules** were suggested to the Committee. The floor was opened to other rule suggestions. (A copy of these Recommended Ground Rules were provided to the committee and are attached.)

Ms. Teague asked the 2017 Comprehensive Plan Steering Committee to think of themselves as *The Recommending Body* to the Planning Board and Board of Aldermen. Ms. Teague wants the group to be ‘self-governed’ and to make decisions about how they want to manage their work as the process moves forward. This could include breaking up into work groups or subcommittees if desired.

B. BUSINESS

Notebooks were given to each committee member to arrange information from the Comprehensive Plan Steering Committee as they saw fit to do so.

1. Overview of Comprehensive Planning, Proposed Structure and Discussion.

A power point slide presentation, “The Town of Waynesville’s Comprehensive Land Use Update,” was shown to the group (copy of presentation attached) to provide an overview of the legislative authority, history, purpose and approach to the planning process.

2. Consultant Selection Process Discussion and Next Steps

The Town issued a Request for Proposals to select a consultant to assist with the Comprehensive Plan Update and the Town received six responses.

- N-Focus
- Nelsnick Enterprises
- Safebuilt Studio
- Stewart
- Benchmark
- Studio Cascade

Ms. Teague asked how the Committee would like to evaluate the responses – either assigning a sub-group to do it or asking if every member wanted to be involved. Ms. Teague will send out digital copies to everyone and asked that those interested would return a “score sheet” based on selection criteria by December 21. She also had some paper copies available for those that wanted them. The Committee was asked to review each proposal and to then score them based on the scoring system noted in the Consultant Criteria. There was discussion regarding interviewing top consultants if needed to help make a decision and checking references of finalists.

3. Next Meeting

The group agreed to schedule the next meeting for Thursday, January 11, 2017, 1:00pm – 2:30pm.

C. ADJOURN

Meeting adjourned at 2:31pm

Jill E. Howell-Shook,
Administrative Assistant