



**PLANNING COMMISSION
WORK SESSION AGENDA**

Heritage Conference Room

January 21, 2016

(Immediately following regular meeting)

- 1) **Call to Order** – Chair Doug McCollum
- 2) **Chairman’s Comments**
- 3) **Discussion of January 23rd Comprehensive Plan Update Meetings**
 - a) **Introductions**
 - b) **Schedule**
 - c) **Three Questions to Be Posed to the Public**
 - d) **Final Preparations**
- 4) **Adjournment**

If you require any type of reasonable accommodation as a result of physical, sensory or mental disability in order to participate in this meeting OR if you would like an expanded copy of this agenda, please contact Tucker Keller at (540) 338-2304 at least three days in advance of the meeting. Expanded copies of the agenda may not be available the night of the meeting, please request a copy in advance.

USE OF ELECTRONIC DEVICES DURING MEETINGS For the comfort and consideration of others, all cellular phones must be turned off and cannot be used in the Council Chambers. Pagers must be set on silent or vibrate mode. This is requested because of potential interference with our recording devices and the transmittal of our hearing impaired broadcast.

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STAFF REPORT
WORK SESSION ITEM

Item # 3

SUBJECT: Discussion of January 23rd Comprehensive Plan Update Meetings

DATE OF MEETING: January 21, 2016

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

BACKGROUND:

At the January 7th Planning Commission meeting, staff provided the Commission with the first draft of an agenda for the January 23rd Comprehensive Plan Update Meetings to be held at the Carver Center. This agenda has been updated (Attachment 1), and the consultant team will lead the Commission through a discussion of the meetings at the January 21st work session.

ATTACHMENT:

1. Consultant's Planning Commission Agenda and Public Event Description

PLANNING COMMISSION AGENDA

This will be the Planning Commission's first official meeting of the planning process. The purpose of the meeting is to introduce the whole planning team, and to prepare the Planning Commission for the public kick-off events on Saturday.

To prepare them, we will conduct a work session with the same questions and materials that the public will be engaging with over the next month. The Planning Commission can take this experience and engage other groups in a similar small format to broaden participation and collection of information about what the community values and what they think are the biggest challenges and opportunities for the community in coming years.

INTRODUCTION

- Consultant Team
- Schedule

WORK SESSION

10-15 minutes for quiet reflection and jot down ideas about the following

- What do you love about Purcellville?
- What do you think is the biggest challenge?
- What do you think is the biggest opportunity?

45 minutes (15 minutes-each question) to share ideas

We will go around the Commission and have them share a concise idea and write it down for all to see, building a list of things they love, challenges, and opportunities.

PREP FOR SATURDAY MEETINGS AND FOLLOW UP ENGAGEMENT

Spend 10-15 minutes prepping the Commission to help engage participants at the Saturday events.

PUBLIC EVENTS

The first public events will be designed as a method to let the citizens of Purcellville tell the planning team what they value and what they think is important. The format of this event will be an open house set up with several activities and places to share ideas.

STATION 1: RECEPTION AND SIGN-IN

Materials	Role and Description
<ul style="list-style-type: none">-Sign-in Sheets-Name Tags-Handout/Comment Card (1 page; colored paper)-Take Home Handout Schedule and Process/Contact Information (2 page and on the back a small instruction sheet for the event)	<p>We will need 1 or 2 people to help people sign-in and pick up materials. These people should be able to explain that the event is free form and participants can move from one station to the next and talk with the planning team.</p> <p>Tell them what they are receiving and ask them to review the instruction sheet or please watch the brief video/slide presentation before beginning.</p> <p>Also let them know the planning team (staff and Planning Commission) are here and can help with any questions. Thank them for coming and let them know how important their participation is in the process.</p>

STATION 2: PARTICIPATION GUIDE

Materials	Role and Description
<ul style="list-style-type: none">-Screens or Monitors-Laptop-Animated Looping Presentation with Instructions and Information	<p>We will need 1 or 2 highly visible locations to project a 2-3 minute looping video presentation. The presentation will provide attendees with information on how they can share their input with us and identify the planning team for them so they can find us in the room.</p> <p>Staff and Planning Commission will be well versed in the exercises and can answer questions related to how this event fits in with the process.</p>

STATION 3: WHAT YOU LOVE ABOUT PURCELLVILLE ♥

Materials	Role and Description
<ul style="list-style-type: none">-Unobstructed Smooth Wall Space Suitable for Posting a 6'h x8'w Paper "Graffiti Wall"-Butcher Paper-No Bleed Markers-Tablet, iPhone, or Video Camera with Mic	<p>On one wall we will need to post a large block of white paper. In this space participants will be encouraged to write or draw the things they love most about Purcellville. This will be posted low enough that children can draw and write on the lower sections. This will create a wall full of wonderful things about Purcellville.</p> <p>If we could have an outgoing volunteer willing to ask people to say what they love about Purcellville and get a quick video or picture next to their statement this would be great for the website.</p>

STATION 4: CHALLENGES AND OPPORTUNITIES

Materials	Role and Description
<p>-Tables with 2 Large Maps or Wall Space to Post Them -3 Colors of Markers -2 Large Format Prints of a Simple Townwide Base Map - 2 Posters -Large Post-it Pads to Record People's Ideas -4 Colors of Markers -Instruction Poster</p>	<p>At this station we will need 2-3 volunteers to encourage people to write down their ideas on the maps and newsprint. The objective is to collect what the community thinks are the biggest challenges and opportunities for the town.</p> <p>On the map we will ask participants to:</p> <ul style="list-style-type: none"> • circle with blue the areas that they think are best for growth and new development. • circle with yellow areas that should be protected as they are • circle with red areas that require reinvestment or redevelopment <p>On the newsprint we will ask them to write down their ideas about opportunities and challenges and place a check-mark next to other statements they agree with.</p>

The handouts provided at the entrance will contain personal versions of the exercises. Participants will be informed that they can either fill their forms out at one of the provided tables and leave it in the comment box before leaving, take it with them and drop it off to Daniel by a set date in February, or mail it back. They will also be encouraged to leave their comments for others to see. If they elect that approach, they can fill the forms out first and transfer their ideas to the displays. They should work however is most comfortable to them.

We will post the form on the website and people can print it and return it to the town by the due date. We can also include some interactive surveys on the website for instant collection.

A stack of forms, a large map, and large post-its and markers can be packaged for use in classrooms or at other organizational meetings.