

Comprehensive Plan Committee Meeting
5/08/13 Summary Minutes - DRAFT

Attendees: Harvey Heyser, David Rosen, Karene Motivans, Steve Ayraud

- I. Approval of previous minutes: Not ready
- II. Miscellaneous changes to the draft RFP
 - A. Add date to the top of the document
 - B. Community Background section to be revised to be less definitive about problems.
 - C. Add Urban Growth Boundary consideration to the Scope of Work (SOW). Include the history of the County's rejection of Town's UGB proposal.
 - D. Add historical preservation experience to the Evaluation Criteria.
 - E. SOW to include annexation analysis and a "marketing" approach to convince surrounding property owners to be annexed into the town.
- III. Miscellaneous planning issues discussion
 - A. Business cycles cause businesses to come and go in Shepherdstown but this has been the historical trend and it is felt that generally the Shepherdstown business environment is good.
 - B. Parking problems brainstorming: Smart parking meters, bike sharing from a remote lot, private residence parking space rental, parking app's (e.g. <http://www.streetline.com/parkermap/>).
 - C. We need to discuss with the County ideas to regulate the appearance of scenic corridors leading to town.
 - D. We need bike and pedestrian trails thru town and beyond.
 - E. Five issues in Shepherdstown: parking, annexation, downtown business environment, greenbelt, ?
- IV. Project Web Site
 - A. Need to get website operating ASAP. DR to work with Amy Boyd.
 - B. Include resource documents, timeline, answers to submitted questions.
 - C. Need to create a project specific email address that will be forwarded to the committee members.
- V. Process Issues
 - A. Submit technical questions by email.
 - B. Important to have public presentations AND paper surveys AND electronic surveys AND website AND tables at public events (i.e. Streetfest).
- VI. Timeline - Present the RFP to the Planning Commission at its 5/20/13 meeting and advertise on 5/21/13.
- VII. Next meeting – 5/13/13 4:30 PM Town Hall upstairs conference room.

Submitted by,
Steve Ayraud