

PLACE DESIGN TASK FORCE MEETING MINUTES

Date: April 11, 2013

Time: 12:00 pm

Location: Jefferson School/City Center

Attendees:

Members

AD Andrea Douglas, Chair
RL Rachel Lloyd, Vice-Chair
RP Richard Price, Secretary
BM Beth Meyer
CG Claudette Grant
MW Mark Watson

Ex-Officio Members

KG Kathy Galvin, *City Council*
GK Gennie Keller, *Planning Commission*
TM Tim Mohr, *BAR*

City Staff, Neighborhood Development Services

JT Jim Tolbert
MS Mary Joy Scala
AP Amanda Poncy

Guests

BW Bitsy Waters
BE Bill Emory

I. Call to Order

II. West Main St RFP

- a. JT presents overview of next steps
- b. 6 proposals were received
- c. No fee proposal is included - must select team first
- d. Reviewers will rate proposals, then interview firms; once preferred firm is selected, fee will be negotiated.
- e. Reviewers should submit scores no later than 4/26.
- f. A meeting and or conf call to discuss proposals on Tues 4/29 at 2:30.

III. Discussion of potential ex-officio member from tree commission

- a. BW discusses tree commission interests, and areas of common interest.
- b. Tree commission is set up as an advisory body to council, and act as advocates.
- c. A draft heritage tree preservation ordinance is currently under review.
- d. Motion is made and seconded that PDTF recommend to council the appointment of an ex-officio member from the tree commission. By voice vote, the motion is carried.

IV. Belmont Bridge underpass discussion

- a. JT met w. designers to move process along.
- b. JT notes railroad has engaged consultant to review proposals.
- c. Designers are currently developing both schemes to the same level.
- d. Once complete, the city will submit both schemes to independent cost / construction consultant for pricing and feasibility.

- e. [Guest] asks if at-grade crossing is feasible, and expresses interest in improving transit in town. JT outlines difficulties in creating a new at-grade crossing, notes discussing is continuing
- f. JT notes a website / public outreach site on the project is in progress, and should be up and running by the end of the month.

V. Update on subcommittees

- a. KG suggests a year-end progress report is needed. Subcommittees should prepare a short summary of their activity, and members forward summary of other activities to RP by next meeting 5/9, which will then be compiled in to a first draft report.
- b. TM notes task force needs a better public outreach forum. JT notes city staff is working on a website.
- c. KG also notes planner from VA Beach has agreed to make presentation to task force about their experience with small area plans. KG will invite him for next PDTF meeting on 5/9.
- d. Each subcommittee to set up meeting times as needed.

VI. Pecha Kucha Presentation

VII. Meeting Adjourned