



MINUTES OF MEETING

CPAC Planning Meeting II – May 13, 2009

Meeting Agenda:

- I. Opening and Welcome
 - Handouts
- II. Review and Approval of Issues and Opportunities
- III. Review and Approval of Character Area Map
 - Options for Individual Character Area Names and Descriptions
- IV. Update on Review of Survey Information
- V. Community Kick-Off/ Visioning Meeting Outline
 - Presentation (Draft Powerpoint)
 - Interactive Exercises (Three stations facilitated by consultants, staff and CPAC members)
 - Wrap Up and Next Steps
- VI. Establish Ground Rules for Q&A for Kick-Off/ Visioning Meeting
- VII. Process for Requesting Land Use Map Changes
- VIII. Schedule

Meeting Handouts:

- Draft Agenda
- Draft Issues & Opportunities and Policies Boards
- Draft Character Area Map
- Draft Powerpoint Presentation

Meeting Outcomes:

- I. Opening and Welcome – Shannon Kettering welcomed everyone to the meeting and distributed handouts for the meeting. She briefly explained the purpose of each handout.
- II. Review and Approval of Issues and Opportunities – George Ragsdale distributed a revised list of Issues and Opportunities that had been discussed at the April CPAC meeting. He also distributed copies of changes that had been proposed by two CPAC members for discussion. Further changes were proposed as each item was discussed. George will compile the list of changes and forward to City Staff.
- III. Review and Approval of Character Area Map
 - City Staff presented the revised Character Area Map for consideration. Two small changes were identified: 1) parcels along Hwy 9 identified with the purple district should be properly grouped with the Hwy 9 district and 2) a neighborhood was split between the lime and blue district.
 - Shannon Kettering proposed that Character Area names be voted on by the community at the Kick-Off/ Visioning Meeting. The idea was met with general approbation by CPAC, and Terry Herr agreed to submit a list of tentative names to City Staff. Ecos will format a board that will allow citizens to vote for their preference and write in possible alternatives.



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- CPAC members considered the proposed boundaries of each Character District and discussed the reasons for delineating those boundaries. Feedback from the community at the Kick-Off/ Visioning Meeting may result in changes to the actual boundaries of each Character District. Some districts reflect similar patterns of use, which creates the potential to recombine districts.
- IV. Update on Review of Survey Information – Allison Duncan indicated that Ecos had participated in a conference call with City Staff to discuss incorporating the results of the questionnaire and visual preference survey into the planning process. Certain issues identified through the survey process resulted in a broad range of responses, and in general included the development of non-residential uses, residential design requirements, parks and open space, and streetscape design. Developing a better understanding of these issues will be specifically targeted in the Kick-Off/ Visioning Meeting and Charrette.
- V. Community Kick-Off/ Visioning Meeting Outline
- Shannon Kettering presented the draft powerpoint presentation that will be used at the Kick-Off/ Visioning Meeting. CPAC recommended some general changes be made, including adding slides that clarified the purpose of the Character Area Map and how it differed from other maps, such as the Future Development Map.
 - Shannon Kettering presented drafts of the posters that would be utilized to facilitate community feedback on the Issues and Opportunities and Policies. It was decided that rather than facilitating an exercise specifically on the Policies, community members would have the opportunity to review and comment if they desired. This would leave more time to facilitate exercises on the Issues and Opportunities and Character Area Map. It was decided that there would be two stations each for the Character Area Maps and Issues and Opportunities (four stations altogether), and community members would rotate between Character Area Maps and Issues and Opportunities. Facilitators would be at each station.
 - The meeting will conclude with a reminder for community members to return for the upcoming Charrette, as well as the opportunity for community members to participate in a voting exercise for Character Area names.
- VI. Establish Ground Rules for Q&A for Kick-Off/ Visioning Meeting – Shannon Kettering indicated that she will ask community members to hold all questions and comments until the end of the presentation prior to the implementation of the Visioning Exercises.
- VII. Process for Requesting Land Use Map Changes – Alice Wakefield suggested to CPAC that they should anticipate requests for changes to proposed future land uses from community members through this process. A decision will have to be made as to how to best accommodate proposed requests. She also reminded them that consideration needs to be given to rescheduling their regular May meeting due to the Memorial Day holiday. She indicated that the transportation planning consultants have a presentation to make to CPAC at their May meeting, and she suggested Wednesday, May 27 as a possible date.
- VIII. Schedule

CPAC Planning Meeting I	April 20, 2009	5:00 – 7:00 p.m.	Administrative Offices
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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
Minutes from CPAC Planning Meeting due	May 15, 2009	5:00 p.m.	N/A
Community Kick-Off/ Visioning Meeting	May 20, 2009	7:00 p.m.	City Council Chambers
Minutes for Community Kick-Off/ Visioning Meeting due	May 26, 2009	5:00 p.m.	N/A
CPAC Planning Meeting III	June 22, 2009	6:30 p.m.	Administrative Offices
Minutes from CPAC Planning Meeting III	June 24, 2009	5:00 p.m.	N/A
Land Use/ Character Area Planning Charrette Workshop	July 18, 2009	9:00–12:00 p.m. 1:00-4:00 p.m. (same program offered twice)	City Council Chambers
Minutes of Charrette due	July 31, 2009	5:00 p.m.	N/A
Detailed report of ideas/ comments visions to facilitate the completion of the Community Agenda document*	TBD	TBD	TBD
Financial Model presented for public review	TBD	N/A	N/A
Draft preparation of Community Agenda	TBD	N/A	N/A
Public Hearing on Community Agenda	TBD	TBD	TBD
Deadline to Submit to ARC/ DCA	TBD	N/A	N/A
Deadline to complete Plan	TBD	N/A	N/A

* indicates the conclusion of Ecos involvement in this process per current agreement

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