

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

Meeting Minutes

*Orientation Meeting #3:
Wednesday, September 17, 2008, 6:00-8:00 p.m.
Room 241, County Office Building, 401 McIntire Road*

Members Present:

Barbara Elias	Dick Jennings	Peggy Echols
Lynwood Bell	Andrew Dracopoli	
Glenna Kennett	Tony McHale	
Dan Goodall	Ken Boyd, Albemarle County Board of Supervisors	

Members Absent:

Nancy Hackman	Robert Bossi	Chuck Harris
Rita Krenz	John Crosby	Ron Hoffman
Cal Morris, Albemarle County Planning Commission		

County Staff Present:

Rebecca Ragsdale, Senior Planner
Britton Miller, Community Engagement Specialist
David Benish, Chief of Planning

Next meeting: Wednesday, October 15, 2008, 6:00-8:00 p.m., Kessler Conference Room, Martha Jefferson Outpatient Care Center, 595 Peter Jefferson Parkway

I. Welcome and Introductions

Britton Miller welcomed the group and committee and County staff members introduced themselves, followed by review of the meeting agenda.

II. Darden Towe Softball Field Lighting Proposal

Pat Mullaney, Director of Albemarle County Parks and Recreation presented the proposal to approve the concept of lighting the softball fields at Darden Towe Park that will be brought before the Board of Supervisors on Wednesday, October 8, for a public hearing. After the presentation, members asked questions and expressed different perspectives about the proposal, including: concerns about traffic, safety and lighting impacts for the Fontana neighborhood; the importance of centrally-located places for adults and children to play sports; the park's location in a development area as an appropriate place for considering lighted fields; various scheduling options for lighted field use to reduce impact on neighbors and financial issues related to funding the lights, if the concept is approved.

III. Council Member Roles and Responsibilities

The group reviewed the roles and responsibilities of the PCAC as stated by the Board of Supervisors (BOS) and talked with County staff about what they perceive the Council's role to be, and also about how the Crozet Council perceives its role. (See attachment A for BOS description) Members asked for clarification on specific duties and tasks, and County staff stressed the importance of the 2-way liaison role so that County staff and the Board can better understand different community perspectives

on master plan implementation and also to create better communication from the County to the community. It was also discussed that specific tasks and duties of the council will be further refined with the development of the Council's action plan. Ken Boyd reiterated the Council's desire to move forward to the development of the action plan. Barbara Elias suggested that to help move forward with action plan development, it might be helpful to simplify the Pantops Master Plan implementation plan chart to more easily coordinate with the group's priority interest area. Barbara offered to start this effort.

IV. Group Operating Principles

The group discussed the operating principles used by the Crozet Community Advisory Council and suggested the changes shown in red underline:

To assist with meeting facilitation thereby ensuring that all members' voices are heard and viewpoints considered, all council members will:

- A. *PCAC Members will act on the basis of information and understanding*
- B. *The PCAC will focus its efforts strategically to achieve the greatest possible contributions*
- C. *The PCAC will strive to achieve a consensus when appropriate by bringing together diverse views to yield actions/recommendations that are important to Master Plan implementation*
- D. *The PCAC will comment as a committee constructively and with appropriate suggestions and offers of help*
- E. *Individual members of the PCAC will:*
 - *Listen to each other*
 - *Speak their beliefs*
 - *Be objective*
 - *Work towards benefiting Master Plan implementation rather than special needs or interests*
 - *Take on responsibility for the success of the PCAC, contributing appropriate time and energy*
 - *Be respectful*

V. Prioritization of Member Interest Areas

The group agreed to move this activity to the October meeting to have input from more group members.

VI. Community Development Projects

Rebecca Ragsdale updated the group on the following development projects under review or nearly approved for the Pantops development area:

Martha Jefferson Hospital-The site plan and building permit for the first phase of the hospital project is nearly approved.

Riverbend Commercial- This is a 6,000 square foot commercial office project under site plan review located on Riverbend Drive, behind the Pantops Shopping center and beside the daycare center.

White House Commercial-This is a mixed commercial development that is under site plan review in the area behind the American Legion, Car Max and Tip Top Restaurant. This project would involve about 65, 120 square feet of commercial office space and construction of a portion of a parallel road to Route 250. [*The PCAC noted it would be helpful to have a handout that showed such future road connections in Pantops.*]

Luxor Commercial-This project involves various mixed commercial, medical office buildings, a vet, and a bank of about 58,540 square feet on the site located between the Rite Aid pharmacy and Aunt Sarah's.

VII. Freedom of Information Act (FOIA)

Britton had handouts available for those who did not already have copies, and will email a condensed list of highlights to the group.

VIII. Future Steps

The topic for the October 15 meeting will be Pantops Pedestrian Connections: Sidewalks and Greenways, with time on the agenda to begin developing the action plan. Suggested topic for November: Road Network/Traffic.

Announcements

Barbara Elias has scheduled the Kessler Conference Room at the Martha Jefferson Outpatient Care Center on Peter Jefferson Parkway, for the October 15 and November 20 PCAC meetings.

Action Items

Map of existing sidewalks and plans – Rebecca (in advance of October Meeting)
Email FOIA Information to Council – Britton
Map of road network – Britton or Rebecca will follow up for November meeting

Suggested Future Meeting Topics:

Sidewalks – in Master Plan implementation plan/planned projects
Planned infrastructure projects/priorities
Update on greenways and trails
Presentations from Pantops businesses about expansion plans or other projects
How do proffers work?
Road Network/Traffic

Appendix A: Roles and Responsibilities of the PCAC as defined by the Board of Supervisors:

The Council will be a catalyst for helping foster a sense of community in Pantops and will work towards effective and efficient Master Plan implementation. It will provide periodic reports to the Board of Supervisors on the status of Master Plan implementation and Council activities, and will contribute to a public understanding of and support for Master Plan implementation through enhanced communication and collaboration among all Pantops stakeholders. It will also seek to identify, communicate with and collaborate with unrepresented stakeholder groups.

1. Serve as liaisons by: 1) contributing to the public understanding of and encouraging support for Master Plan implementation; 2) keeping the community informed of the needs, purposes, and progress of Master Plan implementation; 3) encouraging interest and participation in community-based activities and public meetings related to the Master Plan; and 4) enhancing collaboration among all community stakeholders.
2. Gather input from constituencies represented and bring these issues to the attention of staff and the Council, and distribute information from the Council back to constituents.
3. Support implementation activities as identified in the Implementation Plan. The Council will set priorities for their work based on the Master Plan Implementation Matrix and current community needs.
4. Identify the need for and establish community work teams to address specific master plan issues.
5. Stimulate creative thinking in examining implementation issues and identify ways of using community resources to meet implementation needs and challenges.
6. Provide periodic reports to the Board of Supervisors on the status of Master Plan implementation and the Council's activities. The first report will be made within six months of the Council's first meeting and will include an update regarding upcoming activities.