

## Update Letter to the Planning Board about Each Collaborative Planning Meeting

Date: \_\_\_\_\_  
To: Planning Board  
From: Collaborative Planning Team for \_\_\_\_\_ Project  
Date of last collaborative planning meeting: \_\_\_\_\_

\_\_\_ We posted a notice of the date, time, and subject of the last meeting in a public place.

**Number of participants at the last meeting:**

- \_\_\_ neighbors                                      \_\_\_ developer                                      \_\_\_ environmentalists
- \_\_\_ planners    \_\_\_ realtors    \_\_\_ social workers
- \_\_\_ master plan committee members    \_\_\_ other \_\_\_\_\_

**Topics discussed:**

- \_\_\_ Which community-enhancing features to include in the project
- \_\_\_ How to encourage more people to participate
- \_\_\_ How to improve spirit and trust among the participants
- \_\_\_ \_\_\_\_\_

**Help requested from the Planning Board:**

- \_\_\_ Use of a copier
- \_\_\_ Space for a meeting
- \_\_\_ Encourage developer to participate
- \_\_\_ Encourage town/county planner to participate
- \_\_\_ Encourage more neighbors to participate
- \_\_\_ Encourage \_\_\_\_\_ to participate
- \_\_\_ Place us on your agenda on \_\_\_\_\_ (date) to discuss the project.
- \_\_\_ \_\_\_\_\_

**Other thoughts to share with the Planning Board:**

\_\_\_\_\_  
\_\_\_\_\_

Date of next scheduled collaborative planning meeting:  
\_\_\_\_\_

For further information, please contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Thank you for your support.  
Sincerely,