



Lewiston Planning & Zoning Commission
REGULAR MEETING AGENDA
May 24, 2023 - 5:30 PM
Bell Building – Second Floor Conference Room – 215 D Street
Lewiston, Idaho 83501

Seating will be available on a first-come, first-served basis. All others who wish to observe this meeting may watch and listen to the livestream on their own device(s) by visiting the City of Lewiston's Facebook page or the City's website at cityoflewiston.org.

I. CALL TO ORDER

II. CITIZENS COMMENTS

An opportunity for citizens to address the Commission with comments and/or questions about Planning and Zoning Commission-related matters that are not a public hearing action item on this agenda. Citizens are asked to limit their time to three minutes each.

III. APPROVAL OF MINUTES

A. APPROVAL OF APRIL 26, 2023 MEETING MINUTES

IV. APPROVAL OF REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS

V. UPDATE ON COMPREHENSIVE PLAN REWRITE FROM LOGAN SIMPSON

A. UPDATE ON COMPREHENSIVE PLAN REWRITE FROM LOGAN SIMPSON: - Action Item ()

VI. STAFF-COMMISSION COMMUNICATIONS

A. QUERY OF COMMISSIONERS FOR THE JUNE 14TH, 2023 MEETING

VII. ADJOURNMENT - Action Item

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact Community Development Specialist at least forty-eight (48) hours in advance of the meeting at 208-746-1318, ext. 7265.

April 26, 2023

The LEWISTON PLANNING AND ZONING COMMISSION met in the Community Development Department Second Floor Conference Room at 215 “D” Street. Chair Busch called the meeting to order at 5:30 p.m.

Planning & Zoning meetings are recorded live. To view the full video, go to <https://livestream.com/accounts/11220190> and select Planning & Zoning.

I. CALL TO ORDER

COMMISSIONERS PRESENT: Michael Busch, Chair; Gabriel Iacoboni, Vice Chair; Kevin Kelly; Kathy Branson; Maureen Anderson; Cynthia Ball;

COMMISSIONERS EXCUSED:

STAFF MEMBERS PRESENT: Katie Hollingshead, Assistant Planner; Dawn Ortiz, Community Development Specialist via Livestream; Aaron Butler, IT; Jennifer Tengono, Assistant City Attorney; Mark Weigand, City Surveyor; Pat Severance, Development Review Supervisor

II. CITIZEN COMMENTS

None

III. APPROVAL OF APRIL 12, 2023 MEETING MINUTES (ACTION ITEM)

Commissioners Branson and Iacoboni moved and seconded, respectively, approval of the April 12, 2023 meeting minutes. The motion carried 6-0.

IV. APPROVAL OF THE REASONED STATEMENT FOR ZONE CHANGE APPLICATION ZNC23-000003 BY BRETT KINZER (ACTION ITEM):

Commissioners Branson and Anderson moved and seconded, respectively, to approve the Reasoned Statement for ZNC23-000003. The motion carried 6-0

V. HEIMGARTNER SUBDIVISION - PRELIMINARY PLAT (ACTION ITEM):

City Surveyor Mark Weigand verbally summarized the request for the Planning and Zoning Commission.

Commissioners asked clarification questions to city staff.

Commissioner Anderson and Ball moved and seconded, respectively, to recommend approval of the preliminary plat for Heimgartner Subdivision to the City Council. The motion carried 6-0.

VI. STAFF-COMMISSION COMMUNICATIONS:

PLANNING AND ZONING COMMISSION MINUTES

April 26, 2023

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A. Query of Commissioners for May 10, 2023 meeting.

May 10, 2023 meeting will be canceled due to no applications or new business.

The new commissioner will join the Commission at the 2nd meeting in May.

VII. ADJOURN

There being no further business, Icaoboni and Branson moved and seconded, respectively, to adjourn. The motion carried 6-0 and the Planning and Zoning Commission adjourned at approximately 5:49 p.m.

