



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 appointment of 7-11 members of the Comprehensive Planning Advisory Committee.

BACKGROUND:

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.

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. **This committee will be appointed at a later date.**

All members of the Committee 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 CPAC Meeting – Thursday, September 24 @ 6:30p – Mandatory virtual meeting**
- **Public Workshop #1 – Monday, October 5 @ 5-8p - City Hall** (public come & go event)
- **2nd CPAC Meeting – Thursday, October 29 @ 6:30p – City Hall**
- **Public Workshop #2 – Saturday, November 21 @ 10a-1p – City Hall** (public come & go event)
- **3rd CPAC 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 CPAC Meeting – TBD Virtual (April-May) – Final Q&A**

Since the deadline for Applications exceeded the Agenda’s publication timeline, Staff will provide appointment recommendations to the City Council at the meeting based on applications received, 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.

RECOMMENDED MOTION:

To appoint the Comprehensive Planning Advisory Committee, as per Council agreement.