



Comprehensive Plan Update Steering Committee Meeting #1

April 1 (6:30 p.m. – 8:30 p.m.)

Wakefield Town Hall (22295 Frostview Road, Cold Spring MN 56320)

1. Welcome and Introductions (6:30 – 6:40)

2. Comprehensive Plan Overview (6:40 – 6:50)

3. Work Program and Schedule (6:50 – 6:55)

- See Attachment A – Work Program and Schedule (Page 2)

4. Community Engagement Plan (6:55 – 7:00)

- See Attachment B – Community Engagement Plan (Page 8)
- See Attachment C – Steering Committee Job Description (Page 17)

5. Demographics - State of the County Overview (7:00 – 7:30)

6. Group Activity (7:30 – 8:00)

- How will we shape Stearns County for the Year 2040?

7. Report Back (8:00 – 8:30)

8. Adjourn

Attachment A - Work Program and Schedule

Work Program

Task 1 Project Management

Task 1 includes time and resources for the HKGi team to manage the project internally and externally with Stearns County staff.

Task 1 Deliverables

1. Prepare and facilitate a project kick-off meeting with County staff
2. Day-to-day project management and weekly check-ins.
3. Monthly progress reports (e.g., billing).

Task 2 Stakeholder Engagement

HKGi team will work with the County to develop a written comprehensive Stakeholder Engagement and Communications Plan that articulates the engagement strategies and specific means of communication. HKGi has planned for six Steering Committee meetings, two Parks Commission meetings and a series of public engagement activities. The work plan has included time for the preparation and attendance at six pop-up events or listening sessions (two hours each) and one open house at the end of the planning process.

A website will also be developed that is optimized across all devices (e.g., desktop, laptop, tablet, and mobile) in order to help Stearns County connect with residents and businesses. The project website will adhere to the site design and technical specifications outlined in the RFP. The project website will also leverage online engagement tools. At key points of the study, we will use Social Pinpoint® to learn more about community needs, while seeking input on draft materials.

Task 2 Deliverables

4. Attendance at six Steering Committee meetings, two Parks Commission meetings, six pop-up events or listening sessions, and one open house to be held at the end of the planning process.
5. Preparation of meeting materials and minutes
6. Development of a Stakeholder Engagement and Communications Plan
7. Monthly website analytic reports
8. Development of three to five options for a creative plan name (brand)
9. Custom Project Website design with news, documents, calendar, events, email capture.
10. Project Domain Name for two years
11. Project Website and hosting for two years
12. Website content updates and news posts as needed
13. Social Media graphics for public meetings and project events
14. Email newsletter template and setup for project email updates
15. Business cards to promote the project website

Task 3 Socioeconomic and Emerging Trends

This tasks will include research and analysis to describe the local and regional context that may affect Stearns County over the planning horizon. Issues and trends will be focused on early in the planning process and during the refinement of the Plan's goals and objectives. In this task, we will also map the physical features (e.g., natural areas, soils, water and aggregate) and political boundaries (e.g., urban expansion areas) that define Stearns County.

Task 3 Deliverables

16. Informational Brochure and County Assessment Report #1: Socioeconomic and Emerging Trends
17. Maps and graphics depicting the County's physical context and policy areas

Task 4 Refining the Plan's Goals and Objectives

Our approach will include evaluating the County's desire to maintain its current vision, but also explore where and if it needs to be refined. For example, we understand the existing goals and objectives to be strong in their commitment to preserving the county's agricultural and rural character. This task will also analyze community input to determine what progress has been made since the last comprehensive planning process, and what goals have yet to be addressed.

Task 4 Deliverables

18. Lead and facilitate a workshop with County departments to refine the plan's goals and objectives.
19. Informational Brochure and County Assessment Report #2: Goals and Objective

Task 5 Review, Analyze and Update

A starting point for the planning process is creating a thorough understanding of Stearns County's existing context in 2018, and specifically, examining changes that have taken place since the 2008 Plan update. We will evaluate the current plan to identify the specific areas of the document that are in need of updating. Assessing those areas that need attention will provide focus for the planning process.