RESPECTFULLY SUBMITTED,

Dawn Ortiz,
Recording Secretary

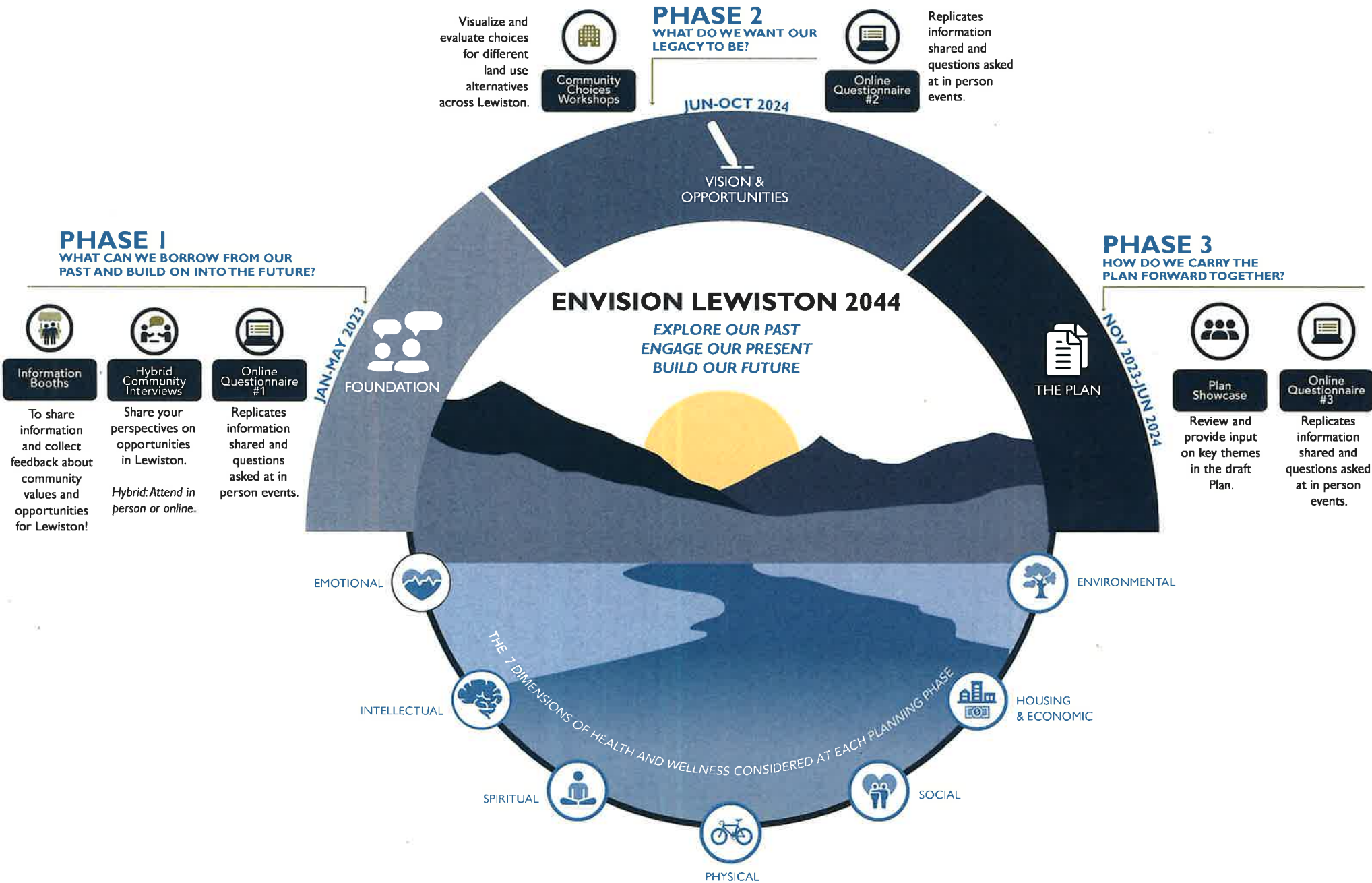
Chairperson or Acting Chairperson
Planning and Zoning Commission

Approved this _____ day of _____, 2023.



