

El Paso County
Falcon/Peyton Small Area Master Plan Update
Advisory Committee Meeting

14 June 2007
3-5 pm

LOCATION: El Paso County Development Services Department Conference Room
2880 International Circle Colorado Springs, CO 80910

INVITEES: Members of Advisory Committee and Liaisons
Carl Schueler, El Paso County Development Services Department
Meggan Yoest, El Paso County Development Services Department
Tasha Norman, HB&A, LLC
Aaron Briggs, HB&A, LLC

AGENDA

- 1) Introductions (15 Minutes- Carl / Tasha)
- 2) Overview of Committee Members' Roles & Expectations (15 Minutes)
 - a. Identifying Stakeholders: Agencies/Districts/Businesses, etc. (Tasha)
 - b. Providing *oversight* to plan creation
 - c. Seeking public input
 - d. Relationship to the Planning Commission and Board of County Commissioners- Staff Expectations (Carl)
 - e. Committee expectations (Committee)
- 3) Project Description and Maps (15 Minutes – Aaron / Meggan)
- 4) Goals and Outcomes (10 Minutes - Carl)
- 5) Process & Master Schedule (15 Minutes - Tasha)
 - a. MS Project calendar/timeline
 - b. Milestones Table
 - c. Workflow Diagram
- 6) Establish Consistent Meeting Date/Time (10 Minutes - Carl)
(Proposed for every two weeks, possibly Thursdays, 3-5 pm)
- 7) Technology items (15 Minutes – Aaron / Meggan)
 - a. Website Types & Functions
 - b. Email Protocol (communication & information)
 - c. Membership Roster w/emails
- 8) Upcoming Topics (10 Minutes - Carl)
 - a. Elect Committee Chair at upcoming meeting
 - b. Adoption of Committee-specific by-laws
- 9) Miscellaneous / Administrative Items / Additions / Questions (Committee)

