



# **RICHMOND RISING COMPREHENSIVE PLAN UPDATE**

## **Steering Committee Meeting #1 | Summary**

January 16, 2019

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At this meeting, the Steering Committee discussed the following:

### **1. WELCOME AND INTRODUCTIONS**

The American Structurepoint project team introduced themselves to the steering committee. There were three staff members in attendance; Katie Clark- Director of Planning and Landscape Architecture and Project Manager, Hailey Woods- Associate Planner, and Grant Kleinhenz-Planning Group Leader. The meeting began with an introduction activity where each person told the group their name and favorite thing about Richmond. There were 16 steering committee members present. The group received the following handouts; an agenda, draft communications plan, and the steering committee handbook.

### **2. PUPOSE: STEERING COMMITTEE ORIENTATION**

The reminder of the meeting consisted of a presentation by Katie Clark. The presentation outlined how a comprehensive plan is defined in the 2006 Richmond Comprehensive Plan and then explained the requirements of a comprehensive plan based on Indiana Code. The Richmond Rising Comprehensive Plan Update will not only address the state requirements but also include any other major issues and opportunities that are unique to Richmond.

### **3. PROCESS: LAYING THE FOUNDATION OF THE PLAN**

The planning process is an opportunity to figure out what is changing so that we can work to preserve the things that the community loves and improve the things that they don't love. The project team reviewed the three phases of the planning process including educate, engage, and empower.

### **4. ROLES AND RESPONSIBILITES**

The steering committee was provided a handbook that explains their roles and responsibilities as a steering committee member. Additionally, the planning process has a couple of different groups including key stakeholders, project ambassadors, and a cultural review committee. The project team explained how the various groups would interact and their major roles. Prior to wrapping up the presentation, the team outlined the communication tools that will be used to inform and engage the community. Richmond Rising will have a project website, social media campaign, stakeholder interviews, and public meetings.

### **5. NEXT STEPS**

The project team committed to working the launch of the project website, drafting the community profile, scheduling and preparing for the stakeholder meetings, and planning an initial public meeting. The first public engage event is scheduled for April 10 from 5:30 to 7:00pm in Lingle Hall at Reid Hospital.