5.1 Integration of Plans

There are a number of recently completed, currently underway, and soon to begin planning projects that are related to this comprehensive plan update. These efforts need to be incorporated, referenced, and in some cases, closely coordinated with the comprehensive plan update to maximize efficiencies and coherency. These plans include but are not limited to the following:

- The 2017 Region 7W Comprehensive Economic Development Strategy
- Stearns County 1989 Parks Plan
- Stearns County 2040 Transportation Plan
- Stearns County Water Management Plan
- Watershed District Plans
- Stearns County Land Use and Zoning Ordinance
- St. Cloud Area Planning Organization's 2040 Long Range Transportation Plan
- The Regional Active Transportation Plan (2015) for Stearns, Sherburne, and Wright Counties
- Orderly Annexation Agreements

5.2 Land Use Plan

HKGi will continue to embrace the County's system-based approach to land use planning by including the natural resource overlay. We will update the land use plan by introducing other natural features such as high-quality soils for crop production and aggregate resources to better inform land management decisions. This approach will be coordinated with Task 5.4 Natural Resources.

This task will also focus on updates, if any, to the Policy Areas and Urban Expansion Areas that are identified in the 2009 Plan. HKGi will work with staff to explore options for future growth and the evolution of each of these focus areas and their impact to environmental stewardship and the future land use plan.

5.3 Parks, Open Space and Recreation

This task will identify how the system needs to evolve to respond to the increased interest in health, recreational options, and environmental sustainability. We will supplement this task with research that has been prepared by HKGi regarding county recreational trends within the region.

This task will not include a complete revision of the 1989 Parks Plan. Instead, we will focus on strategies and recommendations that address emerging trends and gaps in service. Part of this assessment will be coordinated with the county facilities assessment under Task 5.7. HKGi will assess the current parks and recreation system, identify the recreational opportunities citizens desire, interpret demographic and recreational trends, and provide recommendations.

5.4 Natural Resources

We understand this task will leverage existing plans and maps to document the natural and environmental features of Stearns County. We will synthesize these materials into a narrative that describes these assets that support stormwater conveyance, greenway corridors to protect natural habitats, and fulfill open space needs. This narrative will also include goals, objectives and guidance on how water resources should be managed within the county. Existing problems or deficiencies will be identified from past plans and discussed to provide a direction for addressing any known problems, such as floodplain management.

5.5 Economic Development

Task 5.5 will largely be driven by the findings from the emerging trends assessment, in addition to stakeholder discussion. These findings and discussions will help align the “Comprehensive Economic Development Strategy” plan with other components of the update, specifically land use. To help with this effort, we will lead policy discussions as part of our public engagement activities that will address emerging economic development initiatives in agricultural areas.

HKGi will develop an informational brochure summarizing the Comprehensive Economic Development Strategy in Central Minnesota for Stearns County. This brochure will be tailored specifically towards Stearns County and utilize findings from Task 3. A County Assessment Report will not be prepared for Economic Development.

5.6 Transportation

HKGi will develop an informational brochure summarizing the Stearns County 2040 Transportation Plan. This Plan will serve as a supporting document and therefore, a County Assessment Report will not be prepared for Transportation.

5.7 Facilities Review

This task will address facilities needs by analyzing changing demographics at a planning-level. We will begin this task by leveraging finding from Task 3 and collecting an inventory of county facilities and the services offered within those facilities. From this analysis, HKGi will develop a better understanding of underserved populations and county service gaps (e.g., human services, libraries, and park facilities). HKGi will generate a list of strategic drivers for the physical planning for future facilities. Our approach will focus on low-cost/high-benefit solutions to addressing service gaps prior to recommending large capital investments.