PLANNING & ZONING COMMISSION MEETING AGENDA ITEM HISTORY/COMMENTARY

ITEM TITLE Update on Comprehensive Plan Rewrite from Logan Simpson	AGENDA NO. AGENDA DATE: May 24, 2023
ITEM HISTORY (PREVIOUS COUNCIL REVIEWS, ACTION RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)	
ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS, ETC.) Please identify any or all impacts this proposed action would have on the City budget and/or personnel resources.	
BUDGET IMPACT	
ACTION PROPOSED	



SCOPE OF WORK → *City of Lewiston Comp Plan Rewrite*

PHASE 1 | FOUNDATION (JAN- MAY 2023)

TASK 1.1 PROJECT INITIATION (JAN)

Both City Staff (CS) and Steering Committee (SC) will be instrumental throughout the process and will be a sounding board for key deliverables including vision, opportunities, and overall policy development. A kickoff meeting with CS and Logan Simpson team will help define communication protocol, identify Comprehensive Plan Update SC members, draft a list of stakeholders, and provide input towards creation of the Public Participation Plan. In addition, both CS and SC kickoff meetings will:

- Review project schedule, major milestones, and deliverables
- Identify project goals, issues, opportunities, and what success looks like
- Gain input into stakeholders not already identified
- Develop a distinctive identity for the Comprehensive Plan including brainstorm options for an aspirational title/ name, logo, and messaging

Ongoing project management throughout process will include bi-weekly video conference calls with CS and monthly progress reports via email to SC outlining performed work, upcoming tasks, upcoming milestones, etc. to ensure the project scope, schedule, deliverable quality, and budget are effectively managed and meet City expectations.

Deliverables:

- CS and SC kickoff meeting agendas, presentation, facilitation, and notes (likely a virtual meeting)
- CS bi-weekly project status conference calls agendas, facilitation, and notes
- SC and stakeholders roster and invitation
- Initial plan branding options
- Draft and final project schedule
- Monthly invoices, highlighting any key scope issues and/or refinements
- Monthly meeting updates to the Planning and Zoning Commission

TASK 1.2 PLAN AUDIT + EXISTING CONDITIONS (JAN-MAY)

Working with CS and SC, the Parks and Open Space Master Plan, Downtown Master Plan, Transportation Master Plans, Draft Strategic Plan, Water and Sewer Master Plans, and the 1999 Comprehensive Plan, will be evaluated along with other existing plans, policies, and processes for relevance as they relate to community needs and potential conflicts with existing regulatory guidance. An interactive online platform will be used to conduct an audit of the existing plans to learn what have been successful and unsuccessful components of the most recent planning efforts.

We will integrate these plans into the Comprehensive plan, identify any overlaps, gaps and inconsistencies that may exist between each subject plan. Our focus will be on connecting the current and future planning initiatives to a new Comprehensive Plan that will be the umbrella that guides decision making in years to come. We will also review existing zoning and subdivision codes and the Urban Renewal Agency guidelines to ensure the resulting plan can be effectively implemented.

In addition to the plan audit, our team will gather data from a range of sources to document key existing conditions and challenges. At a minimum, the data collection and analysis will cover the information listed in Section 67-6508. Given the City's work with the firm Mosaic to conduct the 5-Year Consolidated Plan and the Analysis of Impediments to Fair Housing Choice, we will use Mosaic's primary data and affordable housing information to guide the housing analysis but will enhance it to include a wider range of housing options as well as a 20-year projection of housing stock needs. Alongside this effort, our team will conduct a Healthy Conditions Assessment to identify and assess key indicators and areas of community health that are in most need of improvements.

This foundational report is represented in what we call an "existing conditions snapshot." It recognizes and informs the planning process by establishing a baseline of Lewiston's story—past, present, and future.

Deliverables:

- Plan audit survey setup, distribution, and summary of findings
- Draft and final existing conditions snapshot report to include elements within state statutes (e.g., property rights, population, housing, schools, economic development (including market analysis, i.e., retail leakage), land use, natural resources, hazards, public services, facilities, and utilities, transportation, recreation, design, agriculture, and other elements), inter-governmental agreements, and identification and analysis of growth and development trends. The existing conditions report will also include findings from the Healthy Conditions Assessment identified herein above.
- Provide visual and graphics (mapping) to demonstrate the existing conditions of the Community

TASK 1.3 PUBLIC PARTICIPATION PLAN (PPP) (JAN-MAR)

Residents of Lewiston should expect the outreach process to be straightforward, thoughtful, and easily integrated into their lives. Decision-makers should expect the public's feedback to be synthesized efficiently and transparently to provide quantified information to decision makers.

