



Lakeland Comprehensive Development Plan Advisory Committee Meeting #1 | Agenda

Meeting Information

- Date:** June 13, 2022
- Location:** IH Clubhouse & Park
4523 Canada Rd, Lakeland, TN 38002
- Time:** 5:30pm to 7:30pm
- Objectives:**
- Introduce the project team and committee members
 - Provide background information on the planning process
 - Where are we in the planning process now
 - Discuss community engagement goals and activities
 - Establish expectations for the plan
 - Begin to identify challenges and opportunities for the framework areas
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Agenda

- **Introductions**
- **Project Overview**
 - Background
 - Process
 - Engagement Strategy
 - Schedule
- **Discussion and Activities**
 - What are your expectations?
 - What are our challenges and opportunities?
 - Where are our strong and weak places?
 - Who should join the conversation?
- **Next Steps**

CITY OF

LAKELAND

TENNESSEE

ADVISORY COMMITTEE HANDBOOK



JUNE 2022

City of
Lakeland, TN



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An aerial photograph of a suburban area. A paved road curves through a dense forest of trees with autumn foliage. In the lower-left corner, there is a rectangular tennis court with two blue courts. The text 'SECTION 1' is overlaid in large, light blue, sans-serif capital letters. Below it, 'COMPREHENSIVE' and 'PLAN OVERVIEW' are overlaid in white, sans-serif capital letters.

SECTION 1

COMPREHENSIVE PLAN OVERVIEW

Introduction to the Handbook

Welcome to the City of Lakeland Comprehensive Plan planning process! We are excited to have you be part of the plan's Advisory Committee and would like to thank you for committing to such an important effort in Lakeland. This handbook introduces you to what, generally, a comprehensive plan is, provides an overview of this planning process, and outlines your expected role in the planning process.

What is a Comprehensive Plan?

The City of Lakeland Comprehensive Plan will provide a vision for the future of the community along with the steps needed to make that vision a reality. The plan will place a strong emphasis on implementation to guide the City's near- and long-term decision-making and investment.

What is the Outcome of the Plan?

The key outcome of the plan will be a Future Land Use Map that will guide future growth and development in the City. A series of framework elements will be created in support of the land use strategies. These framework elements will touch on topics such as:

- Transportation and Mobility
- Economic Development
- Natural Resources
- Public Health and Education
- Housing
- Parks, Recreation, and Open Space
- Public Services and Utilities

SECTION 2

PLANNING PROCESS



Planning Process Overview

Developing and creating a comprehensive plan takes time. A well-planned document can only be achieved through a deliberate and organized process that balances data and community input to create a plan made for the people it represents. This process is expected to last approximately 15 months and will progress through the following five phases:

Phase 1

Project Kickoff

Phase 1 will include meeting with the Planning Committee, notifying City Staff of the plan’s initiation, and forming the Advisory Committee. In this phase, the project team puts together a detailed work plan and schedule that includes a Community Engagement Strategy. Finally, the project team starts collecting any needed data.

Phase 2

Baseline Conditions & Future Projections, and Visioning & Issues

The second phase revolves around developing an understanding of the current demographic, economic, and environmental conditions to project estimates of where we’ll be and how things will look in the future. Following the first major round of public engagement, this phase ends by identifying the City’s needs, building an ultimate vision, and supporting goals to guide the development of the plan.

Phase 3

Future Growth Strategy

In the third phase of the planning process, a land use analysis will be conducted to develop a conceptual growth strategy that sets the foundation to creating the Future Land Use Map. This process will be vetted by the public during our second community workshop. The outcome will be the Future Land Use Map, accompanied by strategies to guide land use.

Phase 4

Plan Development

In the fourth phase, the plan starts to come together with the creation of the various framework elements and their strategies. This phase also focuses on developing an action plan that lays out the agencies, resources, and time needed to implement the plan’s strategies.

Phase 5

Reporting and Adoption

The final phase ensures the smooth and successful adoption of the Comprehensive Plan by allowing the opportunity for all parties and agencies to review and comment on the plan. The plan will be adopted by the Mayor and Board of Commissioners.

SECTION 3

ROLE OF THE ADVISORY COMMITTEE

What is an Advisory Committee?

An Advisory Committee should always be tailored to the project they are assembled for. In the City of Lakeland Comprehensive Plan, the Advisory Committee will guide the development of the comprehensive plan. Its members will direct the outcomes of major milestones to ensure the plan is made by and for the community. This will be achieved through assembling a wide variety of community members from different facets of the community to be a diverse voice for the people.

Advisory Committee Roles and Expectations

Our Advisory Committee is made up of 9 members to ensure a variety of voices in the process. The committee will serve an advisory role in the development of the plan. Members are expected to attend groups meetings that will be held over the 15-month process. In addition to committee meetings, there will also be touch points with the public. It is expected that members will help promote and advertise these events within their networks and attend, when possible, to provide input. Finally, members will help review plan materials when asked.

