

## MINUTES – MEETING OF HCVCCP COMMITTEE

Kahler Hall, August 9, 2010

The meeting was called to order at 7:00 p.m.

In attendance:

JD Smith  
Chiara D'Amore  
Sam Crozier  
Cynthia Coyle  
Lin Eagan  
Wendy Tzucker  
Jane Dembner  
Debbie Nix  
Jennifer Denhard

### 1. **Member Inputs**

- a. Lin Eagan distributed an e-mail in which she advocated for referring to the work of other villages to draw examples for our own work; to meet with merchants and landowners to gain the benefit of their experience, as well as with the county Office of Planning and Zoning. All present agreed that such contacts would take place soon and will be beneficial to the group.
- b. Jane Dembner distributed documented related to the Hickory Ridge village center planning process.

2. **Presentation** Jane Dembner presented a Sample Village Center Community Planning Process guide listing the various steps suggested for carrying out our goal. The group unanimously agreed that the steps described in the document, and the need for creating a timeline, are important to our work.

Action: The group assigned individual members to carrying out items listed in the guide, as indicated in annotated version, attached.

Action: A tentative target date of October, 2011 was set for the conclusion of our activities.

3. **On-going Business** Plans for the September 25 “Walkabout” were discussed, and specific tasks assigned. Action areas include 1) creation of hand-out, consisting of map and brief statement of purpose; 2) invitations to businesses, security, school administration, Winter Growth, others; 3) photographer/videographers, 4) script outline, and other logistical details.

Action: A test walk-through will be held on September 7 at 6:15.

4. **Planning** It was unanimously decided that the next four meeting dates of the Committee will be September 13, October 11, November 8 and December 13.

The meeting was adjourned at 8:30 p.m.