Our approach engages the community non-intrusively and interactively, while building a data-driven system that clarifies public sentiment for the SC. While other firms rely on a few public touchpoints and traditional outreach strategies, such as social media and idea boards, we utilize non-traditional, continuous outreach. We provide community members the invitation to participate upfront and the tools to contribute easily and continuously throughout the 18-month process. Initial outreach is an invitation to participate with a simple, one-question poll (text polling) that encourages thoughtful responses, followed by multi-question digital questionnaires, and completed by their involvement in a focused work session. The payoff for such effort is informed, engaged, and excited members of the community willing to champion both the process and the final Comprehensive Plan. We will also want to ensure the community knows that we are starting the planning process, so key elements celebrating the plan's commencement will be placed throughout the community (banner, posters, and use of digital media).

Based on CS and SC collaboration and feedback, the Logan Simpson team will prepare an outline of the activities, venues, and team responsibilities. This document will serve as a living document, outlining techniques, associated messaging, anticipated media to be utilized, and logistics, responsibilities, and deadlines. We will monitor who participates in our online database, their age and where they live to ensure everyone stays involved.

Our non-traditional engagement methods include:

- An interactive web presence with up-to-date project information
- Digital questionnaires
- Real-time, interactive polling, and result pages
- Questionnaire-integrated online mapping
- Linking text polling to interactive displays as a gateway to a digital survey
- Hosting individual and/or group key community member interviews either in-person or via Teams/Zoom conference
- Organizing focused, small-group sessions either in-person or creating digital meeting spaces online
- Initiating Downtown, business-specific outreach through coordination with organizations such as the Lewiston Downtown Master Plan
- Attending local, community-oriented events; going where the community is already
- Coordinating RSVP events to promote a themed planning workshop and coordinating a mobile meeting place

[Optional Task]: The Logan Simpson team can offer a stand-alone website (using the Granicus platform). Note that we are currently proposing to provide materials for the City's website to host the project's online activities.

Deliverables:

- Draft and final PPP
- Draft and final Comprehensive Plan branding including name, logo, and key message(s)
- Optional – Project website through Granicus (formerly Bang The Table), a digital engagement platform

TASK 1.4 KICKOFF WEEK (APR-MAY 2023)

The Logan Simpson team will hold in-person (and online for those more comfortable) meetings with stakeholders to solicit input including residents, City staff and elected officials, development/builder/real estate interests, business groups and employers, and school district, property owners, other agencies, Cities of Clarkston and Asotin, Nez Perce County, and Nez Perce Tribal representatives. We will discuss values, key issues, and opportunities facing the City.

A kickoff week will launch the planning effort publicly and begin a promotional campaign for the Comprehensive Plan. This event could occur in tandem with a popular community event, both in-person and online. This could include banners and kiosks directing people to live text polling or online questionnaires. This week will introduce the plan community-wide and ask key questions on values, key issues, and opportunities. The same questions asked at both stakeholder interviews, and kickoff events will be included in the online questionnaire and marketed through social media outlets, newsletter publications, the website, and other methods mentioned.

The second CS and SC meetings will report back on what has been heard so far through the stakeholder interviews and kickoff week, review a draft outline of the Comprehensive Plan document, and review example plans for ideas on committee likes and dislikes.

Deliverables:

- CS and SC meetings #2 agenda, presentation, facilitation, and notes

- Stakeholder interviews facilitation and summary (two (2) days of back-to-back meetings or equivalent)
- Draft news release for project initiation
- Kickoff week schedule and meeting plan, poster and handout graphic materials, website, and social media content graphics
- Online Questionnaire #1 text polling setup, analysis, and summary

PHASE 2 | VISION + OPPORTUNITIES (JUNE-OCT)

TASK 2.1 VISION (JUN-JUL)

Following the initial public outreach, we will work with CS and SC to draft vision statements, which seek to illustrate the community's vision by representing what has been expressed by the community, staff, and elected officials of Lewiston. The vision will integrate health and wellbeing considerations. The purpose is to summarize community values and goals that then provide overarching direction for the Comprehensive Plan. The vision should be unique to Lewiston, visual, and compelling. CS and SC Meeting #3 will review what has been completed to date, review the plan audit summary, existing conditions data report, and host an exercise to draft the Comprehensive Plan's vision statements. An update presentation should be planned at this point to review direction with Zoning Commission (ZC) and City Council (CC).

