

Agenda

Community Participation Team

County Government Complex, Building D Glass Conference Room

August 19th, 2019

4:00 p.m.

Pictures (Please arrive at 3:30pm in front of Building D)

- I. Call to Order
- II. Welcome & Introduction of CPT Members and the Project Team
- III. New Business
 1. Overview of the Planning Process
 2. CPT's Roles and Responsibilities
 3. Defining Public Engagement Success
 4. Branding Exercise
 5. Next Steps
- IV. Other Items for Discussion
- V. Next Meeting Preview
 1. Election of Chair and Vice Chair
 2. 2035 CPT Highlights / Lessons Learned
 3. Community Participation Team Forum
 4. Brainstorming for Engagement and Communications Plan
- VI. Adjourn

MEMORANDUM

DATE: August 19, 2019

TO: The Community Participation Team

FROM: Leigh Anne King, Clarion Associates
Alex Baruch, Senior Planner
Christy Parrish, Zoning Administrator
Tammy Rosario, Principal Planner

SUBJECT: First Community Participation Team Meeting

Welcome aboard! The Planning staff and their consultants are excited to have all of you as members of the Community Participation Team (CPT). The Community Participation Team and the Planning Commission Working Group (Planning Commission plus a CPT liaison) are the two main groups designated to help lead staff and the Board of Supervisors through the Comprehensive Plan update 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 the CPT's role to take an active participatory role in the Comprehensive Plan update process. The team is responsible for encouraging, facilitating, and reporting citizen participation and input throughout the update. The primary work items of the team include:

- 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
- Forwarding a summary report on the public outreach and engagement process and the citizen feedback received to the Planning Commission Working Group

At today's Community Participation Team (CPT) meeting, staff and their consultants will walk through various components of the planning process, roles and responsibilities, defining public engagement success, a branding exercise and next steps.

The agenda for the meeting is attached along with the welcome information provided by email.

AB/

Attachments:

1. Agenda
2. Welcome Packet
3. CPT Member Bios



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.

Community Participation Team Biographies

Rebecca Bruhl

Rebecca Bruhl moved to Williamsburg from Houston, Texas in 2015, when her husband joined the William & Mary Law School faculty. She and her family, including two children and two dogs, live in Greensprings West. She has a bachelor's degree in biology from Carleton College, master's degrees in public health and environmental management from Yale University, and a doctor of public health degree from the University of Texas Health Science Center in Houston. Dr. Bruhl teaches environmental health to graduate public health students at VCU. She also continues to serve (remotely) as associate director of the Baylor College of Medicine Environmental Health Service in Houston, where she conducts community-based research, professional education, and community outreach related to the connection between human health and the environment (built and natural). Locally, she serves as the Helping Hands committee chair for the Matoaka Elementary School PTA and she has served as a Girl Scout troop leader for the past two years. In addition, she is actively involved with her son's Tidewater Sharks soccer team and her daughter's dance classes and summer swim team.

Virginia (Ginny) Wertman

Virginia (Ginny) Wertman and her husband, Dr H. Stanley Bolding, retired to James City County in 2009. Ginny is an Election Official in the County, serves on the Board of Directors of Housing Partnerships Inc., is Vice Chair for Membership and Outreach in the WJCC Democrats, and is a member of the local chapter of the NAACP. From December 2017 through February 2019, she served as a member of the James City County Workforce Housing Task Force. Ginny holds a BA in economics from Duke University. Her professional career began at Wharton Econometric Forecasting Associates, where she was Director of Data Services for 10 years. She then spent several years running an online clearinghouse at the National Alliance of Business. Ginny subsequently worked for 23 years at the International Monetary Fund in both technology, as an Advisor to the CIO, and internal audit, where she managed audits of administrative operations and conducted studies aimed at enhancing the effectiveness and efficiency of the IMF's operations.

Glen J. Carter

Glen J. Carter lives in the Grove Community (Roberts District) for over thirty years. He received his education from North Carolina State University, studying Facilities Engineering Management. A member of the James City County Storm Water Program Advisory Committee and he is very active within the community. Glen is heavily involved in neighborhood clean-up as well as neighborhood watch. He truly believes in advocating for the needs of the community.

