

## **CROZET COMMUNITY ADVISORY COMMITTEE**

**Wednesday, July 20, 2016**

Minutes- DRAFT

Crozet Library

### **CCAC Members present:**

Dave Stoner (Chair), Kim Guenther, John Savage, Leslie Burns, Lisa Marshall, James King, Mike Kunkel, Ann Mallek (Board of Supervisors)  
Mary Gallo, Jon McKeon, Dean Eliason

### **CCAC Members absent:**

Beth Bassett, Martin Violette, Jennie More (Planning Commission),  
Phil Best, Kostas Alibertis,

### **Public Attendees:**

- 1. Agenda Review:**
- 2. Approval of minutes:** May and June Minutes were approved with changes as per Jeni Moore and any additional changes that need to be made which are due to Leslie by July 26<sup>th</sup>.  
John Savage \_\_\_\_\_ Moved  
John McKeon \_\_\_\_\_ Second
- 3. Review or CCAC Fact sheets:** from County web site. James King wanted to encourage local businesses to come to the Crozet Board of Trade meetings held on the 3<sup>rd</sup> Mondays every other month. The board is in their infancy. New businesses are coming on board. He is the new VP of this group.

John Savage wants a member or two of the CCAC to attend one of their meetings and ask them to in turn attend the CCAC meetings.

Anne Mallek: Tells a bit about the history of how the community advisory committees came to be. The Board of Supervisors thought there should be an advisory council to keep them abreast of what was happening in the different development areas. These were made up of a select group of interested community representatives to represent the people living in these areas.

She emphasizes that the CCAC is not a legislative body. We are here to make resolutions and recommendations, but have no voting power.

There are other Community Advisory Councils besides Crozet:

The Southern and Western Neighborhoods

Places 29

Pantops and the Village of Rivanna.

Meg Holden says that she thinks the CCAC is a great community body that has and continues to play a vital role in developing Crozet's future.

- 4. CCAC Priorities Discussion:** Dave Stoner asks that we take some time to review points A through F on the agenda for the evening.  
2010 is the last time the Master Plan has been revised.  
County says it may be 2018 before it will be revised again.

Ann Mallek: Says there is worthiness in organizing a meeting with the staff. The group would meet and hash out some of the same sticking points that come up over and over again when CCAC meets with new developers etc.

Mary Gallo: Thinks reviewing the plan and determining changes needed are critical for the revision of the master plan.

It is said that County Community Development Staff also has its own issues with By-Right developments >

Alice Lucan: Wonders if anyone has been up to Chesterfield to check the progress of that development out. Ann Mallek will look into the safety of the entrance to the Chesterfield Development on Crozet Ave.

Tom Loach: Says that data needs to be looked at to see what the community expectations of projected numbers for the development of Crozet actually were. He believes that the number was 12,000. Staff says that the number was 24,000 - but he thinks it never was that high. He thinks that 12,000 was the top out number. Also- what is going to happen when we get to that top out number?? He believes we need to be careful to not be a victim of our own success.

He goes on to say that 2,500 people in Crozet contributed to and voiced their opinion in a great survey of what the community wanted. He believes we should do that survey again to see what the feelings of the community are today now that growth has accelerated again.

Dean Eliason: Agrees that we should be clear and concise and have real numbers to look at to help us decide where we are in the process.

David Stoner: How many units have been built out there right now?

Dean Eliason: How do the numbers jive with the current and future capacity of schools and roads, etc?

David Stoner: Thinks that the heart of the problem is that Staff doesn't get the data on how much development has already occurred done for review in a timely manner and meanwhile they keep approving developments...

Alice Marshall: Says staff should tell us what *their* mission is.

K Guenther: We should be tracking the growing list of developers. Where are the developments, restaurants, etc in their process since they were approved to go ahead? Thinks we should make a list and keep track of growth. Contact developers and see where they are with their numbers, sales and buildings built. One way of taking care of

the tracking would be if each member of the CCAC would take a developer to track and report on... Check in and see where we are with our growth numbers in Crozet. Says we need to gather criteria that is consistent with each developer.

While discussing reviewing the Master Plan

Dean Eliason: Perhaps we could each go through a section of the Master Plan and work on interpreting that section- to see if there are vague and or grey areas that need clarification by our group.

John Savage: This group has been instrumental in the creating great things here in Crozet. We need to remember that we are representatives of the Crozet community and when necessary be a voice for the Crozet Community.

Alice Lucan: Who looks after protection of our trees?

Ann Mallek: Site review process is when trees are protected. Although there are no tree ordinances in the county.

Alice Lucan: Says she will write tree ordinance herself.

Tom Loach: Invite chairs in from the other CCAC's to see how much we have in common with one another as development communities. Says Adelaide is a good example of how our processes are not working so well. Together, the communities that carry the burden of development can band together and have more of a say so in what happens in each of our areas.

David Stoner: What is on our list of what we would like to see happen in our own area? We should meet up with the other communities.

David introduces Mike Marshall to make some suggestions...

Mike Marshall has some ideas:

Bring it back to grass roots and open meetings to the whole town to begin discussions on what Crozet as a whole would like to see happen here as we move forward.

Believes Ann Mallek will back us up on pulling these meetings together.

Crozet Community Association (CCA) meets in September and will sponsor the meetings.

They will nominate Tom Loach to head up the organization of the meetings.

Tim Tolson will have a committee

There will be a series of open meetings like we had for Barnes Lumber development. He believes that at least 5 percent of the Master Plan would need to be revised. In four months we will probably be able to get the revisions done.

The Board of Trade would like to come in and have their say on what needs to be revised.

The Crozet Community Advisory Council will act as a watchdog group.