Deliverables:

- CS and SC Meeting #3 agenda, presentation, facilitation, and notes
- ZC and CC presentation #1 materials
- Draft and final vision document
- Draft plan outline and graphic mockup

TASK 2.2 OPPORTUNITIES + CHOICES (AUG-OCT)

In this phase, we would check back in with the community to see if we got the vision and goals right. We will group the issues identified from the first round of outreach to provide opportunities for the community to identify how the vision can best be translated into reality.

Our team will host a community-wide workshop, either in-person or online (digital City Hall, Facebook live, video to live polling) to determine and present future priorities to guide goals and cost-effective implementation strategies. We have found in other planning efforts that because we build off the outreach and community events already held, this phase is well attended by community members that are aware of and already actively engaged in the process. An online questionnaire will accompany the event.

In this phase, opportunities can be tailored explicitly to existing neighborhoods, including retail areas, commercial corridors, the City's Impact Area, and other key areas of the community. Careful attention will be given to drafting the preliminary strategies to ensure that they can contribute to advancing Lewiston's resilience to climate change and economic shocks and to fostering health and wellbeing for the community. This exercise will include land and natural based solutions, such as urban forest management strategies that can have multiple health and economic benefits, overall advancing the community's health and wellbeing. Additionally, attention will be given to the general fiscal impact the proposed land use pattern may have on Lewiston. This general assessment will provide enough background information for decision makers to understand the order of magnitude of fiscal impacts when evaluating specific development projects (such as a rezoning request); changes in land-use

regulations (such as increasing or decreasing allowable densities for development); or those related to an annexation proposal.

CS and SC will analyze the feedback and evaluate the areas and their propensity toward change, including the urban fringe, thoughtful redevelopment and infill, blight mitigation strategies, local housing, employment, preserving the River Corridor and floodplains, and other environmentally sensitive lands, protecting agriculture, stimulating downtown, and minimizing sprawl. Community choices will be evaluated against the vision and practicality factors related to economic, social, and environmental sustainability.

Once the opportunity areas identified herein above are confirmed by CS and SC, our team will identify which interventions may benefit from a future Health Impact Assessment (HIA). Recommendations will be based on results from the Healthy Conditions Assessment (Phase 1) and gaps in existing HIAs for similar interventions.

CS and SC Meeting #4 will review what we have heard to date, draft preliminary goals and strategies, and review a draft of an updated citywide land use map.

Deliverables:

- CS and SC Meeting #4 agenda, presentation, facilitation, and notes
- Outreach week schedule and meeting plan, poster and handout graphic materials, website and social media content graphics
- Public Outreach Week #2 map and comment board display materials
- Online Questionnaire #2 setup, analysis, and summary
- Preliminary goals and strategies
- Draft future land use map

PHASE 3 | THE PLAN (NOV 2023 - JUN 2024)

TASK 3.1 PRELIMINARY PLAN (NOV-JAN)

Based on all analysis, input, and work completed up to this point, our team will assemble a document for review and refinement. Depending on the plan outline determined by CS and SC, the Comprehensive Plan will include a vision, goals, strategies, and actions for implementation by priority outlined in a timetable. The Comprehensive Plan will also include recommendations resulting from the Healthy Conditions Assessment identified in Task 1.2. The City of Lewiston Comprehensive Plan will be user-friendly, logical, and accessible to the public with minimal technical language or jargon. It will meet all state requirements and include maps, tables, and other graphics that enhance readability. Also, as determined by CS and SC's plan outline discussion, the plan's executive summary can be designed as a condensed format of the Comprehensive Plan (e.g., a digital brochure, factsheet, etc.).

