

**MINUTES FOR THE WEEKLY MEETING OF THE COMMUNITY PARTICIPATION TEAM (CPT) ON THURSDAY, JANUARY 10, 2008 AT 4 PM IN BUILDING A CONFERENCE ROOM.**

<b>PARTICIPANTS:</b>	<u>Staff</u>	<u>CPT Members</u>	<u>Absent CPT Members</u>
	Tammy Rosario	Tom Fitzpatrick	Rich Krapf
	Melissa Brown	Bob Keith	
	Leanne Reidenbach	Tony Obadal	
	Renee Dallman	Bill Spaller	<u>Planning Commission Rep</u>
	Bill Porter	Shereen Hughes	Jack Fraley
	Jess Mackow	Vaughn Poller	Reese Peck
	Rob Vance	Charlotte Hubbard Jones	
	Christy Parrish	Susan Sullivan-Tubach	
	Terry Costello		

- ◆ Ms. Tammy Rosario opened the meeting at 4:05 p.m. and stated she would like to move the Old Business to the end of the meeting since Mr. Obadal would be late.
- ◆ Mr. Jack Fraley spoke about the vacancies currently on the Planning Commission and plans to appoint replacements. Mr. Fraley hopes that this will be done by the beginning of February and noted the Reese Peck, new Planning Commission appointee, would likely serve on the CPT. He also stated that the Planning Commission is interviewing for the vacant citizen spot on the CPT. Mr. Fraley also stated that with all the changes taking place on the Planning Commission, staff, and CPT team there is no formal delay in the process and things will move forward as planned.
- ◆ Mr. Bill Spaller stated since the CPT meetings started a month late it would seem logical that the schedule would be running behind a few months.
- ◆ A citizen asked Mr. Fraley what the qualifications are for CPT members.
- ◆ Mr. Fraley stated that the Planning Commission is looking for a broad representation on the committee, with members being diverse with regards to backgrounds, experience, gender, age, etc. He stated the Planning Commissioners are looking for individuals who are good communicators and can engage the public.
- ◆ Ms. Rosario introduced Mr. Bill Porter who is currently the acting Development Manager.
- ◆ Mr. Porter stated that with the current staff changes he anticipates no changes with regards to the CPT Team. He announced that Ms. Rosario would be the acting Principal Planner with oversight of the Comprehensive Plan process.
- ◆ Ms. Rosario also added that Ms. Melissa Brown will be taking a more active role with the CPT.
- ◆ Ms. Rosario discussed the updated timeline and that Community Conversations should be starting in March/April 2008. She stated that she and Ms. Brown had visited potential sites and will present a schedule of dates and sites in the near future. Ms. Rosario stated that it was estimated that the updated Comprehensive Plan would be presented to the Planning

Commission in July 2009.

- ◆ Ms. Jones inquired as to the JCC 102 seminar.
- ◆ Ms. Rosario stated it was still on schedule for January 24, 2008.
- ◆ Ms. Jones suggested that phone calls should be made to any contacts that members may have. Her concern was that the meetings will not be well attended by citizens.
- ◆ Ms. Sullivan-Tubach stated she would like business cards or something similar to distribute to people that had information on it such as website, phone numbers, etc.
- ◆ Mr. Spaller suggested as time progressed and topics have been determined for meetings that maybe some kind of handout with that information would be helpful.
- ◆ Ms. Hughes suggested that when developing this information it should be kept short and simple, and maybe just list bullet points to get the idea across.
- ◆ Ms. Jones agreed but then also stated the committee needed to keep in mind that reaching everyone is impossible.
- ◆ Mr. Poller asked if staff was going to track those individuals who the CPT members contact.
- ◆ Ms. Rosario stated it was staff's objective to do so and in doing so to provide input to the Planning Commission and Steering Committee showing the rate of community participation in the plan's development.
- ◆ Ms. Rosario asked if there were any dates in April that should be avoided when scheduling Community Conversation meetings. She also stated that Wednesdays are historically avoided if possible since many people attend church services. She stated Saturday mornings may be an option since many individuals cannot make it during the week, but previous citizen committees determined Saturday mornings were often busy with family events.
- ◆ Ms. Hughes mentioned spring break was the second week of April and should be avoided.
- ◆ Mr. Fitzgerald stated law students would be done with classes April 18<sup>th</sup> and college students would be done with classes by April 24<sup>th</sup>. He suggested holding a meeting, potentially in the New Town area, in the first week of April to encourage student attendance.
- ◆ Mr. Spaller also pointed out that tax day and the day or two before should be avoided as well.
- ◆ Ms. Rosario stated she hoped to have a preview of JCC 102 at the next meeting for the committee. She also stated that February will be the main kickoff for publicity of the Community Conversation meetings.
- ◆ Mr. Keith asked about the site selections for the meeting.
- ◆ Ms. Rosario stated that sites were visited in December and included Matoaka, Stonehouse, and Warhill Schools. She stated that James River Elementary was also available but history has shown that attendance is greater at some of the area churches.
- ◆ Mr. Spaller asked what media will be used for presentations.
- ◆ Ms. Rosario stated that power point presentations will be used for the larger groups and that easels and flipcharts will be used for the smaller groups.