We want to thank you for volunteering your time to serve as an advisory committee member for the life of this project. As a member of this committee we would like to set clear expectations aimed at creating a successful comprehensive plan. First, we ask you to stay committed for the entirety of the process. Consistent voices are important for a successful plan, and we want yours to be included and heard. As the plan progresses, we also ask that you are a willing and eager advocate for the City and the plan. The energy you bring to this process will be mirrored in the public's commitment to the plan. Third, we ask that you are willing to share your ideas and unique perspectives. It's important that your voice is heard. Differing opinions are often uncovered through sharing, so we ask that you are open and respectful of other members' ideas by keeping an open mind.

At a Glance

Size | 9 members

Role | Serve an advisory role in the development of the Comprehensive Plan

Expectations:

- Attend Advisory Committee meetings
- Help promote and participate in community events
- Review materials



Desired Attributes:

- Commitment for the entirety of the planning process
- Eagerness to advocate for the City and Comprehensive Plan
- Willingness to share ideas and unique perspectives
- Having an open mind



Time Commitment

As we ask for your time and dedication on this project, we want to be clear about our expectations for what that time commitment may be. The information below estimates the time you will dedicate to the Comprehensive Plan over the next 15 months.

Membership Duration | Members will be asked to serve on the Committee for approximately 12 months, starting in June 2022.

Meeting Participation | **4 meetings** at approximately 1.5 hours each
(Note: The preference will be for in-person meetings, though hybrid virtual meetings may be arranged.)

Document Review | Document review will vary but will likely be no more than 1 to 2 hours every other month during review periods.

Event Participation | In addition to Advisory Committee meetings, this plan will also include up to three(3) community workshops and two online surveys. We ask that committee members help advertise these events and participate when possible. Targeted stakeholder groups focused on Transportation, Economic Development, Land use and Housing, and Parks will be established. Advisory Committee members are asked to recommend members for these groups and participate where applicable.

Committee Members

The committee is made up of the following community members, residents, organizations, employees, and advocates.

No.	First Name	Last Name	Email
1	Kevin	Bingham	kbingham@tngeo.com
2	Randall	Hoeschen	rjhoeschen@att.net
3	Scott	Milliet	millietsr@gmail.com
4	Ben	Ledsinger	bledsinger@ssr-inc.com
5	Keith	Acton	kacton@comcast.net
6	Mark	Donley	mark.donley@bargedesign.com
7	Rebecca	Hecker-Mosbruger	rhecker_m@hotmail.com
8	Connie	McCarter	connie.nurse5.15@gmail.com
9	Jim	Atkinson	jatkinson@lakelandtn.org



SECTION 4

THE PARTICIPANTS OF THE COMPREHENSIVE PLAN

Participants

In addition to the Advisory committee, there are many people and groups involved in this planning process. These groups and their roles in the process are explained below.

PROJECT TEAM

The project team is made up of select City Staff and the consultant team from Kimley-Horn. The project team’s job is to keep the plan’s schedule on track and ensure every milestone is being completed.

Name	Organization	Email
Michael Walker, CPA	City of Lakeland	mwalker@lakelandtn.org
Donald Anthony, AICP	City of Lakeland	danthony@lakelandtn.org
Emily Harrell, PE	City of Lakeland	eharrell@lakelandtn.org
Michael Shelton PLA, AICP	Kimley-Horn	michael.shelton@kimley-horn.com
Andy Kitsinger AIA, AICP	Development Studio	kitsinger@development-studio.com
Jonathan Flynt, AICP	LRK	jflynt@lrk.com

TECHNICAL TEAM

City staff from other departments will serve as the technical experts. They will meet with the project team at different milestones to provide their expertise on a given topic.

PLANNING COMMITTEE

The Planning Committee includes a City Commissioner, the City Manager, and the Planning Director. The project team will meet with the Planning Committee frequently throughout the process to keep them updated on progress and receive direction at key steps.

MUNICIPAL PLANNING COMMISSION

The Municipal Planning Commission (MPC) is a seven-member board composed of representatives from the city. The board is a recommending body for requests, such as rezoning, ordinance amendments, planned developments, and major subdivision sketch plans. The MPC will be kept informed of the planning process with regular updates.

BOARD OF COMMISSIONERS

The City Board of Commissioners is the elected City legislature. The project team will meet with and provide updates to the Board of Commissioners multiple times throughout the process to stay informed and weigh in at key milestones.

KEY STAKEHOLDERS

Key stakeholder from a variety of organizations, including advocacy groups, major employers, community groups, neighborhood organizations, and agencies, will be engaged through group interviews during Phase 2. These stakeholders will be engaged throughout the process to ensure their continued involvement in the plan.

GENERAL PUBLIC

The general public that resides, works, recreates, and makes up the community of Lakeland will be crucial to engage in this planning process. The public’s investment in the plan ensures that it will be a comprehensive plan that truly reflects the community’s needs and vision for the City.

THANK YOU!

On behalf of the City of Lakeland the project team thanks you for your time and dedication to the Lakeland Comprehensive Plan. With your input, we can ensure that this plan is representative of its exceptional community.

An aerial photograph of a suburban neighborhood. The houses are mostly two-story with grey roofs. There are many trees, some with autumn-colored leaves. A large lake is visible in the background. The overall scene is peaceful and well-maintained.

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