The Comprehensive Plan will include a compelling vision (see Task 5), targeted existing conditions (see Task 2) that illustrate only factors that matter using infographics and streamlined goals and strategies that lead into specific action steps, with recommendations for future policy updates or ordinance amendments. This is intended to help shape decisions related to land use management, redevelopment and growth, City programs and services, coordination with Nez Perce County and other agencies, budgeting, and capital improvements. Policy updates and ordinance amendments will include criteria and guidance on fiscal impact to help support decision-making.

Our team will develop a management and monitoring plan to measure the accomplishment of the desired outcomes that are linked to the goals and objectives identified through public outreach. A

series of projects—capital, regulatory, studies, funding—will be developed and ranked based on effectiveness and cost. The annual analysis may be created where various projects will be proposed, while others may be “triggered” based on need. This will track the follow-through and effectiveness of the Comprehensive Plan’s actions. The monitoring tool can be continually updated to illustrate the City’s progress toward achieving its goals and will allow long-term tracking of indicators.

CS and SC Meeting #5 will review the preliminary Comprehensive Plan including all chapters for editing and comments. In addition, a refined land use map will be reviewed. It will discuss the public event meeting plan and presentations for the draft Comprehensive Plan.

Deliverables:

- CS and SC Meeting #5 agenda, presentation, facilitation, and notes
- Preliminary plan
- Refined future land use map
- Actions for implementation by priority outlined in a timetable
- Monitoring plan to measure accomplishment of the desired outcomes
- Public event meeting plan and presentations

TASK 3.2 DRAFT PLAN + PUBLIC REVIEW (JAN- MAR)

Stakeholders and the public will have the opportunity to review and provide feedback on the draft Comprehensive Plan during a one-month review period. During the public review period, the draft plan will be made available in an online format where feedback and comments can be provided. In addition, the Logan Simpson team will conduct an in-person or online public open house to present the draft plan. Key changes and plan features will be storyboarded, and attendees will have the opportunity to discuss questions and concerns with the Logan Simpson team. Comments on the plan will be reviewed by CS and SC and incorporated into the final revisions to the Comprehensive Plan. CS and SC Meeting #6 will review a track-changes document of the draft plan where feedback received from the public review period has been incorporated. A second update presentation should be planned with this task to review and receive comment from both ZC and CC.

Deliverables:

- CS and SC Meeting #6 agenda, materials, facilitation, and notes
- ZC and CC presentation #2 materials
- Draft Plan track-changes document with refined future land use map
- Public Outreach Week #3 map and storyboard display
- Online Questionnaire #3 setup, analysis, and summary
- Website and social media notification materials

TASK 3.3 ADOPTION HEARINGS + FINAL PLAN (APR-JUN)

The Draft Plan will be reviewed by CS, SC, ZC, CC, and any other Boards and Commissions deemed necessary before recommendation for adoption is made to CC. A minimum of two public hearings are anticipated before adoption of the Comprehensive Plan by CC. Logan Simpson anticipates two rounds of minor revisions including any revisions from public hearing comments. Following adoption, final materials will be provided to CS. CS and SC Meeting #7 will review the Draft Plan for recommendation to CC.

Deliverables:

- CS and SC Meeting #7 agenda, materials, facilitation, and notes
- Delivery of the final Comprehensive Plan document to CS will include the following:
- Digital/editable Word Document
- Digital/editable PDF Document
- Editable GIS data/maps/images/diagrams
- ZC and CC public hearing materials and presentations

TASK 3.4 CONTINGENCY FOR GRAPHICS, MEETINGS, ETC. (JAN 2023-JUN 2024)

As the project evolves throughout the 18 months, Logan Simpson acknowledges there may be additional needs by the client. Task 3.4 allows for additional graphic work, meeting time and materials, etc. throughout the project lifetime.

