

# Memorandum

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**To:** Mr. Todd Wales, Chairman, Urban Forestry Board  
**Copy to :** All Members and Staff Representative  
**From:** Terry Vanderman, On the Behalf of the Planning Commission  
**Date:** 2/4/2008  
**Re:** 2007 Master Plan Implementation Plan Spread Sheet

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## Purpose

This memo is intended to serve as a request by the Planning Commission that the Urban Forestry Board provide assistance and direction in the completion of the attached spreads sheets pertaining to the implementation of the recently adopted 2007 Master Plan.

## Discussion

As you should be aware, after nearly a year and half of preparation, study, and development, on July 9, 2007, the Planning Commission officially adopted the City of Wyoming 2007 Master Plan. This Plan was developed with considerable input from the community at large as well as from the members of the various boards, commissions, and committees of the City and numerous other stakeholders. Now that the Plan has been adopted, the Planning Commission is focusing its efforts on the implementation of the various “Objectives” outlined therein.

As the various City boards, commissions, and committees will play important roles in this process over the next decade, their involvement in preparing a realistic implementation plan will be crucial to the overall success of the Plan. The Planning Commission is therefore requesting that the Urban Forestry Board review those components of the Plan that it believes it is most likely to be involved with, either by specific reference in the Plan, or by association. By reviewing the “Visions” or “Themes” beginning on page 23 of the Plan, (copy attached), the Urban Forestry Board should be able to determine generally which “Goals” and “Strategies” it will be involved with or otherwise have some influence over.

The Planning Commission has created the attached spread sheets which capture each of the seven “Themes” identified in the Plan. The first three columns have been

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filled in and identify the specific “Objectives” identified under each “Theme”, the “Strategies” that are intended to help achieve each “Objective”, and the ranked “Priority” of each “Strategy” as determined through the public input process. The Planning Commission is requesting that you fill in the remaining columns for those “Themes” that you believe that you will play some part in the implementation process of. If there is sufficient room in the boxes provided, please feel free to simply fill them in with the information discussed by the Urban Forestry Board. Otherwise, you should feel free to submit your comments on a separate sheet, (or sheets) of paper. For example, the Administration has made a first attempt to complete the spreadsheet for the “Ecological Stewardship and Sustainability” theme. While this may need some additional refinement by the Urban Forestry/Green Areas Committee, it should provide a model of how the spread sheets might be completed.

A member of the Planning Commission has agreed to attend your January 30, 2008, meeting to discuss this project in further detail and to facilitate the discussion. Please consider this correspondence as a request to be placed on an upcoming agenda so that this project can be discussed. The Planning Commission will collate the information received by the various boards, commissions, and committees, and work with the Administration to compile it into a cohesive roadmap for the future. This will aid the Administration in its preparation of future budgets and help track the successes of the Plan over the next decade. Please feel free to contact me at 821-7600 if you have any questions about this project.

The Planning Commission is requesting your feedback by not later than March 24, 2008, so that it can be reviewed at its May meeting. Thank you for your consideration.