Task 5 Deliverables

20. Informational Brochure and County Assessment Report #3: Land Use
21. Informational Brochure and County Assessment Report #4: Parks, Open Space and Recreation
22. Informational Brochure and County Assessment Report #5: Natural Resources
23. Informational Brochure #6: Economic Development
24. Information Brochure #7: Transportation
25. Informational Brochure and County Assessment Report #8: Facilities Review

Task 6 Scan of Implementation Tools

HKGi will review the current Land Use and Zoning Ordinance and Subdivision Ordinance and develop recommendations for non-regulatory and regulatory approaches to implement the plan. We will document our findings through an Annotated Outline that highlights changes for

consideration by County Staff and the County Attorney. Recommendations will be based on industry practices, research, and precedent examples.

Task 6 Deliverables

26. Annotated Outline of land use and zoning ordinance and subdivision ordinance updates
27. Recommendations will be integrated into County Assessment Report #9: Implementation, under Task 7.0.

Task 7 Implementation

This Task will include implementation measures that adhere to the plan's goals and objectives. The implementation plan will lay out specific action items within a specified time period. The action items will be further aligned with tools, guidance and funding mechanisms to ensure a specific measure can be carried out over time.

Task 7 Deliverables

28. Informational Brochure and County Assessment Report #9: Implementation

Task 8 Seek Approvals and Finalize the Plan

The final task includes time for the approval process and finalizing the Comprehensive Plan. We understand this project to be an update and not a full "re-write" of the document. Our team will leverage and use as much of the information possible from previous planning efforts.

Task 8 Deliverables

29. Present draft of the Comprehensive Plan update to the Steering Committee, Planning Commission and County Board (three meetings) and prepare one set of plan refinements based on comments.
30. Conduct a public hearing on the Comprehensive Plan (one meeting)
31. Prepare one set of plan refinements based on public comments.
32. Assist staff with preparing materials and presenting the plan to the County Board for final approval
33. Prepare the final document incorporating final recommended changes
34. Electronic documents and GIS data files used to create the plan

Task 9 Expenses

This task provides resources for mileage, travel, printing and other miscellaneous supplies.

Stearns County Comprehensive Plan Update

02.07.2019

Schedule (the schedule is subjective to change as the update progresses)

	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Project Management (Task 1)																
Ongoing Mgmt./Coordination	Ongoing Activities															
Bi-Weekly Check-Ins	Ongoing Activities															
Project Kick-Off Meeting																
Stakeholder Engagement (Task 2)																
Steering Committee Meetings																
Park Commission Meetings																
Pop Up Event or Listening Sessions																
Open House																
Website Content and Updates	Ongoing Activities															
Monthly Website and Analytic Reports	Ongoing Activities															
Social Media Posts	Ongoing Activities															
Update Plan Elements (Tasks 3 - 7)																
Data Collection																
Public Engagement Plan		★														
Emerging Trends				★												
Goals & Policies					★											
Land Use																
Parks, Open Space and Recreation																
Natural Resource																
Economic Development																
Transportation																
Facilities Review																
Scan of Implementation Tools																
Implementation																
Approval Process (Task 8)																
Finalize Plan																
County Board/Planning Commission Updates																
County Board Approval																

Deliverables (e.g., Informational Brochures and State of the County Reports) = ★

Attachment B - Community Engagement Plan



Community Engagement Plan

Stearns County Comprehensive Plan Update

Introduction

Stearns County has partnered with Hoisington Koegler Group, Inc. (HKGi) and Civicbrand to update the current Comprehensive Plan, which was last updated in 2008. The Comprehensive Plan is the guiding document that helps the County grow and develop in a manner that meets the needs of the County and its residents. The plan will serve as a basis for making decisions on future land use regulations and development. A Comprehensive Plan helps to guide residential and economic growth within the County, while also accommodating environmental and agricultural needs. The Stearns County Comprehensive Plan is a county-wide effort that engages residents, townships, business leaders, and other important community partners to help establish a common vision, develop priorities and identify the necessary steps that will help ensure the County reaches its full potential in years to come.