STAFF ASSISTANCE

Following are the specific areas where staff assistance is anticipated:

- One-hour bi-weekly coordination calls
- Preparation for and follow up from coordination calls
- Review and submission of monthly invoices
- Procurement and logistics support for meeting venues, AV equipment, food and beverage, printing and distributing posters and handouts, etc., as needed
- Identification of and connection to SC and stakeholders (Logan Simpson can maintain all communication after being introduced to groups)
- Participation in stakeholder interviews
- Distribution of communications with elected officials, SC, stakeholders, and public
- Review of the project schedule to better anticipate and coordinate dates for SC members
- Management of social media and City's website for project updates
- Communication to local news outlets including print, online, and social media
- Completion of the plan audit
- Provide data requested including City logo, brand guidelines, GIS data, historical information, utilities, building permit data, traffic counts, business license and tax data, current Comprehensive Plan, other applicable plans, etc.

TIMELINE

	2023												2024					
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
PHASE 1: FOUNDATION																		
Task 1.1. Project Initiation		SC1																
Task 1.2. Plan Audit + Existing Conditions																		
Task 1.3. Public Participation Plan																		
Task 1.4. Kickoff Week					SC2													
PHASE 2: VISION + OPPORTUNITIES																		
Task 2.1. Vision						SC3												
Task 2.2. Opportunities + Choices								SC4										
PHASE 3: THE PLAN																		
Task 3.1. Preliminary Plan												SC5						
Task 3.2. Draft Plan + Public Review													SC6					
Task 3.3. Adoption Hearings + Final Plan																	SC7	
Task 3.4. Client Contingency for Meetings, Graphics, Other																		

SC= Steering Committee Meeting

March 6, 2023

The Comprehensive Plan STEERING COMMITTEE met in the Community Development Department Second Floor Conference Room at 215 "D" Street.

I. WELCOME AND INTRODUCTIONS

COMMITTEE MEMBERS PRESENT: Hannah Liedkie, City of Lewiston Councilor; Kathy Schroeder, City of Lewiston Councilor; Rick Tousley, City of Lewiston Councilor; Tami Meyers, Business Improvement District Advisory Board; Kevin Kelly, Planning and Zoning Commission; Gabe Iacoboni, Planning and Zoning Commission; Shirley Phillips, Urban Forestry Commission; Jill Balmer, Parks and Recreation Commission; Chelse Maughan, Nez Perce County Planner; Mark Havens, Disability Action Commission; Lance Hansen, Lewiston School District via Zoom; Dovie Willey, Lewis Clark State College; Kristin Kemak, LC Valley Chamber of Commerce; Barney Metz, Lewiston Orchards Irrigation District via Zoom; Jerry Chavez, Valley Vision; Kim Petrie for Scott Corbit, Port of Lewiston

STAFF MEMBERS PRESENT: Katie Hollingshead, Assistant Planner; Joel Plaskon, City Planner; Dawn Ortiz, Community Development Specialist; Shannon Grow, Community Development Director; Dustin Johnson, Public Works Director

LOGAN SIMPSON: Emily Morales, CO-PM; Joe Moss, CO-PM; Chris Danley, Vitruvian Planning; Chris Zahas, Leland Consulting Group; Bruce Meighen, CEO joining at 12:15 pm. Entire team was via Zoom.

The meeting started at 12:00 pm. Emily Morales with Logan Simpson started the meeting by introducing the team from Logan Simpson and Companies working with Logan Simpson. Steering Committee members introduced themselves.

Steering Committee members then took a poll providing answers on what is the one thing they want Lewiston to be known for.

II. PROJECT OVERVIEW

- A. Process and Schedule**
- B. Expected deliverables**
- C. Steering Committee Role**
- D. Meeting Logistics**

Emily Morales presented a slide show, see appendix A. She walked the Committee Members through the project timeline, pointing out there will be about 7 Steering Committee meetings throughout the process. She also stated the expected roles for the Steering Committee, confirmed that Mondays at 12:00 pm will work for future Steering

Committee Meetings. Mrs. Morales provided a more in depth expectation on what the 7 future meetings will focus on.

III. PUBLIC PARTICIPATION

A. Public Events

B. Stakeholder Review

Mrs. Morales continued to present the slide show that provided specific examples of public outreach. Steering Committee members discussed in-person events that could be used for outreach.

IV. GROUP EXERCISE

Mrs. Morales provided an online poll to the Steering Committee asking for additional Boards, Commissions, Organizations, Agencies, and General Public they can outreach to. She also reviewed interview questions and asked for suggestions. Steering Committee provided feedback on additional interview questions.

