



MINUTES OF MEETING

CPAC Planning Meeting I – April 20, 2009

Meeting Agenda:

Meeting:

- I. Welcome and Introductions
- II. Discussion Items
 - a. Review background information provided to consultant and discuss any concerns
 - b. Review overall project objectives
 - c. Define the work program
 - d. Define how data should be and will be collected
 - e. Discuss if/ how the financial model will be incorporated
 - f. Discuss how the survey will be incorporated
 - g. Discuss roles and responsibilities related to the logistics of various tasks and review communication protocols and initial activities, including person responsible and deliverable dates
 - h. Agree upon the primary structure and issues and conditions to be addressed for the kick-off/ visioning and charrette workshops and identify data needed and their sources of information including maps, visual aids and material needed
- III. Tentative Schedule

Meeting Handouts:

- Agenda

Meeting Outcomes:

- I. Welcome and Introductions – Shannon Kettering and Allison Duncan presented a brief powerpoint presentation to introduce CPAC members and city staff to Ecos Environmental Design, Inc.
- II. Discussion Items
 - a. **Review background information provided to consultant and discuss any concerns** – In preparation for the meeting, consultants reviewed the following documents per the specifications in the scope provided to them by city staff and through the information on the city's website:
 - i. 2015 North Fulton Comprehensive Plan Amendment: *Maintaining Rural Character in Northwest Fulton County*
 - ii. Future Land Use Map and Plan
 - iii. Character Area Map
 - iv. Existing Land Use Map
 - v. Survey Results
 - vi. Community Assessment
 - vii. Citizen Participation Plan
 - viii. Partial Plan Update



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In addition to these documents, it was recommended that staff review *The Crabapple Crossroads Concept Plan* and *Birmingham Crossroads Plan and Development Standards (Proposed 2015 North Fulton Comprehensive Plan Amendment)*.

- b. **Review overall project objectives** – Shannon Kettering identified that the scope of the project included facilitating the City of Milton’s public meetings in regard to completion of the Community Agenda of the Comprehensive Plan. She clarified that Ecos was not tasked with producing the Community Agenda, rather just to facilitate public input and provide a detailed report that will be used by CPAC and city staff to write the Community Agenda.
- c. **Define the work program** – To begin the discussion of the work program, the key elements of the Community Agenda were outlined as follows:
 - i. Community Vision
 - ii. Future Development Map
 - iii. Defining Narrative
 - iv. Community Issues and Opportunities
 - v. Implementation Program
 - vi. Short Term Work Program
 - vii. Long Term and On-going Activities
 - viii. Policies
 - ix. Supplemental Plans
- d. **Define how data should be and will be collected** – Shannon Kettering indicated that after a review of the information compiled for the Community Assessment, Community Participation Plan, and Partial Plan Update, it appeared as if the work completed for the Community Vision, Community Issues and Opportunities and Community Policies provided a good foundation upon which to build. She indicated if CPAC was generally satisfied with these elements, most of the focus of the charrette would be on refining Issues and Opportunities to help facilitate the Future Development Map, Defining Narrative, and Implementation Program. CPAC members generally supported this direction. It was noted that they planned to make some revisions to the Character Area Map and the Issues and Opportunities at their upcoming regular meeting, but those changes should be complete prior to the Community Kick Off/ Visioning Meeting.
- e. **Discuss if/ how the financial model will be incorporated** – The financial model was still undergoing final revisions by the City Council. It was generally agreed that the purpose of the charrette was to work out elements related to the Character Area Map and Implementation Plan, and it was suggested that a discussion of the financial model may be a distraction from the goal of the charrette. Given the complexity of the financial model, the City Council may choose to hold their own public review, however for the purpose of the charrette, it was agreed consultants will review the information contained in the financial model and make comments against the general feedback received through the charrette process. Comments from consultants will be taken into consideration, however final decisions about incorporating information



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from the financial model into the Community Agenda will be made by CPAC and city staff.

- f. **Discuss how the survey will be incorporated** – There was some concern expressed by CPAC members about the usefulness and validity of data gathered as a result of surveys administered earlier in the process. Specifically, CPAC did not feel that it had been fully briefed on the results, and questions were raised about the images that were used to facilitate the visual preference survey. It was decided that consultants and city staff would review the information related to previous surveys and discuss with CPAC prior to the Community Kick Off/ Visioning Meeting.
- g. **Discuss roles and responsibilities related to the logistics of various tasks and review communication protocols and initial activities, including person responsible and deliverable dates** – It was generally agreed that CPAC would advise as to the direction of the overall planning process, and consultants would coordinate implementation with city staff. Consultants will communicate directly with the Community Development Director, and the Director shall be the liaison among City Council, CPAC, and community members unless otherwise directed. The Director will also take responsibility for providing all due notice of public meetings and notifying City Council, CPAC and community members of the dates, times and locations of all meetings. Deliverables shall be prepared in compliance with the scope of the project and forwarded to the Community Development Director in accordance with the agreed upon schedule.
- h. **Agree upon the primary structure and issues and conditions to be addressed for the Kick Off/ Visioning and Charrette Workshops and identify data needed and their sources of information including maps, visual aids, and material needed** – It was agreed that CPAC shall review all proposed materials to be used for the Kick Off/ Visioning and charrette workshops prior to each taking place. The Kick Off/ Visioning workshop will include a review of the planning process to date, introduction of the information collected, and the Character Area Map. Dot exercises will be used to collect feedback from community members in regard to the Issues and Opportunities and Policies of the Partial Plan Update. An overview of the agenda, materials and interactive exercises proposed for the meeting will be presented for feedback and approval at a CPAC work session on May 13, 2009. The Kick Off/ Visioning meeting is scheduled for May 20, 2009. Based on the results of this meeting, the plan for the charrette will be developed and reviewed by CPAC prior to the charrette. It was articulated that CPAC members will play a critical role in interacting with community members at the Kick Off/ Visioning Meeting and charrette. There was a question as to whether one or two charrettes would be needed to accommodate the schedules of community members. There was general consensus that one charrette was needed, and then it would be a good idea for CPAC to follow up with an open house to share information after the charrette. The date of the charrette would be decided by CPAC at their April 27, 2009 regular meeting.



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III. Tentative Schedule

CPAC Planning Meeting I	April 20, 2009	5:00 – 7:00 p.m.	Administrative Offices, conference room
Minutes from CPAC Planning Meeting due	April 22, 2009	5:00 p.m.	N/A
CPAC Planning Meeting II	May 13, 2009	6:30 p.m.	Administrative Offices, conference room
Minutes from CPAC Planning Meeting due	May 15, 2009	5:00 p.m.	N/A
Community Agenda Kick-Off/ Visioning Meeting	May 20, 2009	7:00 p.m.	City Council Chamber
Minutes for Community Agenda Kick-Off/ Visioning Meeting due	May 26, 2009	5:00 p.m.	N/A
CPAC Planning Meeting III	TBD [July]	TBD	TBD
Minutes from CPAC Planning Meeting III	[2 days after meeting]	5:00 p.m.	N/A
Land Use/ Character Area Planning Charrette Workshop	TBD [July]	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/ review of financial model	TBD	TBD	TBD

These minutes constitute the author's understanding of the items discussed and conclusions reached. If there are any errors or omissions, please notify this author in writing within four (4) working days of receipt.

END OF MINUTES