

**Comprehensive Master Development Plan
Committee Meeting Minutes**

Date of meeting:	July 6, 2020
Date meeting minutes presented:	July 31, 2020
Minutes submitted by:	Sherry Hamlin, Committee Secretary
Committee members present:	Sam David, Tim Butler, Dave Fagin, Sherry Hamlin, John Hart, Diane Powers, David Scott, Peter Sexton, Jay Stewart,
Committee appointee not present:	Lynn Zuch
City Staff present:	David Kennedy, City Manager Tom Smith, Assistant City Manager Kathy Bailey, Mayor
Representative from McBride Dale Clarion present:	Elizabeth Fields

1. Mr. Smith called the meeting to order @ 7:04 p.m. The Pledge of Allegiance was recited by all.
2. Mayor Kathy Bailey administered the oath of office for committee members present. Mayor Bailey excused herself shortly thereafter.
3. Mr. Kennedy distributed hard copy oath for signatures and requested committee members return signed copy at end of meeting.
4. Mr. Kennedy asked for nominations for Committee Chair.
 - a. Mr. Scott nominated Mr. Butler. The nomination was seconded by Ms. Powers.
 - b. Ms. Hamlin thanked Mr. Butler for serving as Chair on the Downtown Planning Committee but expressed a desire to have the committee chair be a resident vs. a member of Council. Particularly given that Mr. Butler currently serves on the P&Z committee, where recommendations from this committee will ultimately be presented. Ms. Hamlin nominated Mr. Hart. The nomination was seconded by Mr. Sexton.
 - c. Voting for Mr. Butler: Mr. Scott, Mr. Butler, Ms. Powers, Mr. Fagin
 - d. Voting for Mr. Hart: Mr. David, Mr. Stewart, Ms. Hamlin, Mr. Hart, Mr. Sexton
 - e. Mr. Hart is elected Committee Chair by a vote of 5 to 4.
5. Mr. Kennedy asked for nominations for Committee Vice Chair.
 - a. Mr. Scott nominated Mr. Butler. The nomination was seconded by Ms. Powers.
 - b. The vote was unanimous. Mr. Butler is Vice Chair.
6. Mr. Kennedy asked for nominations for Committee Secretary.
 - a. Mr. Butler nominated Ms. Hamlin. The nomination was seconded by Mr. Scott.
 - b. The vote was unanimous. Ms. Hamlin is Committee Secretary.
7. Nobody signed up to speak at open forum.
8. Ms. Fields with McBride Dale Clarion reviewed a project overview PowerPoint presentation. The presentation will be sent to committee members after the meeting.
9. Ms. Fields shared results from the online survey. There were 87 responses.

10. Some committee members expressed concern that 87 responses seemed to be low participation, while others thought this seemed appropriate given the early stage. There was discussion about how to encourage additional responses prior to next meeting. Mr. Kennedy will pursue the following suggestions:
 - a. Send letters to businesses in Commerce Park encouraging participation
 - b. Add verbiage to water bills
 - c. Send City “news flash”
 - d. Post on City’s Facebook page
11. Mr. Fagin asked if there is an opportunity to modify the survey. Ms. Fields will send a copy of the original survey to committee members for review and suggestions on how best to engage the public in the future. Mr. Smith asked that suggestions be sent to him at his email address (tsmith@lovelandoh.gov).
12. Mr. Smith reminded committee members to resist “reply to all” on emails. Content to be shared with all should be discussed at meetings open to the public. Mr. Smith also reminded the group that communication among committee members is subject to public records requests.
13. Ms. Fields shared various trends and forces for Loveland as compared to similar neighboring communities and the state of Ohio. Also included in the PowerPoint presentation were concluding thoughts based on these trends. See full PowerPoint presentation for detail.
14. There was discussion about whether or not we might glean helpful information from the plans of other communities similar to Loveland. Ms. Fields offered to send plans for a few cities after the meeting.
15. Next step is to form sub-committees. The following are sub-committee suggestions made by McBride Dale Clarion:
 - a. City Character and Identity
 - b. Quality of Life
 - c. Economic Development
 - d. Natural and Recreational Resources
 - e. Neighborhood Stabilization
 - f. Connectivity and Mobility
16. Ms. Powers asked if there was an opportunity to modify the sub-committee groups, suggesting that *IT infrastructure* might be an appropriate sub-committee. Mr. Butler suggested that *Public Works* might also be an appropriate sub-committee group. Mr. Kennedy indicated there was an opportunity to modify these sub-groups and that we could discuss at next meeting.
17. Ms. Hamlin will remind committee members of the current sub-committee recommendations via email. All are asked to give thought to the appropriateness of these recommendations and give thought to participation by next meeting.
18. Mr. Stewart asked how many participants is an ideal number for a sub-committee. Ms. Fields responded that two to three is generally a good number.
19. Mr. Scott motioned to adjourn meeting. Seconded by Mr. Hart. All were in favor. Meeting adjourned @ 8:45 p.m.