Steering Committee decided upon a plan name and tagline called Envision Lewiston 2044, Explore our Past, Engage Our Present, Build Our Future.

V. NEXT STEPS

Mrs. Morales reviewed that the next Steering Committee will be held in April and asked that Steering Committee Members talk with the public and get them engaged in the Comprehensive Plan process.

The Steering Committee meeting adjourned at 1:22 pm.

April 3, 2023

The Comprehensive Plan STEERING COMMITTEE met in the Community Development Department Second Floor Meeting Room at 215 "D" Street.

I. DISCUSSION RE: REWRITE OF THE CITY OF LEWISTON'S COMPREHENSIVE PLAN

A. WELCOME AND INTRODUCTIONS

COMMITTEE MEMBERS PRESENT: Hannah Liedkie, City of Lewiston Councilor via Zoom; Kathy Schroeder, City of Lewiston Councilor; Tami Meyers, Business Improvement District Advisory Board; Gabe Iacoboni, Planning and Zoning Commission; Shirley Phillips, Urban Forestry Commission; Jill Balmer, Parks and Recreation Commission; Chelse Maughan, Nez Perce County Planner via Zoom; Mark Havens, Disability Action Commission; Lance Hansen, Lewiston School District via Zoom; Dovie Willey, Lewis Clark State College; Blake Harrington, LC Valley Chamber of Commerce; Barney Metz, Lewiston Orchards Irrigation District; Jerry Chavez, Valley Vision; Scott Corbit, Port of Lewiston; Kayla Sprenger, Idaho Public Health, District 2 via Zoom

STAFF MEMBERS PRESENT: Katie Hollingshead, Assistant Planner; Joel Plaskon, City Planner; Dawn Ortiz, Community Development Specialist; Shannon Grow, Community Development Director; Dustin Johnson, Public Works Director via Zoom; Tim Barker, Park and Recreation Director; Carol Mauer, Public Information Officer; Mayor Dan Johnson via Zoom

LOGAN SIMPSON: Emily Morales, CO-PM; Joe Moss, CO-PM; Chris Danley, Vitruvian Planning; Chris Zahas, Leland Consulting Group; All via Zoom

The meeting started at 12:00 pm. Joe Moss with Logan Simpson started the meeting by introducing the team from Logan Simpson and Companies working with Logan Simpson. Steering Committee members introduced themselves. Mr. Moss provided a quick recap of the March 9, 2023 Steering Committee meeting and 18 month project timeline.

B. REVIEW MATERIALS FOR PUBLIC KICKOFF WEEK

Mr. Moss stated on April 19 and 20, 2023. Logan Simpson will be conducting 45-minute interviews with representatives of stakeholders groups. Mr. Moss also provided draft questions for the Phase I questionnaire/survey. The Committee provided feedback on those questions.

Hannah Liedkie, City Council member asked if a sample of the questions could be sent to local businesses to receive feedback. Mrs. Liedkie Stated Lewiston Chamber of Commerce would be a great source to get it out to businesses.

Team members of Logan Simpson recommended having this done in Phase II as there will not be enough time to get results back before interviews need to be conducted. Joel Plaskon, City Planner confirmed that was okay and should be done.

1) **Art Under the Elms event Schedule**

Art under the Elms is April 21, 22, 23, 2023 and there will be a booth at this event to help raise awareness of the project. Members of the Steering Committee are encouraged to sign up for a time slot to help at this event. Project material will be provided at the event to hand out to the public.

C. COMMUNITY HEALTH & WELLBEING PLAN INTEGRATION

Chris Danley, Vitruvian Planning presented the public health and general health fundamentals of the Comprehensive Plan. The Committee approved the Envision Lewiston 2044 project timeline graphic to be used on presentation material and public outreach.

D. Other project information and needs

None at this time

E. Next Steps

The next meeting will be in July to review Phase I and how to proceed with Phase II. Mr. Moss asked that committee members work on providing public outreach to draw attention to the Comprehensive Plan between now and the next meeting.

The Steering Committee meeting adjourned at 1:31 pm.