



## Huntersville Community Plan Update Steering Committee Orientation Meeting

Tuesday, October 1, 2019  
6:00 – 8:00 PM  
Huntersville Town Hall  
101 Huntersville-Concord Rd.  
Huntersville, NC 28078

### Meeting Minutes

#### A. Call to Order

Steering Committee Members in Attendance: Kim Aichele, Tim Bender, Ross Boner, John Carbonell, Chris Edwards, John Forehand, Scott Harrington, Joshua Helm, Kristen Ingram, Dan Murphy, George Solomon  
Steering Committee Members Absent: Randy Brawley, Erin Gillespie, Eric Rowell, Kaitlyn Sisson  
Staff Members in Attendance: Jack Simoneau, Dave Hill, Anthony Roberts, Jackie Huffman, Bill Coxe  
Meeting Hand-Out Materials (Attached): Meeting Agenda, Resolution R-2019-18 (Creation of and appointments to the Steering Committee), Steering Committee Contact Information List, 10/01/2019 Steering Committee PowerPoint presentation, and Community Plan Scope of Work.

#### B. Welcome & Introductions

The meeting started at 6:00 PM. Dave Hill, Sr. Planner and Project Manager, opened the meeting and welcomed the Steering Committee Members to the orientation session. Each of the Members introduced themselves, provided a brief description of their background, and stated the reason(s) they wanted to serve on the Steering Committee.

#### C. Comprehensive Planning Presentation

Jack Simoneau, Planning Director, provided a PowerPoint presentation about comprehensive planning – state legislation that enables municipalities to adopt plans and implement zoning, the history of Huntersville’s plans, the impact the Town’s plans and related zoning regulations have had on development over the years, and a summary of the major elements of the current 2030 Community Plan.

#### D. Steering Committee Background

Dave Hill resumed the PowerPoint presentation by highlighting the Steering Committee. He summarized work on the Plan Update that started in early 2019, including the January 2019 Town Board retreat where discussion on the Plan began. He outlined the Committee’s functions, said that the election of a Committee chairperson would be placed on the Committee’ next meeting agenda, briefly mentioned the scope of work and schedule for the project, provided some governance suggestions, and closed with some discussion items to open Committee discussion.

#### E. Committee Discussion

One the first items discussed was the Committee’s preferences regarding meeting times and dates. The following decisions were made by Committee consensus:

1. The Committee was informed that the first visit by the consultant team would likely be October 29<sup>th</sup> and 30<sup>th</sup>. The Committee agreed that it would prefer to meet on Wednesday, October 30<sup>th</sup>, at 6:30 – 8:30 PM. This would allow the consultant to report out on progress during their visit.
2. The Committee agreed that future meeting guidelines would be as follows: Meet only on Tuesdays, Wednesdays, or Thursdays, with meetings to be during evening hours (most of the Members in attendance indicated that they work during daytime hours). Meeting location was not discussed extensively, but most of the Members present were satisfied that Town Hall was a reasonable place.

#### Other Committee Discussion Items

1. Committee Members asked for a project contact list that would include both Town Staff and consultant information. Dave Hill is the Project Manager and should be the first point of contact for Committee Members. A contact list for all staff and consultant project participants will be provided to the Committee in the near future.
2. Committee members were asked to start thinking about electing a chairperson during the meeting on October 30<sup>th</sup>. The functions of the chairperson were discussed (see PowerPoint presentation).
3. Staff mentioned that a project website will be created, with a link to the Town's main website page. The project website will build slowly, with the intent to include: an announcement that the Plan Update is about to begin, a place for people to register to receive notifications of meetings, events, and review documents, an archive library for older documents such as past Community Plans adopted by the Town, a place to share comments, and a placeholder for future citizen surveys. More traditional media, such as fliers and newsletters, were also mentioned as a way to communicate with those without internet connectivity.
4. The Committee was asked to think about ways to encourage public participation during the development of the Plan Update. One thought was to print business cards with the project logo, website address, and other primary information. Committee members can then hand the cards out to anyone interested. This idea will be pursued by staff. Another idea was to buy magnets with project information (Like refrigerator magnets). Another idea was to prepare a table exhibit that could be set up at community events to introduce the project and provide contact information. Staff asked that any additional ideas be e-mailed to Dave Hill as the consultants prepare a public engagement plan (which will be presented to the Committee in the future).
5. Dave Hill offered to attend neighborhood, HOA, civic group, business association, or other meetings to provide information about the plan Update and how to get involved.
6. The Committee discussed several topics that might emerge as major issues during the Plan Update, and identified some issues of interest to them individually.

#### **F. Adjourn**

The meeting adjourned at 7:45 PM.