

# MEMO

Georgia Town Plan Update  
Georgia Planning Commission



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## Re: Georgia Town Plan Update - Kickoff Meeting Agenda Items

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Hello Georgia Planning Commission members,

I am looking forward to working with you on the Town Plan update. To get things rolling, I am providing a list of items and questions I would like to discuss with you when your schedule permits. Consider this a rough agenda of sorts. If you feel that we can tackle this list at your next regularly scheduled meeting on September 12th, I would be happy to join you in person and use that time as our official kickoff meeting to start the project. However, if your agenda that evening does not provide enough time to review all of this, I can join you that evening via Zoom for preliminary introductions and discussions, and we can schedule the full kickoff meeting for a better date.

### Initial Questions:

- Will the Planning Commission be serving as the primary review committee for the Town Plan Update, or will there be a separate committee established for this?
- Who should be the main contact person I should send all materials and correspondence to?

### Overview of project steps and timeline

### Questions from committee/commission

### Public Workshop/Open House

- Potential dates and locations for the public workshop/open house (target date late October?) and opportunity to scout location.
- Ways to advertise event - identification of local bulletin boards, print media, town website, special local events, announcement opportunities, etc.
- Identification of local social media accounts/groups/people which can assist us with posting advertising materials and spreading word about the event, reaching a broad audience.

### Project Webpage & Online Comment Form

- Placing informational links on town website, other locations?
- Webmaster contact

### **Community Survey**

Preliminary considerations for how town would like to conduct any mailed/paper survey in addition to the online survey

- Town is responsible for printing, mailing and collecting of paper copies
- Mailing out a notification only vs sending actual survey
- Sending to all households or a sample
- Return postage/envelope vs drop off
- Pick up and drop off locations
- Opportunities to send it out with other regular mailings, e.g. notices, tax bills, etc.

### **Analysis of Current 2017 Town Plan**

- What has changed in town since last plan was adopted, what are biggest issues?
- Future assistance with identifying goals and policies you feel are no longer relevant or are outdated
- Future assistance identifying new info (what information has changed since last plan, e.g. new parks, community centers, sewer service, etc)
- Overall format and organization of plan

### **Other related planning studies, reports, or plans which should be reviewed**

### **Other questions / items**