




**MEMORANDUM**

To: Members of the Planning Advisory Committee  
Staff Participants in Planning Process

From: Cindy Gray, ACIP  
Richard Lane, P.E. 

Date: August 1, 2008

Subject: August 7, 2008 Planning Advisory Committee Meeting, 7:00 P.M.  
City Hall, 22 East Broadway, Williston, ND

SRF Consulting Group, Inc. is very excited to kick off the planning process with the Planning Advisory Committee for the Williston Comprehensive and Transportation Plan Update. Our first meeting is scheduled as follows:

**Thursday, August 7, 2008  
7:00 P.M.  
City Hall  
22 E. Broadway, Williston**

The attached information includes an agenda for the meeting and a draft community survey, which will be sent to households in Williston early this fall. Please review the draft and give some thought as to what questions you would like answered relative to the overall perceptions and feelings of the community. We have focused primarily on issues that can be addressed through the comprehensive planning and transportation planning process. It is important to keep the survey of a manageable length for residents, but we also want to make sure we cover topics that are relevant and important.

Additional information will be forthcoming, either in the days leading up to the meeting, or at the meeting itself. We look forward to meeting all of you and working closely with you over the next 18 months.



## AGENDA

**Williston Comprehensive and Transportation Plan Update  
Planning Advisory Committee Meeting  
August 7, 2008  
7:00 P.M.**

1. Welcome and Introductions
2. Purpose of Project, Project Process, and Schedule
3. Role of Planning Advisory Committee – Consideration of Committee Protocol
4. Draft Community Survey
5. September Public Involvement Process
  - a. Format of Public Meetings
  - b. Ideas for Electronic Facilitation Topics and Approach
  - c. Focus Groups
6. Draft Website
7. Data Collection, Work Completed Thus Far
8. Next Steps
9. Questions, Comments, Other Items of Business