

Minutes for Town Plan 2026 Steering Committee Meeting

Date: Wednesday, July 9, 2025

Time: 7:00 PM - 8:00 PM

Location: Town Center, 3rd Floor and via Zoom (hybrid)

Members Present

- Virginia Clarke (Chair)
- Chelsye Brooks (Vice Chair)
- Andrew Powers (Secretary)
- Ian Bender
- Bryton Moeller
- Jason Osterman

1. Approve Previous Minutes

June 25 Minutes: Didn't make it into the meeting materials, and were not reviewed. Deferred minute approval to 7/23/25 meeting.

- Will approve 6/25 and 7/9 minutes.

2. Workshop Event Planning

Thursday 7/10 and Saturday 7/12

- There was discussion of who would be working at each of the two workshop events from the steering committee members.
- Chelsye updated that a list of community groups had been shared with Virginia and Ian for inclusion in the front porch forum posts.

Workshop Materials

- Bryton explained the setup of the workshop to the group, and what each of the stations would look like and functionality.
- Virginia had printed some of the documents that steering committee members had written, and gathered all others recently created to see what we have overall.

- The committee discussed whether there were any missing items that we may want to add at the last minute for the workshops.
- The printouts were circulated around the room to gather feedback and edits.
- Jason brought up the subject of the overall goals of the workshop and the group discussed outreach thus far, and what we were hoping to gain from the workshops.
 - Direct discussions with community members.
 - Gathering feedback either written or verbally & we take notes.
 - Discover what is most important to members of the community.
 - Feedback on the hot topic / problem areas via sticky note engagement.
 - Education about what the steering committee is doing.
 - Explaining what the town plan is, what it does, its importance.
- Bryton said that they were planning to obtain refreshments for the workshop event.
- **Table 1:** Learn about the current 2018 town plan and indicate which section is most important to you.
- **Tables 2 & 3:** Challenges the town faces are posed on large sheets with accompanying printed handouts to read. Gather thoughts and ideas on how the town may address or overcome these challenges.
- **Table 4:** Community groups join us to talk about what they're doing in town and how their work affects or influences the town plan.

Setup and Breakdown

- Virginia explained that the steering committee would have access to the library starting at 8 PM that evening. The group agreed we would adjourn then to go begin setup.
- Virginia mentioned that the committee would need to break down the event Thursday afternoon and set it back up on Saturday morning.

3. Underserved Communities Outreach

- The committee members briefly reviewed previous plans and discussion surrounding continued outreach to communities in Richmond who have historically not been involved in the process due to various barriers. It was agreed that we would circle back to this topic following the workshop conclusion.
 - **Planned locations:** Riverview Commons mobile home park, Richmond Terrace, Sterling House
 - **Timing:** After workshops (August)
 - **Approach:** Listening tours with accessible format, possibly including refreshments

Next Meeting

Date: Wednesday, July 23, 2025

Focus: Reviewing feedback from the Workshop. Discussing the events overall and what we gathered from them. Beginning plans to write up the drafts of each section.

Adjournment

Motion to adjourn: Bryton Moeller

Time: 8:00 PM

Vote: Unanimous

Submitted by Chelsye Brooks, Vice Chair