

**MINUTES FOR THE WEEKLY MEETING OF THE COMMUNITY PARTICIPATION TEAM (CPT) ON TUESDAY DECEMBER 4, 2007 AT 3 PM IN THE BUILDING A CONFERENCE ROOM.**

<b>PARTICIPANTS:</b>	<u>Staff</u>	<u>CPT Members</u>	<u>Absent CPT Members</u>
	Don Davis	Tom Fitzpatrick	Glendora James
	Tammy Rosario	Bob Keith	Rich Krapf
	Leanne Reidenbach	Tony Obadal	
	Terry Costello	Bill Spaller	
	Jess Mackow	Shereen Hughes	
	Gene Canova	Susan Sullivan-Tubach	
	Renee Dallman	Charlotte Hubbard Jones	
		Vaughn Poller	

- ◆ Mr. Don Davis opened the meeting at 3:00 p.m. On a motion by Ms. Charlotte Hubbard Jones and a second by Mr. Bill Spaller, the committee unanimously approved the minutes from the November 27, 2007 meeting.
- ◆ Ms. Tammy Rosario distributed a contact sheet and updated bio information and asked members to verify for accuracy and list proxies if known. She also stated that Ms. Glendora James has stepped down from the committee.
- ◆ Ms. Hughes suggested that members elaborate on the biography portion of the information. She stated that it is important to list all organizations and affiliates that each member may have. Ms. Hughes stated it was important for citizens to know the range of knowledge that the committee has.
- ◆ Ms. Rosario distributed the dates for the upcoming meetings and stated that they will be advertised.
- ◆ Mr. Spaller stated that he felt that when the ads are published it was important to state that the public was welcome.
- ◆ Mr. Davis stated that the committee needed to elect a chairperson and elaborated on the position's duties.
- ◆ Mr. Spaller offered to be chairman, which was seconded by Mr. Keith. Ms. Jones nominated Mr. Vaughn Poller.
- ◆ Ms. Shereen Hughes suggested that the committee postpone voting for a chairman until all members were present.
- ◆ Mr. Obadal motioned to table the election of a chairperson so it was tabled until the next meeting.
- ◆ Ms. Rosario went through the previous Comp Plan process and the involvement of the CPT team during that update. She mentioned the listening stations, the Community Conversation meetings, and the different methods that were used to solicit public comments. Ms. Rosario then began with the current process and stated that there was additional mail-in survey done by ICMA.
- ◆ Mr. Davis explained the two surveys that were done, the Va Tech and ICMA, their differences, what information they hoped to receive, and what the data would be able to be compared against.
- ◆ Mr. Vaughn Poller asked which citizen outreach methods were the most effective in 2003.

- ◆ Ms. Rosario said that she would gather the data from the last comp plan and report back to the committee.
- ◆ Mr. Davis felt that the most valuable information was gathered from the public meetings. He felt that the CPT members play an interesting role in facilitating discussions and at times the discussions became more important than the end product.
- ◆ Mr. Spaller stated that it might be beneficial to have specific topics for the meetings.
- ◆ Ms. Hubbard Jones asked whether the mail in cards had specific questions or was it in a write in format.
- ◆ Ms. Rosario answered that the cards were aligned with the particular meetings that were being held.
- ◆ Mr. Davis stated that this CPT will be receiving more information than previous years. He stated this was in part due to the additional surveys and the many modes of communication that will be made available to the public.
- ◆ Mr. Poller asked where the citizens will obtain information and what the opportunities for dialogue were.
- ◆ Mr. Davis stated that the first round of meetings was open ended and as the time progresses the topics get more specific. He also stated that many staff members will be available as experts on the various subjects.
- ◆ Mr. Tony Obadal inquired how soon after the meetings will information is made available to the committee.
- ◆ Mr. Davis answered that much of the County staff will be available to assist with this, and the Comp Plan process is a priority for County Administration. Ms. Rosario stated that the exact timing depended on the ability of Publications Management staff to transcribe the recorded information and that staff has several ideas to automate the data collection.
- ◆ Mr. Spaller felt that the surveys were a good idea but that most individuals were aware of the issues.
- ◆ Ms. Hughes felt it was important for members to keep in mind to ask non-leading questions and to see where the comments may fall.
- ◆ Mr. Obadal reiterated that notion, and stated that the contributions from citizens may lead to alternatives.
- ◆ Ms. Rosario stated that the CPT will gather all this data and send summaries to the Steering Committee. The CPT liaison will present the citizen input at the beginning of each topic discussion.
- ◆ Ms. Rosario gave some potential dates that are available for Community Conversation meetings, and requested members to review their calendars and that next meeting will decide which dates work best.
- ◆ Mr. Leanne Reidenbach introduced Ms. Renee Dallman as the Communications liaison for this committee. She described the different messages that will be used to get the information out to the citizens. Ms. Reidenbach stated that a discussion of the media outlets will take place at the next meeting.
- ◆ Mr. Poller asked about having a blog for citizens to utilize.
- ◆ Ms. Reidenbach answered that the idea was discussed but the issues of monitoring and security could not be resolved. She did mention that there will be a URL site dedicated just to the Comp Plan process that should be up in draft form by the end of December.

- ◆ Ms. Reidenbach listed those ideas that members and staff came up with for a slogan. She then asked committee members to vote. The slogan that was chosen was "Historic Past, Sustainable Future."
- ◆ Mr. Gene Canova stated he will be coming up with a logo and is open to any ideas that the committee may have.
- ◆ Ms. Reidenbach stated she will email members logo ideas.
- ◆ Ms. Hughes then suggested that Mr. Spaller and Mr. Poller state why they would like to be chair of the committee.
- ◆ Ms. Jones spoke on behalf of Mr. Poller in stating that she worked with him on housing issues and had the utmost respect for his involvement in the community.
- ◆ Mr. Spaller stated that he felt it was important for citizens to be involved in this process, and most of his work has been for the community. He also felt working on the previous Comp Plan gave him invaluable experience.
- ◆ Mr. Poller stated that James City County was a growing community and he felt it was important to have an organic document that was developed from citizen input.
- ◆ Mr. Spaller added that he hoped that the ordinances would reflect what is in the Comprehensive Plan.
- ◆ Ms. Hughes stated that there is Planning Commission and Board of Supervisors commitment to address ordinance revisions so that this does occur. She also stated that the Comprehensive Plan is only effective as the ordinances that are in place to enforce it.
- ◆ Mr. Davis thanked the committee for attending and closed the meeting.

There being no further business, Mr. Davis adjourned the meeting at approximately 4:15 p.m. The next meeting of the Community Participation Team will be held on Tuesday, December 11, 2007 beginning at 3:00 p.m. in the Building A Conference Room.

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Don Davis, Acting Chairperson