



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: September 9, 2026	Department: Administration	Presented By: Toni Fisher, City Manager
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AGENDA ITEM:

Discussion & Action: to consider creation of the Comprehensive Planning Advisory Committee 2026.

BACKGROUND:

There was confusion as to whether this agenda item was for the “appointment of the Capital Improvement Advisory Committee” or the “creation of the Comprehensive Planning Advisory Committee”. Although the agenda reads the former, the correct action for this item is the latter. The differences are as follows:

A “**Capital Improvement Advisory Committee**” (CIAC) is a technically-focus group, established for the update of water/wastewater impact fees. Its advice to City Council is based on data regarding population growth, land use assumptions, the capital improvement plan, and the proposed water/wastewater plan. In 2022, the City Council appointed a “Capital Improvements Advisory Committee” for this purpose, which was composed of the Planning & Zoning Commissioners and one resident real estate professional.

The “**Comprehensive Planning Advisory Committee**” (CPAC) focuses only on the Comprehensive Plan update efforts, and its purpose is only to guide the broader long-range planning process. For example, this committee reviews land use visions, goals, policies, and community feedback as related to the Comprehensive Plan. This committee is not required, but recommended as a way to achieve greater community involvement in the comprehensive planning process.

The agenda action requested is for City Council to approve the creation of the Comprehensive Planning Advisory Committee, after which time, the City Secretary/Staff will accept applications, contact existing applicants on file and existing Board/Commission members who are not already serving on two boards, and residents, businesses, and community partners who might be interested in participating.

All applicants should expect to attend each of the following meetings:

- Application process - **Wednesday, September 9 through Friday, September 18**
- City Council committee appointments - **Tuesday, September 22, 2026**
- 1st CPAP Meeting – **Thursday, September 24 @ 6:30p – Mandatory virtual meeting**
- Public Workshop #1 – **Saturday, October 3 @ 12-3:00p - City Hall** (public come & go event)
- 2nd CPAP Meeting – **Thursday, October 29 @ 6:30p – City Hall**
- Public Workshop #2 – **Saturday, November 21 @ 10a-1p – City Hall** – public come & go event (following “Muni-Versity” municipal education series @ 9-10a)
- 3rd CPAP Meeting – *TBD (March-April - after final draft of Comprehensive Plan is completed)*
- Public Workshop #3 – *TBD Live or Virtual (March-April - after final draft is complete) - Q&A*
- 4th CPAP Meeting – *TBD Virtual (April-May) – Final Q&A*

RECOMMENDED MOTION:

To create the Comprehensive Planning Advisory Committee 2026, as presented.