

# MEMORANDUM

**DATE:** November 21, 2007

**TO:** Members of the Community Participation Team (CPT)

Tom Fitzpatrick	Shereen Hughes
Glendora James	Charlotte Hubbard Jones
Bob Keith	Rich Krapf
Tony Obadal	Vaughn Poller
Bill Spaller	Susan Sullivan-Tubach

**FROM:** Tammy Rosario, Senior Planner II

**SUBJECT:** Community Participation Team Kick-off

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***Welcome Aboard!*** The Planning staff is excited about having all of you on board as members of the Community Participation Team (CPT). The purpose of this memorandum is to familiarize you with your role as a CPT member and to provide you with a list of the key players who will be working closely with you throughout the process.

The CPT will meet for the first time next **Tuesday at 4 p.m. in the Building A Conference Room** at the James City County Government Complex at 101 Mounts Bay Road. I have attached an agenda for our Tuesday meeting. Most of the meeting will be focused on orientation and organizational items, but I also hope to dive into a few work items related to the Communications Plan as well. To that end, I ask that you review the attached biographies we propose to use to introduce you our website and come prepared with any revisions.

Also included as attachments are the methodology and timeline of the Comprehensive Plan review process as approved by the Planning Commission and Board of Supervisors last April. We will be distributing 2003 Comprehensive Plans and binders for organizing your materials at the meeting.

### ***What is the CPT and what is my role as a CPT member?***

As outlined in the Comprehensive Plan review methodology, the Community Participation Team (CPT) and the Steering Committee (SC) are the two main groups designated to help lead staff and the Planning Commission through the process. The CPT is appointed by the Planning Commission and Board of Supervisors and is composed of 3 members of the Planning Commission and 7 members of the community at large. Starting with the 2003 update, the County created a new position among the at-large members for youth representation.

It is important that the CPT members take an active participatory role in the process. This group is responsible for developing, encouraging, facilitating, and reporting citizen participation in the planning process. The primary products of the team will be assistance to staff in the development and coordination of publicity efforts and the compilation of a report on the public input process and

the public comment received.

***How often will we be meeting?***

Traditionally, the CPT has met every Tuesday at 4 p.m. at the County Complex located at 101 Mounts Bay Road. Generally, our meetings will be held in the Building A Conference Room. Staff anticipates each meeting lasting approximately 1 hour.

***Who are the staff members with whom the CPT will be working?***

The entire Planning and Zoning staff as well as representatives from the Communications Division, Neighborhood Connections, and Information Technology Division will be working closely with the CPT throughout the Comprehensive Plan review process. Listed below are the staff members most directly involved in the CPT's work:

<u>Name</u>	<u>Position</u>	<u>Contact Info</u>
Don Davis	<i>Principal Planner, Comprehensive Planning</i>	253-6685
Tammy Rosario	<i>Senior Planner II</i>	253-6685
Leanne Reidenbach	<i>Planner</i>	253-6685
Melissa Brown	<i>Deputy Zoning Administrator</i>	253-6685
Terry Costello	<i>Development Management Assistant</i>	253-6685
Jennifer Van Dyke	<i>Development Management Assistant</i>	253-6685
Jess Mackow	<i>Planning Intern</i>	253-6685
Renee Dallman	<i>Communications Specialist</i>	564-2418
Caroline Rhodes	<i>Neighborhood Connections Coordinator</i>	259-5422

***How long will it take to complete the Comprehensive Plan review?***

Staff is proposing a 22-month process that will conclude in May 2009 with the Board of Supervisors' approval of the revised Comprehensive Plan. The majority of the CPT's work will end in June or July 2008 with the conclusion of the second round of Community Conversation meetings. The methodology and timeline outline the key tasks and dates.

Staff is looking forward to working with all of you towards the successful completion of the Comprehensive Plan review. We truly believe this will be a rewarding process for all of those involved and one which will have a long lasting impact on the quality of life in James City County.

Thank you in advance for your willingness to participate on the CPT and please call or email me if you have any questions or concerns.

Attachments:

- Meeting Agenda
- Biographies
- Comprehensive Plan Methodology
- Comprehensive Plan Timeline