Primary Points of Contact

Consultant	County Staff
Lance H. Bernard Project Manager – Planner	Angie Berg Land Use Division Supervisor
Hoisington Koegler Group Inc. 123 North Third Street, Suite 100 Minneapolis, MN 55401	Stearns County 705 Courthouse Square, Rm 343 St. Cloud, MN 56303
P: 612.252.7133 E: lance@hkgi.com	P: 320.656.3613 E: Angie.Berg@co.stearns.mn.us

Purpose of the Community Engagement Plan

The purpose of the Community Engagement Plan is to define the public engagement process that will support the development of the Comprehensive Plan update. The Community Engagement Plan is centered on an inclusive process that encourages everyone to participate and to motivate those who are not usually engaged to become engaged. Effective public engagement that meets the needs of various stakeholders and provides a meaningful outcome for decision makers is an important step in the overall planning process and will be incorporated from start to finish during the project. The Community Engagement Plan will be updated on a periodic basis.

Community Engagement Objectives and Approaches

Stearns County staff will work with the consulting team (HKGi and Civicbrand) to meet the overall community engagement objectives. Community engagement during the planning process will be used to help identify community needs and interests, and explore ideas for the future. Community input will shape the overall Comprehensive Plan, which is intended to guide long-term decisions over the twenty years.

Community Engagement Objectives:

- Develop branding principles and a project website.
- Utilize effective communication tools accessible to a broad and diverse audience.
- Engage community leaders and underserved populations.
- Ensure the community outreach strategies align with the sequence of project tasks, including key decision points, so that input gathered can meaningfully inform the work products that are developed.
- Include community-based events and activities in locales where Stearns County residents and stakeholders typically gather, including community festivals like the Minnesota Bluegrass Festival and the Stearns County Fair.
- Incorporate online community engagement platforms including, but not limited to, email broadcasts, project website, cable TV, and social media.
- Incorporate electronic outreach tools including Social Pinpoint and Survey Monkey.
- Specifically identify the list of outreach efforts that will occur during the project.

Stakeholders

Stakeholders are defined as all individuals with an interest in the Stearns County Comprehensive Plan update. Included in the group are elected and appointed public officials, community residents, community business owners and employees, and others with a genuine interest in the community. The following section identifies some of the key stakeholders who will be engaged as part of the planning process.

Comprehensive Plan Steering Committee

Stearns County has established a Comprehensive Plan Steering Committee who will oversee the planning process with periodic “check-ins” to discuss plan elements. The Steering Committee will also be responsible for “broadcasting the happenings” of this project by promoting the project website and public engagement activities. Steering Committee members will be asked to attend one pop-up event in their community and help distribute materials for informational displays/kiosks. Members of the Comprehensive Plan Steering Committee include:

Name	Association
Tarryl Clark	County Commissioner-District 1
Leigh Lenzmeier	County Commissioner-District 2
Jeff Mergen	County Commissioner-District 3
Joe Perske	County Commissioner-District 4
Steve Notch	County Commissioner-District 5
Jason Weinerman	Planning Commission-District 1
Shawn Blackburn	Planning Commission-District 2
Jason Kron	Planning Commission-District 3
Ken Massmann	Planning Commission-District 4
Mike Proell	Planning Commission-District 5
Richard Blenkush	Planning Commission-At Large
Jeff Bertram	Planning Commission-At Large
LeRoy Gondringer	Agriculture/Feedlot Operator
George Fiedler	Township Official- Brockway (metro)
Gerry Jennissen	Township Official-North Fork (rural)
Tom Schneider	City Administrator- City of Albany
Heidi Stalboerger	Township Zoning Administrator-Wakefield
Jim Bartelme	Coalition of Lake Association President
Mike Williams	County Administrator - Stearns County

The following is a tentative list of anticipated Steering Committee meeting dates.

Meeting	Date	Agenda Topics
Meeting #1	Monday, April 1, 2019	Introduction and orientation to comprehensive planning, the Stearns County Comprehensive Plan update process, branding principles, and the approach to community engagement. Introduce the group to the existing goals and policies.
Meeting #2	Monday, June 24, 2019	Review draft goals and policies, existing conditions, emerging trends, and issues and opportunities.
Meeting #3	Monday, August 5, 2019	Discuss land use and housing elements.
Meeting #4	Monday, October 28, 2019	Discuss parks and natural resource elements.
Meeting #5	Monday, December 2, 2019	Discuss implementation items and priorities.
Meeting #6	Monday, February 24, 2020	Finalize plan and celebrate success.