- ◆ Ms. Reidenbach then went into a short presentation of the website.
- ◆ Ms. Sullivan-Tubach said she felt that there was a wealth of information on the website and felt staff did an outstanding job designing it.
- ◆ Mr. Poller mentioned that some of the links did not refer back to the James City County website.
- ◆ Ms. Hughes suggested bullet points at the top of the pages, particularly the page about participation, so as to grab attention. She would like to see more room on the input forms and that as one types, it would expand so an individual can view what they have written.
- ◆ Ms. Reidenbach stated she hopes to have the website up and running by February 2008 and would look into the suggestions.
- ◆ Ms. Hughes suggested that what information was deemed important should be listed first, particularly on the land use applications page.
- ◆ Mr. Keith asked how the public will know the website is available.
- ◆ Ms. Reidenbach stated that it will be published in the February edition of FYI, there will be a press release and the media will be contacted. She also stated that the website will be listed on all information going out and hits on the website will be tallied.
- ◆ Ms. Dallman stated that an information segment will be run on TV 48 constantly.
- ◆ Ms. Rosario mentioned the Comp Plan hotline which is 259-4990 and the team tried calling in. She also explained that callers will have an option of leaving a message, or being directed to the Planning Division.
- ◆ Ms. Sullivan-Tubach suggested that an individual's name or more direction be given for those opting to call the Planning Division so staff will know they want to make a comment for the Comprehensive Plan.
- ◆ Mr. Fraley asked about text messaging.
- ◆ Mr. Poller stated that this might be a valid option for those who feel uncomfortable with speaking at some of the Community Conversation meetings.
- ◆ Ms. Sullivan-Tubach stated that at Warhill High School there is technology that individuals would be able to provide anonymous input from their seats as the meetings are being conducted.
- ◆ Ms. Rosario asked which members planned on attending the JCC 102 and stated that it would be beneficial for most members to attend, for the public to be aware of who was on the Committee.
- ◆ Ms. Dallman stated it would be taped and played on Channel 48.
- ◆ Ms. Rosario stated that Mr. Jeff Barra and Ms. Lisa Curry will be at the next meeting to discuss their prior experience on the CPT .
- ◆ Ms. Reidenbach reminded members to complete their bios and forward to her as soon as possible.
- ◆ Ms. Jess Mackow passed out postcards that will be used to gather information at the meetings that will be scheduled. The CPT expressed that they liked the postcard with the larger logo and more space to write comments.
- ◆ Mr. Keith stated he felt that the committee should wait on voting for chair until all members have been appointed and are permanent.

- ◆ Mr. Fraley stated he was not sure when that would be.
- ◆ Mr. Obadal then untabled his motion to vote on a chairperson.
- ◆ Ms. Rosario handed out paper for individuals to vote for chair and said the results would be available at the next meeting.
- ◆ A representative from the Kiwanis was present and asked about scheduling meetings at his locations.
- ◆ Ms. Rosario asked about contact information and stated staff would look into it.
- ◆ Ms. Hughes mentioned that she would like the group to work together and not concentrate on any one citizen group or organization. She also asked Mr. Spaller to clarify a recent article regarding J4C's input into the Comprehensive Plan process.
- ◆ Mr. Obadal added that the committee needed to be sensitive to other groups and trade associations.
- ◆ Mr. Spaller spoke about the article in the paper and explained the intent of the group that he is a member of, which is the James City County Citizens' Coalition (J4C). He stated it is their intention to gather information only and not to mirror or parallel any work of the CPT Committee.
- ◆ Mr. Fraley wanted to make sure that no additional strain would be put on staff' time with regards to any other groups and information being requested.
- ◆ Mr. Spaller emphasized that that the James City County Citizens' Coalition would be attending the Community Conversation meetings, not scheduling their own.
- ◆ Mr. Poller stated that informed citizen groups are needed and if the input process works, the document will organically grow from their input.
- ◆ Ms. Hughes stated that as a representative of this committee, it was important not to be aggressive and that members needed to be sensitive.

There being no further business, Mr. Poller made a motion to adjourn with a second by Mr. Keith. The meeting was adjourned at 5:30 p.m. The next meeting of the Community Participation Team will be held on Thursday, January 17, 2008 beginning at 4:00 p.m. in the Building A Conference Room.

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Vaughn Poller, Chairperson