



## **Middleton, ID Comprehensive Plan Update** **Steering Committee Meeting #1**

Date / Time: Friday, January 19, 2024, 1:30pm MST

Location: Zoom (see calendar invite)

Participants:

Ben Levenger, Downtown Redevelopment Services

Nathan Davis, Downtown Redevelopment Services

Nicolette Womack, Kimley Horn

Val Claussen, Planning Outpost

Roberta Stewart, City of Middleton

Becky Crofts, City of Middleton

Mayor, City of Middleton

Kyle Restad, Steering Committee Member / Resident

Josh Shackelford, Steering Committee Member / Resident

Mike Okamura, Steering Committee Member

Kayla Fern, Steering Committee Member / Resident / Middleton Chamber

Dave Rogers, Steering Committee Member

Janet Gibson, Steering Committee Member / Resident

Lisa Pennington, Steering Committee Member / Asst. Superintendent for the City

Heidal Summers, Steering Committee Member

= IN ATTENDANCE

### **Agenda Items**

1. Introductions
  - a. City of Middleton
  - b. Consultant team
  - c. Steering committee members
  
2. Project goals and strategies

The goal of this project is to prepare a framework and vision for where Middleton will proceed towards over the next 10 years.

3. New Business



## **a. Project schedule - Concluding May 2025**

Existing conditions analysis - February 2024

Vision and values determination - April 2024

High level objectives - June 2024

Draft recommendations - September 2024

Final recommendations - November 2024

Final plan deliverable - January 2025

Adoption - March 2025

## **b. Role of the Committee**

Committee members will serve multiple roles throughout the project, including:

- The steering committee is responsible for helping spread the word about the project, status, and overall efforts of the project
- It is the responsibility of the committee to share information about meetings, surveys, and public events
- The committee shall serve as a sounding board for the ideas, providing feedback they feel is in the best interest of the community.

Communications will primarily be over email or Zoom calls, if not in-person. Moreover, feedback on deliverables will be solicited via email. Google Groups were explored; however, at this time, we will not be using that as a method of communication.

### **Poll on the scheduling of the SC meetings:**

- Proposals
  - Mayor proposes 1pm on Fridays
  - Suggestion of any day but Friday
  - Thursday might work for everyone.
- Agreement of 3rd Thursday of each month at 1pm
  - Nathan to schedule recurring Zoom meetings.
  - City Council Chambers will be available for in-person participation.
  - About half will be held in-person in conjunction with other in-person events in the community.

**SCHEDULED MEETING FOR STEERING COMMITTEE IS 1PM ON THE 3RD THURSDAY OF EACH MONTH**



### c. Public input campaign elements

- Project surveying dates –
  - Conceptual/data gathering: Current
    - End Date - January 31, 2024
  - Ideation assessment: Planned for April
    - Confirmed date - April 1, 2024
  - Final recommendations: (after final recommendations) September timeframe
    - Confirmed date - November 2024
- Steering committee creation and meetings – (ongoing throughout the entire project)
  - Dates/times for future steering committee meetings
  - Required dates/timeframes for document review
- Open house and input meetings –
  - Visioning input workshops will be a series of four (4) separate visioning workshops held over two days. (planned for February/March)
    - Two back-to-back dates
      - Kayla suggested 4-6pm for working families. Weekends might be good, but there are sports that conflict occasionally.
      - Periodic breakfasts at Sunrise to gather feedback from residents.
      - Create an event for this due to limited public events in Q1
  - Progress check meeting: (after visioning) - Scheduled for April through June
    - Farmer's Markets run from June through August: 3rd Saturday
      - Chamber is involved.
      - The consultant team would like to have a booth for public input.
    - Fourth of July: Events in the park, fireworks, - coincide with the high-level recommendations, receive preference voting
  - Draft recommendations meeting – (when draft recommendations are in the conceptual phase) - Programmed for June
    - Fall Harvest Festival in September



- Town hall meetings – (These two (2) meetings will be facilitated on the same trip/visit yet held at different times to target other groups.) - Programmed for September
  - Proposed locations
    - Middle School
    - Trolley Station
      - Parking is fairly limited
    - High School
  - Meeting 1 selected date
  - Meeting 2 selected date
  - Call Notes:
    - Suggestion of 2 presentations that are 30 minutes each with open feedback in the middle. Ben suggested 5p/6p/7p with brief presentations then an open comment period.
    - Interactive gameboards/charrettes on some of the recent development proposals and gauge opinion on the future of Middleton.
      - How does this new development fit in with their vision for Middleton?
    - Ben mentioned cause/effect table. More people -> cars -> traffic -> tax revenue. Ben will think through the format of this interactive workshop.
- Stakeholder meetings – Ongoing throughout (with other meetings/dates)
  - Meeting Series 1 (concerned citizens):
  - Meeting Series 2 (business owners / Chamber luncheon / Lions Club):
    - Suggestion of inviting people who are interested in opening businesses in Middleton.
  - Meeting Series 3 (developers / large tract property owners / influential sway over land uses):
    - Ben: Typically ask the City not to participate to help facilitate more conversation between the consultant team and attendees.
  - Call Notes:
    - Plenty of time to develop a list of invitees for each series.
    - Engage high school students in the planning process.
- Public official meetings – (Dates TBD)
  - Council visioning meeting (usually held in conjunction with the community visioning and a council meeting work session):
  - Council draft recommendations meeting:
    - Joint PC/CC Meeting



- Land use map and draft recommendations
  - Joint PC/CC Meeting
- Council final draft meeting:
- Council adoption process meetings:
- Planning commission draft document review:
- Planning Commission final document adoption:
- Notes
  - Workshop with the Council 2-3 months before adoption to change what needs to be changed - October timeframe
  - Joint meeting with the Planning Commission and Council
    - Special agenda
    - Land use maps and final recommendations

**Other Notes:**

- Any updates will be posted to the website.
- Suggestion of social media activity for public engagement. The consultant team will review options.
- Josh S. suggested a QR code accompanied by a landing page.
- For demographics, check out Compass.

#### **d. Existing conditions report**

The existing conditions analysis is underway and will be available to the group by 1/29/24. We will send the report to the group via a link to a Google document. Your permissions will allow for the addition of comments and suggested edits. Please review and be ready to discuss for the next steering committee meeting.

4. Ongoing Survey
  - a. We have 891 responses to date.
  - b. It has been posted online two times.
    - i. January 3rd at the City Council meeting
    - ii. A possible reason that Jan 4th was a big uptick: Lots of changes in the Council can be associated with higher engagement in the community.
  - c. It has been on the utility bill and the local newspaper.

Current synopsis to be reviewed.

<https://dtredevelopment.typeform.com/report/fJlrkWr6/oRaoaDKTHbDzauPA>

5. Closing comments
  - a. Janet: Was contacted by someone who wants to be on the SC.



- i. Ben is open to it but wants there to be an odd number of people on the SC for tie-breaking votes.
- b. No further discussion.

6. Adjournment - 2:28pm