County Board of Commissioners & Planning Commission

The County Board of Commissioners and the Planning Commission will be updated and engaged during the planning process at various points. Preliminary meeting dates are noted below.

Meeting	Board	Date	Agenda Topics
Update #1	Board of Commissioners	April 23, 2019	Introduction and orientation to comprehensive planning, the Stearns County Comprehensive Plan update process, branding principles, and the approach to community engagement
Update #2	Board of Commissioners	August 20, 2019	Update on the public process and a summary of proposed changes to the plan (e.g., goals and policies).
Update #3	Board of Commissioners	December 10, 2019	Update on the public process and Draft Plan.
Update #4	Planning Commission	March 19, 2020	Review and recommend approval of the Draft Plan.
Update #5	Board of Commissioners	April 9, 2020	Review and approve Draft Plan.

Parks Commission

A total of two meetings will occur with the Parks Commission. The first meeting is anticipated to occur on June 12, 2019. The meeting will focus on emerging trends pertaining to county facilities and exploring how to respond to today’s issues and needs. The final meeting will occur in September. This be an opportunity for the Parks Commission to provide feedback on the draft Parks Plan.

Community Stakeholders

Stakeholders are those individuals or groups who have a vested interest in, or might be interested in or impacted by the outcomes of the Stearns County Comprehensive Plan Update. More importantly, the Stearns County Comprehensive Plan update needs to include historically underrepresented populations, including people in poverty, people of color, recent immigrants and other non-English speakers, children and youth, renters, people with disabilities, young adults, and others.

In order to incorporate a wide spectrum of Stearns County residents in the planning process, the project team and the County will collaborate with community groups and organizations that are focused on serving and representing historically underrepresented people, and build partnerships to help provide the resources needed to fully engage all stakeholders in the plan. Community stakeholders include, but are not limited to:

- Residents
- Youth
- Faith Community
- Seniors
- Businesses
- Service Clubs
- Underrepresented Stakeholders
- Regional Agencies

Community Engagement Opportunities

Not all stakeholders will be impacted to the same extent or have the same level of interest in the Comprehensive Plan. Identifying the broad range of Stearns County stakeholders will help shape appropriate engagement techniques. The effectiveness of specific engagement methods can vary considerably from one audience to another (see table below). Major groups to engage and methods of engagement most likely to be successful include the techniques discussed throughout this section.

Groups to Engage/Methods	Community Open House	Pop-Up Events	Listening Sessions	Digital Engagement	Media and Print	Informational Displays	Personal Contact
Residents	X	X	X	X	X	X	
Youth		X		X	X	X	
Faith Community	X	X	X	X	X	X	X
Seniors	X	X	X	X	X	X	
Businesses		X	X	X	X	X	X
Service Clubs			X	X	X	X	X
Underrepresented Stakeholders		X	X	X	X	X	X
Regional Agencies	X				X		X

Community Open House

A community open house will be held near the end of the planning process. The meeting will be held in a location central in the County, and at a time convenient for most residents. The open house may consist of a combination of large group presentations, small group activities, informational handouts, paper questionnaires, display boards, and staff and consultants available for conversation.

