



**City of Milton Community Agenda Facilitation  
CPAC Planning Meeting I  
Agenda**

I. Introductions

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Ecos Environmental Design

II. Discussion Items

<b>Task</b>	<b>Objective</b>
Review background information provided to Consultant and discuss any concerns	<ul style="list-style-type: none"><li>▪ 2015 North Fulton Comprehensive Plan Amendment: <i>Maintaining Rural Character in Northwest Fulton County</i></li><li>▪ Future Land Use Map and Plan</li><li>▪ Character Area Map</li><li>▪ Existing Land Use Map</li><li>▪ Survey Results</li><li>▪ Community Assessment</li><li>▪ Citizen Participation Plan</li><li>▪ Partial Plan Update</li></ul>
Review overall project objectives	<ul style="list-style-type: none"><li>▪ Facilitate the City of Milton's public meetings with regard to the completion of the Comprehensive Plan and develop comprehensive and detailed reports</li></ul>
Define the work program	<ul style="list-style-type: none"><li>▪ Community Vision</li><li>▪ Future Development Map</li><li>▪ Defining Narrative</li><li>▪ Community Issues and Opportunities</li><li>▪ Implementation Program</li><li>▪ Short Term Work Program</li><li>▪ Long Term and On-going Activities</li><li>▪ Policies</li><li>▪ Supplemental Plans</li></ul>
Define how data should be and will be collected	<ul style="list-style-type: none"><li>▪ Review background information</li><li>▪ Determine which components of the Community Agenda have adequate background information<ul style="list-style-type: none"><li>○ Community Vision</li><li>○ Community Issues and Opportunities</li><li>○ Short Term Work Program</li><li>○ Long Term and On-going Activities</li><li>○ Supplemental Plans</li></ul></li><li>▪ Determine which components of the Community Agenda need special attention<ul style="list-style-type: none"><li>○ Future Development Map</li><li>○ Defining Narrative</li><li>○ Implementation Program</li></ul></li></ul>
Discuss if/ how the financial model will be incorporated	<ul style="list-style-type: none"><li>▪ TBD at the direction of City Council; the financial model may or may not influence the Community Agenda</li></ul>



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Task	Objective
<p>Discuss how the survey will be incorporated</p>	<ul style="list-style-type: none"> <li>▪ Favorable survey and visual preference alternatives will be considered in development of the focus of the Charrette</li> <li>▪ Focus on mechanisms that will facilitate the implementation of favorable survey and visual preference alternatives</li> </ul>
<ul style="list-style-type: none"> <li>i. Discuss roles and responsibilities related to the logistics of various tasks</li> <li>ii. Review communication protocols and initial activities, including person responsible for deliverable dates</li> </ul>	<ul style="list-style-type: none"> <li>▪ CPAC advises as to the direction of the overall planning process</li> <li>▪ Consultants coordinate implementation with City Staff</li> <li>▪ Consultants shall communicate directly with Community Development Director</li> <li>▪ Community Development Director shall be the liaison between City Council, CPAC, and Community Members unless consultants are otherwise directed</li> <li>▪ Deliverables shall be prepared in compliance with the scope of the project and forwarded to the Community Development Director in accordance with the timeline</li> </ul>
<ul style="list-style-type: none"> <li>i. Agree upon the primary structure and issues and conditions to be addressed for the kick-off/ visioning and charrette workshops</li> <li>ii. Identify data needed and their sources of information including maps, visual aids, and material needed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Future Development Map, suggested options to include -               <ul style="list-style-type: none"> <li>○ Incorporate Visual Preference information</li> <li>○ Dot Exercise</li> </ul> </li> <li>▪ Defining Narrative, suggested options to include -               <ul style="list-style-type: none"> <li>○ Thematic Associations</li> <li>○ Post-It Note Exercise</li> </ul> </li> <li>▪ Implementation Program, suggested options to include -               <ul style="list-style-type: none"> <li>○ Prioritization Exercise</li> </ul> </li> </ul>
<p>Agree upon a schedule for the identified meetings if the tentative schedule provided herein is not satisfactory, limited to meeting the timeline established</p>	<ul style="list-style-type: none"> <li>▪ See tentative schedule</li> </ul>



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**III. Tentative Schedule**

CPAC Planning Meeting I	April 20, 2009	5:00 – 7:00 p.m.	Administrative Offices
Minutes from CPAC Planning Meeting due	April 22, 2009	5:00 p.m.	N/A
Community Agenda Kick-Off/ Visioning Meeting	TBD	TBD	TBD
Minutes for Community Agenda Kick-Off/ Visioning Meeting due	[5 days after meeting]	5:00 p.m.	N/A
CPAC Planning Meeting	TBD	TBD	TBD
Minutes from CPAC Planning Meeting II	[2 days after meeting]	5:00 p.m.	N/A
Land Use/ Character Area Planning Charrette Workshop	TBD	TBD	TBD
Minutes of Charrette Due	[10 days after Charrette]	5:00 p.m.	N/A
Detailed report of ideas/ comments/ visions developed during this process to facilitate the completion of the Community Agenda document	TBD	TBD	TBD