

**Pantops Community Advisory Council (PCAC)  
Albemarle County Government**

**DRAFT Meeting Minutes**

*Thursday, February 26, 2009, 6:00-8:00 p.m.*

*County Office Building, Room 435, 401 McIntire Road, Charlottesville, VA 22902*

*Members Present:*

Lynwood Bell                 Dick Jennings  
Peggy Echols                 Nancy Hackman  
Glenna Kennett             John Crosby  
Dan Goodall  
Ken Boyd, Albemarle County Board of Supervisors

*Members Absent:*

Andrew Dracopoli  
Ron Hoffman  
Rita Krenz  
Barbara Elias  
Cal Morris, Albemarle County Planning Commission

*County Staff Present:*

Lee Catlin, Directory of Community Relations  
Britton Miller, Community Engagement Specialist

*Next meeting:* Thursday, March 26, 2009, 6:00-8:00 p.m., Room 235, County Office Building, COB McIntire

**I. Welcome**

Britton Miller welcomed the group and turned the meeting over to Lee Catlin to continue the PCAC's action plan discussion.

**II. Action Plan**

Lee Catlin reviewed the list of action plan item suggestions from the January meeting small-group brainstorming sessions (see Attachment A). The group discussed ways to connect with community members, and Supervisor Boyd suggested an open house that would be held in the Pantops area to kick off the effort. Goals for the open house would be to introduce community members to the PCAC, share opportunities for local community involvement in PCAC action plan focus areas, reintroduce the Pantops Master Plan and build community connections/sense of place in Pantops. Members thought May might be a good target month for the open house, with the Elks Lodge and Broadus Church as possible venues. They also talked about forming committees for PCAC action plan areas and explored some different options for meetings to provide committee work time, such as alternating whole group meetings with committee meetings.

**III. Adjourn**

The meeting ended at 7:00 p.m.

**Action Items:**

Look into creating a Pantops email box – Britton  
Send out Pantops neighborhood list to PCAC for help with finding contacts – Britton  
Look for possible dates/venues for open house – Britton  
Develop draft open house invitation to circulate to PCAC for comment – Britton  
Develop draft open house summary plan to circulate to PCAC for comment – Britton, Lee  
Develop a draft action plan based on Jan/Feb PCAC discussions – Lee, Britton, Rebecca

## **Appendix A: January 2009 Action Plan Discussion Notes**

Lee planned several activities to help facilitate the discussion. To start, Council members voted on their top three priorities from the list of action item categories.

Priority order established by the PCAC during this exercise:

1. Neighborhood Communications
2. Sidewalk and Pedestrian Connections
3. Parks and Open Space/Greenways
4. Rideshare, carpooling, Park & Ride, and Transit
5. Bike Programs

Next, Lee divided the Council into small groups to brainstorm ideas for each area:

### *Communications:*

- Determine level of interest from businesses/residents with surveys, etc.
- Town hall meetings with businesses/residents to gather information
- Use all forms of communication
- Build database of contacts

### *Sidewalks and Pedestrian Connections:*

- Reach out to residential and commercial developments with a survey to assess needs, use, wishes, problems. The survey could be distributed by email, homeowner's associations and mail.

### *Parks and Open Space/Greenways*

- Assess what's there, projected, needed
- Area behind State Farm for parking?
- Parking needed for use of trails at trailheads
- Access points needed
- Partner with Rivanna Trails Foundation
- Safety/Security/Liability

### *Rideshare, Carpooling, Park & Ride and Transit*

- Identify existing programs/areas, learn how to create new ones
- Communicate with Residents to encourage use/carpooling
- Work with employers to encourage use
- Neighborhood newsletter to survey/inform
- Satellite parking for business use with transit/shuttle
- Partnership with state/federal \$\$\$
- Jaunt

For the February meeting, Lee will continue to work with the group to further refine their major action items and develop action steps for their selected projects.

The meeting ended at 8:10 p.m.