Community Pop-Ups

Community events are one of the most effective forums for engaging residents in the planning process. This approach provides our team an opportunity to be part of the community, while engaging a larger audience that is not typically achieved through a traditional open house format. Therefore, we will look for opportunities to have a booth at community events. The consultant team’s work plan includes time to attend six events. County staff and Steering Committee members are encourage to attend other events. The consultant team will provide the tools and materials for others to attend these meetings. Types of engagement at the booth may include questionnaires, activities, handouts, and poster displays. Planned or potential events include:

- March 7, 2019: Stearns County Farmers Fair (Waite Park from 8 a.m. to 3 p.m.)
- August 8 – 11, 2019: Minnesota Bluegrass Festival
- June – August, 2019: Summer by the George!
- August 2019: Boni-Fest: Church of St. Boniface Parish Festival, Cold Spring
- August 2019: Heritage Days, Clearwater
- Church of Seven Dolores Church Bazaar, Albany
- August 2018: Barley Days, Greenwald
- Stearns County Fair, Sauk Centre
- Holdingford Days, Holdingford
- Church of St. Benedict Parish Festival, Avon
- St. Cloud Area Fireworks, St. Cloud
- Liberty Day Block Party, St. Cloud
- Cold Spring Fire Festival, Cold Spring

Pop-ups will be scheduled and tracked using the table below. Please note a pop-up needs to be coordinate and approved by the event organizer.

Event	Date and Time	Location	Attendee(s)	Materials Needed

Listening Sessions

Specific groups may be targeted to learn more about specific topics or issues. Listening sessions will be identified and scheduled on an as needed basis with County staff.

Digital Engagement

The project website will serve as a cornerstone for informing and engaging the public. Online engagement is expected to focus initially on general information and general community input; at the mid-point of the planning process, the emphasis will shift to gaining feedback on concepts and ideas; and near the conclusion of the planning process, it will focus on obtaining specific comments on draft sections of the plan.

It is important to recognize digital engagement will need to be balanced with traditional public engagement methods (e.g., meetings and open houses) to capture audiences that do not have access to the internet or a computer.

Online tools will include:

Project Website

The URL for the project website is <http://shapestearns.com/>. The project team has also secured the URL shapestearns2040.com.

Social Pinpoint

Social Pinpoint will be used to engage people who prefer to participate electronically. It features an interactive map that will allow users to offer comments on a number of topics. Three phases of Social Pinpoint are anticipated.

Social Pinpoint Web Link: Pending

Social Media

From time to time, County staff will update the County’s Facebook page(s) with Comprehensive Plan information, such as public meeting notices and online engagement links.

Social Media Web Links:

- www.facebook.com/StearnsCounty/

Email Updates

Email updates will be sent to interested parties throughout the project. Email addresses will be collected through the project website and during community events through sign-in-sheets.

Media and Print

The County will use internal communication tools and work with local media outlets to distribute information on the comprehensive plan process and to promote dates and times for in-person and digital engagement opportunities.

Press Releases

For key events during the planning process, a press release will be distributed to various media outlets. The press release will provide general information about the project, encourage local interest and support, and urge interested parties to visit the project website, attend public engagement, events and participate in online questionnaires.

- St. Cloud Times Contact: Jenny Berg, Neighborhoods/City Issues Reporter - jberg@stcloudtimes.com
- West Central Tribune Contact: Carolyn Lang (CLange@wctrib.com)
- Cold Spring Record Contact: csrecord@midconetwork.com
- Albany Enterprise Contact: (320) 845-2700
- Melrose Beacon Contact: (320) 351-6579
- Sauk Centre Herald Contact: (320) 352-6577

County Newsletter

The County's newsletter will be used to provide information about the Comprehensive Plan process, key activities and available engagement opportunities. Deadline dates for the newsletter are as follows:

- Spring (April) 2019: Deadline March 9, 2019
- Fall (September) 2019: Deadline August 9, 2019
- Spring (April) 2020: Deadline March 6, 2020

Business Cards

The consultant team will provide County staff, Steering Committee members, and elected officials project business cards. The business cards can be distributed at their discretion to help promote the project. The business cards will include the project website link and contact information.

Cable TV

Cable television may be used to provide information about the planning process. Content could air on Charter Cable Channel 8 and 10, and US Cable Channel 10. Other opportunities may include St. Cloud State University's UTVS.

Radio

Radio ads may be used to provide information about the planning process. Content could air on KVSC 88.1, KCLD 104.7, WWJO 98.1, KLZZ 103.7, and KZPK 98.9. This strategy will need to be explored further. Radio ads typically cost a fee.

