

MONTPELIER PLANNING COMMISSION

SPECIAL MEETING SUMMARY

MARCH 10, 2003, MEMORIAL ROOM, CITY HALL

Members Present: David Borgendale, Chair; Carolyn Grodinsky; Bryan Mitofsky (arrived 2:30), Anne Campbell

Others Present: Planning Director Valerie Capels

Chair Borgendale called the meeting to order at 1:10 p.m.

Three Major Function Areas

Members reviewed the statutory duties of planning commissions and the duties outlined in the resolution that formed this one. Members concluded that in the course of its duties, the commission will be focusing on the following three major function areas:

1. Implementation of the Master Plan (24.9%)
 - Capital Plan
 - Regulation writing
 - Accountability to get it done!

2. Write the New Master Plan (50.1%)
 - Data collection
 - Inventory, etc.
 - Identify questions, issues
 - Community input
 - Draft recommendations

3. Stuff That Comes Up (<= 25%)
 - Petitions
 - Citizen issues

Subject Outline/Template

The range of Master Plan topics and issues were reviewed. Members discussed the interrelatedness of many of the issues. It was agreed that commission members would assume responsibility for being a key resource or point of contact on the following subjects, issues, or topics:

Nancy - Economic Development

Carolyn - Natural Resources, Transportation

Sara - Cultural & Recreation Resources, Civic District/State

Bryan - Downtown, Parking

David - Infrastructure, Civic District/State

Irene - Housing, Historic/Built Environment

Anne - Health/Social Services? Education?

To help commissioners approach each topic, the following outline or template was agreed upon.

Although members are not expected to become experts on their subject or topic, as part of their "job description" they will be expected to be able to answer the following questions:

- Existing Data/Studies
- Master Plan Statements
- Existing Policies/Codes
- Players/Stakeholders (Who needs to be at the table?)
- Missing Information
- Barriers/Opportunities to Implementation
- Resources (e.g., for more info, money, etc.)
- Timing
- Vision Statement
- How does it relate to existing To-Do List?

Timeline

Commissioners began to assess how their work plan fit into a 2003-2005 timeline. Key points:

Jan. '03: PC members to work on their topic templates. Begin formation of a Transportation Committee. Review draft Request for Proposals (RFP) and scope of work for transportation planning consultant.

Feb. '03: How to involve the public? Discuss possible formats and approaches for what the Master Plan will look like: for example, will it be produced chapter by chapter as we go, or do it all at the end of the process? Hire transportation planning consultant. Tax map update and correction process will begin?

Apr. '03: PC to acquaint new and refresh existing city councilors about Master Plan implementation. Revisit the work plan. Define Land Use scope of work. Begin transportation information collection, analysis, and public input.

May '03: Public forums, visioning, brainstorming.

June '03: Begin developing and testing mail-out survey.

July '03: FY04 begins; \$\$ for GPS unit and \$10,000 in Capital Budget for Master Plan becomes available (if approved in Mar. 03).

Aug. '03: Mail out and begin to compile results of survey.

Oct. '03: Land Use engagement. Present findings from information gathering/survey.

Nov. '03: Public forums, visioning, brainstorming.

Jan. '04: Prepare & distribute draft Transportation Plan chapter drafts.

Mar. '04: Finalize Transportation Plan chapter.

July '04: \$10,000 in Capital Budget for Master Plan may become available (if approved in Mar. '04).

July '05: \$10,000 in Capital Budget for Master Plan may become available (if approved in Mar. '05). Public hearings on draft Master Plan.

Sept. '05: Master Plan expires.

Up-coming Meetings

Commissioners received their meeting scheduled for 2003. It was agreed that the Commission will meet in the Council Chambers from now on and be televised at the first meeting in the month; the second meeting will be more of a workshop format and not televised.

Jan. 9: Review draft RFP and scope of work for Transportation Planning consultant.
Carolyn will present her the outline of her *transportation* topic.

Jan. 27: Master Plan outline, structure, & format
Review of other topic outlines.

It was suggested that the Master Plan Vision and the Commission's To-Do List be displayed at every meeting on large display boards. It was also suggested that one operating rule the Commission have should be that items that arise, such as requests from the public, should be scheduled on an agenda.

Adjourn

The meeting adjourned at 6:20 p.m.

Respectfully submitted,

Montpelier Planning Commission Retreat Summary
December 4, 2002
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Valerie Capels,
Director of Planning & Community Development