

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

**Meeting Minutes**

*Orientation Meeting #1:  
Wednesday, June 18, 2008, 6:00-9:00 p.m.  
Room 241, County Office Building, 401 McIntire Road*

*Present:*

Charles Harris	Andrew Dracopoli	Anthony McHale	Rebecca Ragsdale
John Crosby	Ron Hoffman	Richard Jennings	Lee Catlin
Barbara Elias	Glenna Kennett	Ken Boyd	Elaine Echols
Nancy Hackman	Daniel Goodall	Cal Morris	Britton Miller

*Next meeting:* Wednesday, August 20, 2008, 6:00-8:00 p.m., Room 241, COB McIntire

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**I. Welcome**

Ken Boyd, Albemarle County Supervisor for the Rivanna District and Board Chair, kicked off the first meeting of the PCAC by welcoming committee members and thanking them for their participation on the committee.

**II. Overview and Introductions**

Britton Miller, Community Engagement Specialist for Albemarle County Community Relations, reviewed the meeting agenda and gave an overview of the mission and charge of the committee. Committee members then introduced themselves and talked about their reasons for joining the committee.

**III. Overview of Albemarle County and Goals of Master Planning**

Lee Catlin, Director of Albemarle County Community Relations, provided information about Albemarle County demographics and trends, and gave an overview of the goals of master planning in the County.

**IV. Planning Academy Refresher**

Elaine Echols, Principal Planner for Albemarle County Community Development, presented an overview of the basic planning and land use concepts/requirements used to guide Albemarle County planning decisions.

**V. Pantops Master Plan Overview**

Rebecca Ragsdale, Senior Planner for Albemarle County Community Development, presented an overview of the Pantops Master Plan.

**VI. Wrap-up/Next Steps**

The group discussed meeting days/times and decided that 6:00-8:00 p.m. would work best for most members. The group also said they would prefer to meet monthly while getting the group started, and would evaluate meeting frequency at some point in the future. The 4<sup>th</sup> Wednesday or 4<sup>th</sup> Thursday of the month were

suggested as possible regular meeting days. County staff would look into vacation schedules to determine whether the next meeting would be held in July or August.

**Action Items:**

Britton Miller will check County staff schedules and COB conference room availability, and email committee members to finalize the regular meeting schedule.

*Note to minutes: Due to scheduling conflicts, the 4<sup>th</sup> Wed/Thurs of the month did not work out, and by email, the group agreed to meet on the 3<sup>rd</sup> Wednesday of the month.*