

**CITY OF NISSWA COMPREHENSIVE PLAN UPDATE**  
STEERING COMMITTEE MEETING #4 – 5:30-7:30pm



Date: Tuesday, April 4<sup>th</sup>, 2017

Location: Nisswa City Hall

Meeting Chair(s): Ashley Kaisershot and Dawn Espe

Summary by: A. Kaisershot

In Attendance: Dawn Espe, R5DC, Ashley Kaisershot, NJPA, Steering Committee Members: Molly Raske, Mark Ronnei, Mike Sedivy, Cari LaRose, Suzie Wignall, Bob Fier, Larry Petron, Shawn Hansen, and Anne Laufman, Nisswa Planning Commission

CC: Justin Shultz, PE, WSN

Copies: To all steering committee members

1. Introduction and Presentation: Meeting facilitators, Ashley Kaisershot of NJPA and Dawn Espe of R5DC, started the meeting at 5:30 p.m. at Nisswa City Hall. The purpose of this meeting was to discuss policy development efforts.

2. An overview of the agenda and progress was presented. Upcoming meeting dates were reviewed.

3. An overview of the definitions of *goals* and *policies* was provided and a summary of the S.M.A.R.T (specific, measurable, agreed upon, realistic, time-based) goal concept was given. It was concluded that the practice of S.M.A.R.T principles will be achieved through goal, policy, and strategy language. Regarding implementation, the policy and strategy section will work together to provide solutions and “next-steps” and timelines.

4. The following goals and policies were reviewed: housing, park, open space, and recreation, natural resources, Nisswa character and community vision, economic development, transportation and infrastructure.

- A glossary of planning terms will be added to the plan
- Policies were reviewed entirely, and subtle language changes were made
- It was requested to omit “every” and “all” from policies. The terms are too binding and limiting
- The League of American Bicyclists will be referenced in the study to ensure best practices (and model terminology) are mentioned regarding bicycle facilities and planning
- Goals 3 and 5 of the Natural Resources plan element were combined as they were very similar
- Other comments were incorporated into the policies of each plan element

5. Visioning Session #2 will occur on April 18<sup>th</sup> from 5:00 – 8:00pm. Plan element goals will be on display for participants to review and comment. A central visioning station will be available for interactive participation in an effort to define the Nisswa's character.

- A survey will be developed after the visioning session for public participation

6. Land use, transportation, and sustainability will be reviewed at meeting #5. Draft chapters will be e-mailed to the steering committee for review and comment. Goals and policies (edited and reviewed to date) will be sent to the SC.

**NEXT STEPS:**

Project managers will summarize the meeting, e-mail it to the SC, and follow up with those who were unable to attend.

**UPCOMING MEETING DATES:**

SC Meeting #5 – Early May – time and location TBD

Visioning Session #2 – April 18<sup>th</sup> at Grand View Lodge from 5:00 – 8:00pm

Our project staff believes that this document accurately reflects the business that occurred during the meeting. If any member believes there are inconsistencies, errors, or omissions in the minutes, they should notify Ashley Kaisershot at [Ashley.kaisershot@njpacoop.org](mailto:Ashley.kaisershot@njpacoop.org). If feedback isn't received within seven (7) days, the meeting minutes will be considered approved.