

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

14 June 2007
3-4:20 pm

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

ATTENDEES: Lynne Bliss, Committee Member
Kevin Butcher, Committee Member
Dave Elliot, Committee Member
Jeremy Hammers, Committee Member
Terryll Harfert, Committee Member
Trent Harwig, Committee Member
Tammy Jansma, Committee Member
Bob Joly, Committee Member
Tim Kistler, Committee Member
Sandra Martin, Committee Member
Darsey Nicklasson, Committee Member
Conrad Schaap, Committee Member
David Sealander, Committee Member
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
Bill Louis, El Paso County Development Services Department
Kathy Wallace, New Falcon Herald

ABSENT: Representative of Falcon School District (yet to be appointed)
Jason Alwine (excused absence)

MINUTES

1) Introductions

Carl opened the meeting with some quick introductions of the team, and a thank you to the committee members for their attendance.

Bill Louis gave some opening statements thanking the committee members for filling this valuable and important role, and reminding them of the trust and independence that Colorado State Law gives them in this process.

Tasha introduced the HB&A team and all members briefly introduced themselves around the room.

- ### 2) Overview of Committee Members' Roles & Expectations (15 Minutes)
- a. Identifying Stakeholders: Agencies/Districts/Businesses, etc.
 - b. Providing *oversight* to plan creation
 - c. Seeking public input

Tasha outlined some of the basic responsibilities and roles for the committee in the process of creating the plan, which include overseeing the County team in the creation of planning text and graphics, and using their on-the-ground expertise to make smart decisions throughout the process.

d. Relationship to the Planning Commission and Board of County Commissioners- Staff Expectations

Carl provided a handout and outlined the statutory basis for the committee and explained that the committee is required by state law, and the Small Area Master Plan is recommended by the El Paso County Policy Plan. He summarized the key points of the standard bylaws related to Committee responsibilities. The by-laws will eventually be customized and adopted for this specific committee.

e. Committee expectations

Individual committee members expressed some of their hopes and expectations for the plan and process as summarized below:

Sandra:

The 1993 plan was intended to be a living document that would be updated and revised over time. We need to make this ability to be updated and revised part of our process, so that they don't get so out of date and irrelevant to current conditions.

Lynn:

Excited about seeing larger public input.

Adrian:

Asked whether there has been any consideration of why Falcon and Peyton are combined into a single plan despite the obvious differences. Carl answered that some of this can be dealt with through sub-areas within the plan. Additionally, the long term outlook for Peyton is more growth, making it increasingly similar to Falcon.

Terry:

Asked what separates Falcon from Peyton? History makes them similar, but there are some current distinctions that may change over time.

Sandra:

Would like to see a concentration on water issues in the plan, especially better enforcement and compliance of water law.

3) Project Description and Maps

Aaron described the structure of the plan, and the way that the background information included in the plan will operate as a foundation for good analysis and recommendations in the later sections of the plan. He also talked briefly about the benefits of producing the plan in a primarily web-based format.

4) Goals and Outcomes

This agenda item was covered in Carl's discussion of Agenda Item 2, and corresponding outline.

- 5) Process & Master Schedule (15 Minutes - Tasha)
 - a. MS Project calendar/timeline
 - b. Milestones Table
 - c. Workflow Diagram

Tasha described the project calendar, milestones table, and workflow diagram that have been developed for the project. These resources will be available and will evolve and change as the project goes forward.

Sandra suggested that HB&A add a project calendar to the website.

- 6) Establish Consistent Meeting Date/Time

Carl led the group in a discussion about future meeting days and times. After some discussion, it sounds like Wednesday afternoons from 3 to 5 will work well throughout the summer. We will have to re-evaluate the time after school has started. The agreed upon location is at the Development Services Department offices upstairs in the Regional Development Center. Carl will confirm the availability of this location. The next meeting is scheduled for Wednesday, June 27 at 3pm.

- 7) Technology items
 - a. Website Types & Functions
 - b. Email Protocol (communication & information)
 - c. Membership Roster w/emails

Aaron described and did a live demo of the Advisory Committee website functionality and usage.

Lynne suggested that the display maps be added to the website for reference.

All committee members agreed that email can be the primary form of communication in the group, and the members were urged to make sure their addresses are accurate on the membership roster enclosed in the binders.

- 8) Upcoming Topics
 - a. Elect Committee Chair at upcoming meeting
 - b. Adoption of Committee-specific by-laws

Carl summarized some of the immediate tasks that will be encountered by the group, namely electing a chair. The committee-specific by-laws will be adopted by the Board of County Commissioners ASAP.

Carl briefly summarized the draft agendas for future meetings. This document will be posted on the website for reference. It is a working document and will be modified as needed.

- 9) Miscellaneous / Administrative Items / Additions / Questions

Adrian suggested that nametags would be helpful at future meetings, most other members of the group agreed.

Homework for the group is to hop on the website and get a feel for how it works.