



TPT Core Team Meeting Summary

**August 4, 2006
Downtown Resource Center
17 S. Perry Street, Pontiac
10:00 a.m.**

1. Review of Work Plan: The Core Team discussed the Work Plan tasks, key comments are listed below:
 - Task 2.0:
 - o Overall goal is to create an easy to use end product that the “average” local planning commissioner can benefit from and use.
 - Task 2.1:
 - o Need to define what high-tech communities are/look like
 - o Address what technology will look like 5-10 years from now
 - o weave Wireless Oakland initiative overview with broad benefits to communities that plan for technology
 - Task 2.2:
 - o CVTs should begin to include a technology map in Master Plan
 - o Possibly some communities could be brought into the process now to incorporate model language into Plans
 - o CWA to provide the framework for CVTs to develop technology strategic plan
 - Task 2.3:
 - o Modify existing language to fit current trend in cell tower proliferation
 - o Incentives to move quickly through the process, will look at ways to streamline approval process (e.g., maybe only planning director needs to sign-off, etc.)
 - o Need to reference broad band franchise agreements (IT can provide info.)
 - o Need to consider possible affects if cable is deregulated
 - Task 2.4:
 - o Is one of the most complex tasks in project (Macomb & Washtenaw are still working on this)
 - o Must really understand RCOC current processes – need universal regulations (Master ROW Plan, Permit Rules, Specifications and Guidelines document) – RCOC will provide information
 - o Can’t have process that is disruptive (e.g., saw-cut road ROW every time cabling is needed)
 - o GIS compatibility becomes important for understanding the complexities now facing ROW development (roads, utilities, sidewalks/safety paths, etc)
 - Task 2.5 - 2.6:

- Task 2.5 & 2.6 are tied together.
 - Need information included in building code
 - Technique for implementation...possibly hold a mini workshop/work session with local building officials
 - CWA working with individual who is experienced with this (Chicago examples)
 - How do we get cabling into historic buildings – may not be issue if technology exists to make building wireless without using cables
 - Task 2.7:
 - Move this task to 3.x
 - Need to map technologies and its application to enhance the various planning processes – not identify hardware/software and evaluate
 - Task 2.8 – 2.9:
 - Need a better approach/strategy to market the implementation of the guidebook to our locals than what occurred in Macomb and Washtenaw – do we involve private consultants, planning directors, etc.
 - Possibly use Planning Basics session for dissemination
 - Task 3.0 – 3.6
 - Process - what is the current practice and how do we implement it locally
 - Need to hold brainstorming work session to flesh out a CSS process
 - Need to use the full range of design standards from the ‘Greenbook’
 - Sashabaw/I-75 area mentioned as a possible demo site if/when funds are available
 - Define the Glossary of terms at the outset (Reference example can be found on Federal Lands website)
 - How do we sell this to RCOC Board – communicate reduction of cost through implementing a CSS process and show a broader context of value added (impact on local economy)
2. Advisory Role & Comments – Team reviewed comments from previous introductory meeting with Advisory Committee. PEDS will act as liaison with Advisory Committee providing agendas and other correspondence
 3. Meeting Schedule – CWA will draft project meeting schedule. Where possible future meetings will take place at the Downtown Resource Center in Pontiac.

Present:

Charlotte Burckhardt, PEDS
 Ryan Dividock, PEDS
 Judit Wittbrodt, RCOC
 Scott Shogan, Parsons Brinkerhoff
 Tom Coleman, Parsons Brinkerhoff
 Dick Carlisle, Carlisle Wortman Associates
 John Enos, Carlisle Wortman Associates
 Tom Paison, Carlisle Wortman Associates
 Scott Oppmann, OC IT
 Tammi Shepherd, OC IT
 Bret Rasegan, PEDS
 JoAnn Browning, PEDS