

MEETING SUMMARY

Thermopolis Master Plan -- Thermopolis Planning Commission

First Meeting -- January 27, 2010

Persons Present

Planning Commissioners: Ann Hardesty, Ellen Roden, Kathy Wallingford.

Staff: Ron Vanderpool, James Michel, Fred Crosby

Consultants: Ken Markert

Brief Summary

The meeting concerned getting organized to prepare the plan, including communication issues, project participants, and project schedule. The Town Officials' survey and the citizen survey were discussed.

Discussion Items

1. Ken Markert reviewed and verified the contact information for town officials given to him by Barbara Moeller. Ken will set up a website that will contain documents, reports, etc., that are produced during the planning process. The Planning Commission members said they would review draft documents via the website. Ken will provide an email (except Ellen, who will get a fax) to everyone announcing the addition of new items on the website. Ken will also bring hard copies of documents to future meetings.
2. On questioning by Ken, the group discussed who would attend and participate in the Planning Commission work meetings on the plan. Those included the entire Planning Commission, Ron and/or Heath Overfield from Engineering Associates, Jim Michel, and Fred Crosby. The idea of involving a Town Council member was also discussed--a member of the Planning Commission will contact Mayor Malloy about this.
3. Ken passed out a Provisional Schedule of meetings. The schedule includes six work meetings with the Planning Commission, a public Open House meeting about midway through the process, and public hearing at the end of the process. The public hearing could be a joint hearing before the Planning Commission and Town Council. The schedule would have the plan complete in July 2010 with hearings and adoption occurring sometime after.
4. The Town Officials' Planning Survey was discussed next. Ken sent this to 21 town officials but only received 5 surveys back prior to this meeting. Everyone indicated they would work

at getting more surveys returned to Ken in the next two weeks. Ken will summarize the results but will not indicate what any individual official had to say.

5. Work began on preparing the citizen's opinion survey. Surveys used by other jurisdictions were reviewed. The group like the City of Buffalo, WY, survey the best. The group will mark up their copies of the Buffalo survey, indicating questions to use, questions to discard, and any suggestions for questions that are not in Buffalo survey. Ken will use such suggestions to prepare a draft survey to review at the next meeting. The group also discussed survey methods. The group was very favorable to the idea of having a raffle-type prize to encourage responses.
6. Meeting dates were discussed. It was decided that the next meeting would be Thursday, February 25th, at 5 PM in the Town Hall. Future meetings will be held on the 4th Thursday of each month, through July. Start times for future meetings will be discussed at the next meeting.

Next Steps

- The consultants and project participants will meet next on February 25th at 5 PM in the Town Hall.
- Planning Commission will contact the Mayor about including a member of the Town Council in future meetings on the plan.
- Any project participants who have not completed their Town Officials Survey should do so and return it to Ken Markert within the next two weeks.
- Project participants should review the Buffalo citizen's opinion survey and send suggested survey questions for Thermopolis to Ken within the next two weeks.

Corrections

If you would like to have corrections or additions made to this summary, please contact Ken Markert (307-587-4480; markert@mmpianning.com; 2319 Davidson Ave., Cody, WY, 82414) prior to the next meeting.