



MEMORANDUM

DATE: October 1, 2008

TO: Members of Steering Committee

George Billups	Jack Fraley	Chris Henderson
Mary Jones	Julie Leverenz	Jim Nickols
Joe Poole	Vaughn Poller	Bill Porter
Tom Tingle	Mark Wenger	

FROM: Tammy Rosario, Principal Planner

SUBJECT: 2008 Comprehensive Plan Steering Committee

Welcome Aboard! Staff is happy to have you on board as members of the 2008 Comprehensive Plan Steering Committee (SC). The purpose of this memorandum and its attachments is to familiarize you with your role as an SC member and to give you some insight into the nature and logistics of the update process.

The first meeting will be Monday, October 6th at 4 p.m. in the Building F Work Session Room at the James City County Government Complex (located on 101 Mounts Bay Road). As outlined in the attached agenda, we will spend our time setting the framework of our meetings and discussing the Comprehensive Plan review process, the role of each member, and our schedule.

We will also hear a report from the Community Participation Team (CPT) about the citizen outreach efforts for this process. Since November 2007, this group has been encouraging, facilitating, and reporting citizen participation in the Comprehensive Plan Update process. Please take some time this week to familiarize yourselves with the Public Input binder which contains summaries and raw comments collected as part of the CPT's work. Public input is encouraged throughout the remainder of the process; therefore, staff will forward new comments to you as they become available for your consideration and inclusion in the binder.

What is the Steering Committee and what is my role as a Steering Committee member?

The SC reviews the individual sections of the Comprehensive Plan as well as changes to the Land Use Map. It also makes policy recommendations to the Planning Commission and Board of Supervisors. The SC will oversee the development of each section of the plan from the technical

draft to the final text, including goals, strategies, and actions. Staff will take charge of preparing the sections, and incorporating citizen and SC comments. The task before us is ambitious; to complete it successfully, we must manage our efforts carefully.

How often will we be meeting?

The SC will nearly convene every Monday at 4 p.m. in the Building F Work Session Room at the County Complex and meet for approximately two hours. Exceptions are marked on the calendar; please note that some meetings (including next week) are on Tuesdays due to holidays.

Each meeting will be televised live on JCC TV48 and rebroadcast on Wednesdays at 8 a.m., 2p.m., and 8 p.m. on JCC TV46. Additionally, citizens personally attending the meeting will have a period at the beginning and end of each meeting to make comments regarding the Comprehensive Plan.

Who will the Steering Committee work with?

The SC will work in close conjunction with members of the Development Management Department staff:

Allen Murphy	<i>Acting Development Manager and Acting Planning Director</i>
Marvin Sowers	<i>Planning Director (on leave)</i>
Tammy Rosario	<i>Principal Planner - Comprehensive Planning</i>
Ellen Cook	<i>Acting Principal Planner - Current Planning</i>
Melissa Brown	<i>Deputy Zoning Administrator</i>
Jason Purse	<i>Senior Planner</i>
Jose Ribeiro	<i>Senior Planner – Steering Committee Coordinator</i>
Kate Sipes	<i>Senior Planner</i>
David German	<i>Senior Planner</i>
Leanne Reidenbach	<i>Senior Planner</i>
Scott Whyte	<i>Senior Landscape Planner</i>
Luke Vinciguerra	<i>Planner</i>
Sarah Propst-Worthley	<i>Planner</i>
Christy Parrish	<i>Proffer Administrator – Steering Committee Coordinator</i>
Jennifer VanDyke	<i>Administrative Services Coordinator</i>
Terry Costello	<i>Development Management Assistant</i>
Brian Elmore	<i>Development Management Assistant</i>

How will we communicate?

With a few exceptions, such as this packet, all materials will be posted to www.jccplans.org approximately one week prior to the meeting. You will receive an email notice notifying you that the materials have been posted. Staff asks that you download the packet, review the materials, and bring them to the meeting. If you have any difficulties, please notify us and we will make sure you get a copy in advance of the meeting.

Staff is excited to be introducing an innovation to the SC's review for the 2008 Comprehensive Plan update. In order to facilitate discussions and to increase the public's awareness of the committee's conversations, staff has created an SC blog. SC members are encouraged to use this tool to post questions and comments on the sections so all staff, citizens, and SC members can view them. Staff will provide more information and training on the blog at our first meeting.

Strong communication with citizens is a goal of staff's throughout the Comprehensive Plan update process. In support of this effort, staff asks that you provide a brief five to six-sentence biography of yourself to include on the website and future press information. You can either bring this information to the October 6th meeting or email it in advance to Leanne Reidenbach at lrreidenbach@james-city.va.us. Also, please review the roster and confirm your contact information for the public.

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

The SC process is scheduled to run until a draft of the revised Comprehensive Plan is submitted to the Planning Commission in May/June 2009. Staff anticipates the Board of Supervisors will consider and adopt the Comprehensive Plan later that summer.

Thank you for your willingness to serve! Staff is excited at the prospect of working with you. Staff truly believes this will be a rewarding process for all of those involved and one that will have a lasting impact on the quality of life in James City County.

Please call me at 253-6685 if you have any questions or concerns. I look forward to seeing you on Monday.

Attachments:

- Meeting Agenda
- Steering Committee Calendar
- Steering Committee Roster

Under Separate Cover:

- Public Input Binder
- 2003 Comprehensive Plan (for those who do not already have a copy)

Distributed on October 6

- Steering Committee Binder