



MEMORANDUM

DATE: July 19, 2019

TO: Members of the Community Participation Team (CPT)

Glen Carter Philip Piper
Rebecca Bruhl Ginny Wertman
Thomas Hitchens Rachel Becke

Policy Committee Members

Julia Leverenz Jack Haldeman
Rich Krapf Tim O'Connor

FROM: Alex Baruch, Senior Planner
Christy H. Parrish, Zoning Administrator

SUBJECT: Community Participation Team Kick-off

Welcome aboard! The Planning staff is excited to have all of you on board as members of the Community Participation Team (CPT). The purpose of this memorandum is to familiarize you with your role as a CPT member and to provide you with a list of the key players who will be working closely with you throughout the process.

The CPT will meet for the first time on **Monday, August 19 at 4 p.m. in the Building D main conference room** at the James City County Government Complex at 101 Mounts Bay Road. The agenda and materials for the first meeting will be sent via email one week before the meeting. Most of the meeting will be focused on orientation and organizational items. To that end, I request you send a biography we can use to introduce you on our website to Alex at Alex.Baruch@jamescitycountyva.gov. We have attached samples for your reference. We will also be taking a group picture at the end of our meeting for our website.

Also included as attachments are the methodology and briefing/milestone scope of the Comprehensive Plan update process being reviewed by the Board of Supervisors at the July 23 Work Session, a CPT Job Description, and the 2014 CPT Highlights (Summary of Citizen Outreach Efforts and Participation and Executive Summary of Qualitative Comments). We will be distributing a copy of the currently adopted 2015 Comprehensive Plan, *Toward 2035: Leading the Way*, and

binders for organizing your materials at the meeting.

What is the CPT and what is my role as a CPT member?

As outlined in the Comprehensive Plan update methodology, the Community Participation Team (CPT) and the Planning Commission plus a CPT liaison are the two main groups designated to help lead staff and the Board of Supervisors through the process. The CPT was selected by the Board of Supervisors and is composed of four members of the Planning Commission Policy Committee and six members of the community at large.

It is important that the CPT members take an active participatory role in the process. The team is responsible for encouraging, facilitating, and reporting citizen participation and input throughout the process. The primary work items of the team are assisting staff and the Planning Commission in the coordination of publicity efforts, educating the public about the comprehensive plan process, sponsoring public meetings and other input opportunities, encouraging fellow residents and business members to participate in the planning process, and forwarding a summary report on the public outreach and engagement process and the citizen feedback received.

How often will we be meeting?

The CPT will meet approximately every other week at 4 p.m. at the County Complex located at 101 Mounts Bay Road. Generally, our meetings will be held in the Building D main conference room. Staff anticipates each meeting lasting approximately 1-2 hours. Below are the scheduled meeting dates through the end of the calendar year:

Monday, August 19	Monday, August 26	Tuesday, September 17	Thursday, October 3	Monday, October 14
Monday, October 28	Monday, November 4	Monday, November 18	Monday, December 2	Monday, December 16

Who are the staff members with whom the CPT will be working?

Members of the Planning and Zoning staff as well as our consultant, Leigh Anne King, and representatives from the Communications Division, and Information Technology Division will be working closely with the CPT throughout the Comprehensive Plan review process. Listed below are the staff members most directly involved in the CPT’s work:

<u>Name</u>	<u>Position</u>	<u>Contact Info</u>
*Alex Baruch	Senior Planner	253-6689
*Christy Parrish	Zoning Administrator	253-6755
*Tammy Rosario	Principal Planner, Comprehensive Planning	253-6688
Leigh Anne King	Consultant with Clarion Associates	
Katie Pelletier	Community Development Assistant	253-6685

* Primary point of contact for the CPT

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

The approved timeline anticipates an approximately 24-month process that will conclude in Summer 2021 with the Planning Commission’s consideration of the revised Comprehensive Plan and the Board of Supervisor’s adoption. The majority of the CPT’s work will end in August 2020 with the conclusion of the public meetings and forums. The methodology and timeline outline the key tasks.

Staff is looking forward to working with all of you towards the successful completion of the Comprehensive Plan update. We truly believe this will be a rewarding process for all of those involved and one which will have a long lasting impact on the quality of life in James City County.

Thank you in advance for your willingness to participate on the CPT and please call or email me if you have any questions or concerns.