Informational Display at Gathering Places

Posters and other project information may be displayed at various convenient locations including but not limited to the following:

- High schools, Middle Schools, and Elementary Schools
- Retail Centers (e.g., malls, department stores or grocery stores)
- Faith Based Institutions
- Parks
- County, City and Township Government Offices
- Restaurants

Materials will be provided to County staff and Steering Committee members to leave at public gathering places. Steering Committee members will be responsible for targeting at least one location. The posting of materials should be coordinated and approved by the property owner.

Location	Posted By	Date Posted	Date Removed

Personal Contacts

Input from some stakeholders may be solicited best through individual contacts such as phone calls, emails, and meetings. These stakeholders may include individual businesses, public and private schools, and adjacent communities. Outreach to these stakeholders will occur as needed throughout the project to inform them about the project, solicit input on issues and needs, and seek input on potential code sections. These personal contacts will also be used to inform stakeholders of opportunities to participate in focus groups/stakeholder meetings and open houses. Personal contacts need will be coordinated between the project team and County staff.

Community Engagement Schedule

We anticipate the community engagement activities to occur during three phases:

- Phase 1 (General Information Gathering): April/May 2019**
 Participants will be asked to weigh in on what they consider to be the strengths of the community, challenges that may need to be addressed, and opportunities that will make Stearns County a better place in the future. Specific comments will be sought regarding rural/agrarian lifestyles, parks and recreation, housing and county assets.
- Phase 2 (Explore Ideas): August/September 2019**
 Participants will be offered the opportunity to review emerging ideas and concepts and to offer comments. Specific topics are yet to be determined.
- Phase 3 (Review Implementation Strategies and Draft Plan) – January/February 2020**
 Near the end of the planning process after a draft Comprehensive Plan has been completed, participants will have the opportunity to review and comment on the draft. Feedback will be used to help refine the final plan.

Project Logo and Branding

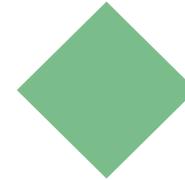
The title “Shape 2040 Stearns” was selected by the project team in an effort to create a “brand” and “identity” for the 2040 Comprehensive Plan. Materials and documents prepared as part of this project will be required to use the project logo, font style, and color palate described on the next page.



shape 2040
stearns



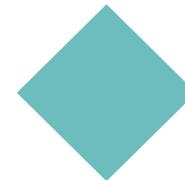
#e25d27
CMYK (6, 78, 98, 1)



#7ebd8a
CMYK (53, 6, 59, 0)



#062a3f
CMYK (97, 76, 49, 52)



#6dbcbc
CMYK (56, 7, 28, 0)

superclarendon regular

**ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz**

gotham light

ABCDEFGHIJKLMNOPQRSTUVWXYZ
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Attachment C - Job Description

Job Description-Steering Committee Members

- ❖ The Steering Committee members will play a key role in the development of the Stearns County Comprehensive Plan. Members will work closely with County staff and the project consultants in the development of the plan. The Steering Committee is formed at the beginning of the projects and is made up of volunteers willing to make a commitment to help develop the plan.
- ❖ The Steering Committee is responsible for assembling a county-wide comprehensive plan to recommend to the Stearns County Board of Commissioners.
- ❖ The Steering Committee is critical to the success of the project and committed members are critical. To achieve success, Steering Committee members should agree to participate in the following ways:
 1. Regularly attend scheduled meetings
 2. Read materials between meetings
 3. Identify additional information that would be helpful to share
 4. Respect the discussion ground rules during committee meetings
 5. Encourage others to become involved in the project at public meetings
 6. Attend one public outreach pop-up event

Meeting Ground Rules

1. Start on time, end on time
2. Contribute to the meeting goals
3. Listen with an open mind
4. All members and opinions are equal
5. Propose a solution if you disagree. Silence=agreement

Thank you to all the Steering Committee members willing to make a commitment to contribute time and ideas to this project.