

**COMPREHENSIVE PLAN STEERING COMMITTEE MEETING
THURSDAY, MAY 1, 2014 AT 3:30 P.M.
TROY HARRIS CENTER, 201 S. MAIN**

Call to Order: The meeting was called to order by Assistant City Manager Cobb at 3:30 p.m.

Present and answering roll call: Commissioner - Ava Bengé, Senior Citizen Board - Shirley Choate, Lovington EDC - Evelyn Holguin, Lovington MainStreet - Alice Mainello, Lovington Chamber of Commerce - Ryan Burkett, Lovington School Superintendent - Daren Manes, Lea County Electric - Jeanette Faris for Gary Hurse, Nor – Lea Hospital - Dan Hamilton, and Youth Representative - Sebastian Sanchez

Also Present: City Manager James Williams, Assistant City Manager Jared Cobb, City Clerk Carol Ann Hogue, and Administrative Assistant Imelda Gutierrez

Not Present: Members Lovington Housing Authority - Manny Quiroz and Real Estate Realtor - Harold Lawson

Election of Chairperson and Vice – Chairperson: Assistant City Manager Cobb called for a motion to elect a chairperson and vice – chairperson and recommends Evelyn Holguin and Sebastian Sanchez. Member Manes so moved to appoint Evelyn Holguin as chairperson. Member Bengé seconded. Motion was approved. Chairman Holguin called for a motion to elect a vice – chairperson. Member Mainello so moved to appoint Sebastian Sanchez as vice – chairperson. Member Choate seconded. Motion was approved.

Approval of Agenda: Chairman Holguin called for a motion to approve the agenda as submitted. Member Manes so moved. Member Bengé seconded. Motion was approved.

NON-ACTION ITEMS:

Introduction to the Comprehensive Plan Update: Steve Burstein – Senior Planner and Ingrid Biel - Planner on behalf of Architectural Research Consultants (ARC) addressed the members to give an update of the Comprehensive Plan and described the purpose of the comprehensive plan, the process for updating the plan, and the role of the steering committee.

Planning for Visioning Sessions and Focus Groups: Steve Burstein – Senior Planner addressed the members stating that public engagement is critical to developing an effective comprehensive plan. Mr. Burstein provided an overview of the engagement methods, visioning and focus groups proposed by ARC and he lead a discussion to help plan for the visioning sessions and focus groups. Focus groups: Dates: June 2 & 3, 2014:

- Topics:
 - Land Use
 - Industry/Oil and gas economic development
 - Downtown/small business economic development
 - Institutions and services including schools, county, city and healthcare
 - Housing needs
 - Senior citizen needs
 - Youth needs
 - Recreation
 - Transportation including regional transportation improvements, local streets, trails, multi-modal transportation, and rail service
- Planning team leads
- Focus group questions (examples)
- Invitees
- Notification/invitations/follow-up
- Schedule
- Location

Visioning sessions:

- Scheduling first community meeting June 2, 2014
- Design of meeting: Presentations
- Agenda for meeting: Questions to address may include:
 - What is your dream for Lovington?
 - What would you like to see change?
 - What kind of community would residents like to create?
 - What do you see as Lovington's major strengths and assets?
 - What are its challenges?
 - What will success look like?

Steering committee role at meeting

- Logistical arrangements:
 - Estimate group size for each meeting, then identify a location that works well/is comfortable
 - Official greeter
 - Need to have someone for sign-in table
 - Food
- Notification/invitations (2 newspapers, radio)
- Personal invitations/word of mouth to friends and colleagues
- EDC and Chamber of Commerce blast emails
- Controversial issues and where we need to walk carefully

Look at space for focus group meetings (2 meetings at same time)

Look at space for visioning meeting

The members did agree to meet on Monday, June 2, 2014 at the Gann Cafeteria at 3:30 p.m.

PUBLIC COMMENT: None

ADJOURNMENT:

There being no further business the meeting adjourned at 5:27 p.m.

APPROVED: _____
CHAIRMAN, EVELYN HOLGUIN

ATTEST: _____
VICE-CHAIRMAN, SEBASTIAN SANCHEZ