1. Call to Order
   a. Pledge of Allegiance
   b. Attendance (by presence, not roll call)
      i. Position 1: Scott Kilmer
      ii. Position 2: Andrew Wiesenfeld
      iii. Position 3: Lora Butterfield
      iv. Position 4: Jeff Southard
      v. Position 5: Kim Larson
      vi. Position 6: Shawn Carter
      vii. Position 7: Jason Neil

2. Consent Agenda: All matters listed under Item 2, Consent Agenda, are considered routine in nature and will be enacted by one motion. Individual discussion of these items is not planned. A member, however, may remove any item to discuss as an item for separate consideration under New Business.
   a. Agenda Approval or Modifications
   b. Approval Meeting Minutes for August 5, 2019

3. Citizen Comment Period: This portion of the agenda is reserved for the public to comment on items not on the agenda. The Planning Commission may invite additional public comment on agenda items noted for discussion later in the meeting.

4. Items of Business
   a. Action Item(s)
      i. None
   b. Discussion Item(s)
      i. Presentation from Pierce County Economic Development
      ii. Selection of Vice-Chair
      iii. Develop 2020 Work Plan
      iv. 2019 Work Plan

5. Staff Comments

6. Board Member Updates

7. Adjourn
1. **CALL TO ORDER:** Chair Butterfield called the meeting to order at 5:32 p.m.

   A. **Members Present:** Kilmer; Wiesenfeld; Butterfield; Southard; Carter; Neil

   B. **Commissioners Absent:** Larson

   C. **Staff Member(s) Present:** Darren Groth, Community Development Director

   D. **Others Present:** Mayor Eidinger

2. **CONSENT AGENDA**
   A. Agenda Approval or Modifications
   B. Approval of Meeting Minutes for June 3, 2019
      i. Wiesenfeld moved to add Agenda Item 4.b.v regarding Revisiting a Survey Option and to approve the minutes as presented.
      ii. Kilmer seconded.
      iii. The Board voted 6-0 to approve the Consent Agenda, as moved and seconded.

3. **CITIZEN COMMENT PERIOD:** None

4. **NEW BUSINESS**
   A. **Action Item(s)**
      i. None

   B. **Discussion Item(s)**
      i. Interim Zoning
         a. Groth opened discussion and briefed the board on the status of the Interim Zoning Ordinance
      ii. Buxton Update
         a. Groth explained the relationship with Buxton and the status of the contract renewal for the second year
         b. Discussion ensued
      iii. Partnering with Non-Profit Organizations
         a. Wiesenfeld opened discussion and mentioned his affiliation with the Rotarians
         b. Discussion ensued
      iv. 2019 Work Plan
         c. Butterfield introduced the item and asked to add it as a standing item to all future agendas
         d. Groth indicated that the version in their back-up materials was not the final version
         e. Butterfield asked about having a guest speaker from Pierce County at the next meeting
      v. Revisit a Survey
         f. Wiesenfeld sought input on whether he could do outreach to the business community
         g. Kilmer asked what we can do now for business retention
         h. The board discussed how they can each conduct business outreach

5. **STAFF COMMENTS:** Groth asked if the Board wanted a special meeting in September, due to the Labor Day holiday, or if they wanted to wait until October to meet (October was the answer)

   Groth also gave an update on the City’s plan to work with McKissen

6. **BOARD MEMBER UPDATES:** Wiesenfeld mentioned the Rotary club may provide park equipment

7. **ADJOURN:** Chair Butterfield adjourned the meeting at 6:57 p.m.
Date: October 7, 2019

Title: 2020 Work Plan

Attachments: None

Submitted By: Darren Groth, Community Development Director

Discussion
On January 29, 2019, the EDAB held a joint meeting with City Council to strategize the EDAB’s work plan for 2019. The City Council offered general direction to the members present for the discussion and recommended that the EDAB could spend their next meeting(s) compiling their ideal work plan and presenting back to City Council for adoption. As a result, once the EDAB finalizes their recommended 2019 Work Plan, various board members, e.g., selected representatives, the chair, or the entire board, will present their objectives to the City Council and seek adoption of the EDAB 2019 Work Plan. The EBAD winnowed their work plan down to three primary goals during their March 4, 2019 meeting. On April 9, 2019, City Council approved the EDAB’s 2019 Work Plan. This agenda item is intended to allow the EDAB to start preparing for setting their Work Plan for 2020.

Recommendation
Discuss a plan to create a work plan for 2020.
Date: October 7, 2019
Title: 2019 Work Plan
Attachments: 1) Work Plan
Submitted By: Darren Groth, Community Development Director

Discussion
On December 17, 2018, the Economic Development Advisory Board (EDAB) met for the first time in nearly three years. In addition to their initial December meeting, the EDAB continued to discuss possible work plan ideas during their January 7, 2019 meeting. These first two meetings allowed the board members an opportunity to review prior Edgewood development goals, discuss economic development with City staff, and propose objectives for the coming year.

On January 29, 2019, the EDAB held a joint meeting with City Council to strategize the EDAB’s work plan for 2019. The City Council offered general direction to the members present for the discussion and recommended that the EDAB could spend their next meeting(s) compiling their ideal work plan and presenting back to City Council for adoption. As a result, once the EDAB finalizes their recommended 2019 Work Plan, various board members, e.g., selected representatives, the chair, or the entire board, will present their objectives to the City Council and seek adoption of the EDAB 2019 Work Plan.

The EBAD members winnowed their work plan down to three primary goals during their March 4, 2019 meeting. The attached work plan maintains only those three as the agenda for the board to focus their attention during the year. Additional steps may result from the findings; however, the proposed time and effort necessary to successfully implement the three items identified will likely fill the remainder of the EDAB’s calendar for 2019.

This is a standing item for the remainder of 2019 to allow the EDAB to discuss items and plan future agendas as necessary.

Recommendation
Review and discuss the work plan, as needed.
Economic Development Advisory Board
2019 Work Plan

1) Develop a SWOT Analysis.
   a. Schedule economic development workshops, at least two
      i. First workshop – ask for input from stakeholders
      ii. Second workshop, at least a month later so the analyses can be completed –
          present the findings.
   b. Use the SWOT Analysis to develop a strategic plan and the SWOT findings may be used
      in business attraction.

2) Retention.
   a. Visit existing businesses and conduct a survey or see if they will provide testimonials,
      i.e., what is it like doing business in Edgewood.
   b. Determine if they are looking to expand – if so, can you find another place for them in
      Edgewood?
   c. If they may be looking to leave – find out why and see what can be done to keep them
      in Edgewood.

3) Recruitment.
   a. Optional methods of distribution include: Survey Monkey, publishing the survey in the
      local paper; copies in the Chamber of Commerce office; a new webpage on the City’s
      website; or a separate website or landing page.
   b. Seek [anecdotal] information to give to a targeted restaurant or eatery, e.g., “Our recent
      survey showed that 72% of the respondents wanted XYZ Café in Edgewood.”
   c. End result may be a press release or new marketing materials.