This should give Staff the help and guidance they need in putting Master Plan revisions

into place.

Our County growth areas were designed based on our watersheds.

We need to make sure we are protecting Stockton Creek- and not get into incorporating Yancy Mills, etc.

The big question is "What do we do when we are built according to plan?" Almost half of the town residents are new enough that they have not experienced the Master Plan or are even aware of it or what it is for.

We can have a night of community where we will become aware of the Plan and one another.

Jim Duncan: Babysitting should be offered.

So, we will start out in September with a widely distributed survey.

Then, we can start the meetings with a set agenda. A prepared list of ideas that we need to go through and work on.

Maps need to be accurate and updated!

John McKeon: HOA's should be reached out to.

Also- churches, barbershops, hair salons, HOA's, schools PTO's.

Dean Eliason: Kids can get involved by doing a documentary on the process.

Once the kids get interested the information gets out to parents and more interest is generated.

David Stoner: We should work as cooperatively as possible with Staff to keep them abreast of what is going on and figure out how we can work together. He wants to make sure we go about these plans and enacting them correctly.

The Survey will have an online version as well as a paper version...

Members of the community will have a natural curiosity to see what the results of the survey are. This will aid in getting more of a turnout at the meetings to discuss. Folks will want to know what others have said. The results of the survey will be "unveiled" at the first meeting.

The first time around approximately 75% of Crozet was in agreement about what should be laid out in the Master Plan

For example: They wanted bike paths, and walking paths, that is how Crozet Trails Crew got its start.

The original survey contained about 28 questions....

If available at the library, volunteers will be needed to put the resulting data online.

David Stoner: Tim can you share copy of original survey on the CCA site?

Mike Marshall: The survey respondents provided very thoughtful answers.

## **NEEDED: STEERING GROUP/SURVEY VOLUNTEERS**

David Stoner: I will be the liaison for an adhoc Committee to the Staff if it suits everyone.

Mike Kunkel and John Savage volunteered to work on the survey....

We could designate a CCAC person for each piece of the pie- break down into bite size pieces.

John Savage: I was on the 2001 planning committee. I remember how we were in groups with a designated area of focus.

In our upcoming master plan meetings we could do this again. There could be groups concentrating on different aspects of the Master Plan. These areas might be, for example:

1. Pyramidal density- keeping higher density closer to the center of town.
2. Can't cross creeks with road to create developments.

Ann Mallek: Be the editors! Read through the master plan. Look at pieces that need to be changed. Bring them to meetings.

Leslie Burns: Put the Master Plan in a "drop box" online so that the public can access and read without downloading the whole thing.

Ann Mallek: We don't have to have finished language- as in a completed master plan but we can bring focus to the staff.

Break down the process into steps...and then come back and have people work on compilation and analysis on this.

Meg Holden: Then reach out to people from the community to help out. It need not be all the responsibility of the CCA or the CCAC.

When we gather it can be similar to the Barnes Lumber Charette.

Big tables, big pieces paper on the walls... gathers information and ideas from people.

We need to generate questions that we have to add to the survey

John Savage: We can invite staff members to attend community meetings

Leslie Burns: Who makes up the "Staff"?

Dave Stoner: The STAFF is made up of members of the Community Planning Department and Community Development.

**5. Project Reviews/Public meetings with developers:**

Thoughts and ideas on how much time we spend being presented to by developers. Can we handle it differently?

Mike Kunkel: Sometimes the presenters of the project didn't bring any materials to be shared or enough information to answer our specific questions.

**A. Perhaps we should ask for advanced information for review so that we can better prepare questions for them.**

**B. We should adopt a protocol that requires certain materials to be brought and certain information to be prepared that we know we will want to have discussed, to keep the presenters more consistent in what they bring to us.**

**Set up a "to do" list for the developers:** This is the information we expect to have. Let them know in advance that we have projectors and screen so that they can use the advanced technology for presentation that we have in the library. That way all in attendance will be able to see.

We should have a list of the top three things that are our concerns that they should come prepared to answer.

Alice Lucan: I can work on a draft of this document to be used.

Ann Mallek: Staff has put together a document that has guidelines for public meetings. We could look at that as well as we draft this document.

Leslie Burns: Perhaps we can draft a document of what we like to be provided at the same time we present questions. Something that uses friendly, positive language. We need to get to the developers with these questions and suggestions before the developers have invested time and money in designs and layout. They are less likely to make these changes if they have spent much and are too far into their designs.

John Savage: These efforts of our have positive results! Look at the Barnes Lumber Development- it is going to be a very different place now than when the first concepts were presented to us!

**6 weeks for the survey to be given** – The process will start in September

Tim Tolson: CrozetCommunity.org will have a link to the survey. We will use Survey Monkey or another application to help streamline the process.

**6. Next Meeting we will discuss A and D from the list** – be thinking about those two points.

**7. Meeting Place Question**

David Stoner: We meet at the meadows sometimes when the library is not available. Do we want to consider using that as an alternative meeting place sometimes as we have no limit on how long those meetings can go? Less pressure to wrap things up so quickly?

John Savage: 9:00 cut off time keeps us on task

James King: More members of community seem to make it to the meetings when we meet at the library. It is bike able, walk able.

**8. Dominion Tower Replacement:**

Ann Mallek: We were successful in getting a hearing set up to discuss our concerns about the power lines. The meetings will take place August 8<sup>th</sup> at the County office. There will be two hearings. One at 2:00 pm and one at 7:00. Please be there to voice your concerns.

**9. August Meeting:**

List of Liaison roles

Frank Stoner from Milestone Development will be coming in again.

Downtown Crozet Initiative will have an update.