Rachel Becke

Rachel Becke has been a resident of the Windsor Forest neighborhood in James City County since 2007. She moved to the area from Denver, Colorado, in order to live closer to relatives and to find a smaller, community-oriented town in which to live, work, and raise a family. Rachel received her Bachelor's degree in History and African Studies from Northwestern University in Evanston, IL and a Master's degree in Business and Human Resources from Virginia Commonwealth University. Since 2011, she has worked in Toano in Human Resources at the corporate headquarters of a national flooring retailer. She is a member of King of Glory Church, where she teaches Sunday School and has previously served on the Church Council. Rachel has served on the Affirmative Action Advisory Committee for Williamsburg James City County School District and was the founding Secretary of the Peninsula Chapter of the Society for Human Resources Management (SHRM).

Philip Piper

Phil Piper moved to Governor's Land in James City County in 2005. Prior to this, he began a career on Wall Street in 1970 as a municipal bond trader with Morgan Guarantee Trust Company. Following this, he went on to be the head trader at The Mellon Bank. Later, he worked as a senior trader at various Municipal bond brokerage firms until becoming the President and Founder of Garvin Municipal Bond Brokers. After a number of years in that position, he became an investment advisor and then EVP at several brokerage firms eventually retiring and managing money for a number of high net worth individuals. While in New York, he served as president of a community organization for 5 years. Needing more of a challenge in his retirement, he became a real estate agent affiliated with Long and Foster, where he continues in that position today. Phil has a B.S. in Biology (1970) and numerous graduate credits in business and finance. In his free time, he enjoys golf, tennis, woodworking and fishing.

Thomas Hitchens

Tom Hitchens was born in Williamsburg in 1950 and has been a lifelong resident of James City County. He lived in the Roberts District for 39 years and the Powhatan District for the last 30 years. He attended Matthew Whaley and graduated from James Blair High School. He owned and operated a Construction Company in the County. After 35 years, he retired from Anheuser Busch. He has been a member of the A.F.D. Board for 12 years, and was on the Gordon's Creek Watershed Committee. He currently on the Stormwater Advisory Committee.

Policy Committee Members

John (Jack) Haldeman

John (Jack) Haldeman is retired from a 45-year career in security sales and investment management with four firms, most recently with Samson Capital Advisors in New York City. A 1969 graduate of Penn State University, Jack was a Chartered Financial Analyst and a Certified Financial Planner. Since retirement, he squeezes an occasional round of golf between several community service activities. He served two terms on the Historic Virginia Land Conservancy board (four years as secretary/treasurer) and just joined the board of the Williamsburg Community Foundation and its finance committee and the Virginia Chapter of The Nature Conservancy. He is a member of Kiwanis of Colonial Capital and chairs the investment committee of the Williamsburg Hospice endowment. Jack serves on the planning commission and its policy and development review committees. He is a past member of the county's Workforce Housing Task Force and the Community Participation Team.

Julia B. Leverenz

Julia B. (Julie) Leverenz has lived in James City County since 1979. She holds a B.A. from Dickinson College and an M.B.A. and Ed.S. from the College of William and Mary. She is retired from Jefferson Lab, where she managed administrative services before becoming a subcontracting officer. She has been president of the Greater Williamsburg United Way, the Historic Route Five Association, and the Friends of the National Park Service for Green Spring. She served on James City County's Special Stormwater Criteria Task Force, Cable Communications Advisory Committee, and as Vice Chair of the 2008 Comprehensive Plan Steering Committee. She is an At Large member of the Planning Commission and currently chairs the Policy Committee.

Richard Krapf

Richard Krapf is a 1972 graduate of the United States Air Force Academy. His Air Force career spanned 20 years and included assignments as a staff officer in Europe, an Associate Professor at Ohio University, and two assignments as a squadron commander. He earned a Master of Public Administration degree from Golden Gate University, and retired from active duty as a Lieutenant Colonel. Mr. Krapf was then employed the Colonial Williamsburg Foundation, retiring as Director of Operations at the Visitor Center. He is a past member of the Board of Directors of the Williamsburg Land Conservancy and Olde Towne Medical & Dental Center, and is a founding member of Friends of Forge Road & Toano. He was appointed to the Planning Commission in February, 2007 and has completed the Virginia Planning Commissioner Certification Program. He also sits on the Policy Committee and is a member of the Community Participation Team for the County's Comprehensive Plan update. Mr. Krapf has been a James City County resident since 1993.

Tim O'Connor

Forthcoming