

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

DRAFT Meeting Minutes

Thursday, April 23, 2009, 6:00-8:00 p.m.

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

Members Present:

Glenna Kennett Dick Jennings
Barbara Elias Nancy Hackman
Ken Boyd, Albemarle County Board of Supervisors
Cal Morris, Albemarle County Planning Commission

Members Absent:

John Crosby
Ron Hoffman
Dan Goodall
Lynwood Bell
Peggy Echols

County Staff Present:

Britton Miller, Community Engagement Specialist

Next meeting: Thursday, May 28, 2009, 6:00-8:00 p.m., Room 435, County Office Building on McIntire

I. Welcome

Britton Miller welcomed the group and reviewed the agenda. Ms. Miller showed the new Community Development video about the Comprehensive Plan. The group requested that the video be shown informally at a station when people enter the open house.

III. 5-18 Pantops Community Open House Planning Session

Britton Miller distributed a revised draft open house plan and flyer (developed by Peggy Echols) for review and discussion with the group. The format of the meeting was discussed, with the end result a slight change in the meeting times and the addition of two time slots for Supervisor Boyd and Planning Commissioner Morris to review the purpose/format of the meeting and introduce PCAC members present. The new schedule information is: **5-18 Open House, Broadus Memorial Baptist Church, 4:30-6:30 p.m., with brief presentations by Mr. Boyd and Mr. Morris at 4:45 and 5:45 p.m. (or drop-in any time)**. The group approved the flyer with a few minor changes.

Mr. Morris led a discussion on the layout of tables at the church. Britton Miller will develop a map of the event to distribute at the sign-in table. Ms. Miller reviewed the list of tasks and asked for volunteers to help with open house setup at the church starting at 3:30. PCAC members also chose which topic table they would like to support (see Appendix A for details).

Mr. Boyd suggested that the group consider meeting quarterly. This would provide time for committee work in-between meetings. Alternate months were also mentioned, as were topic-focused meetings where the public was encouraged to attend. Members decided to meet in May to debrief after the open house, and make decisions on the best way to proceed after reviewing the open house.

III. Adjourn

Many thanks to PCAC members for their participation and special efforts for the open house.

Action Items:

Open House

Continue with open house arrangements/outreach – Britton/PCAC

Look into creating a Pantops email box/community-friendly PCAC web page – Britton

Check on possibility/cost of creating CD's with master plan docs – Britton