July 18, 2016
Williamsburg City Council and Planning & Zoning Commission Joint Meeting Minutes

Mayor Murphy called the meeting to order at 5:17 p.m. with the pledge of allegiance and noted council members Bunge, Grier, and Sandersfeld present. McGovern and Marshall were absent. Present from the Planning & Zoning Commission was Chairman Lillis and members Ahlberg, Becker, Ficken, Osweiler and Walter. Scott was absent. Also present was City Attorney John Pilkington, Public Works Director John Avery, City Clerk Shelley Annis and Deputy City Clerk Julie Spratt.

Motion Sandersfeld, 2nd Bunge to approve the agenda – all aye. Motion Walters, 2nd Ficken to approve the agenda – all aye.

Chris Janson with MSA Professional Services introduced his firm which was hired by the City of Williamsburg to facilitate the process of updating the City of Williamsburg Comp Plan. Janson referenced other MSA staff that will be assisting and reported MSA's experience in similar projects with other cities.

Janson reported the process that will be utilized in updating the City's 1970 Comp Plan, including the objectives and schedule through completion and acceptance some time in December 2016 or January 2017; introduced members to the Comp Plan website www.williamsburgplan.com where information will be available including a survey for receiving public input; reviewed the survey; explained the process of conducting Stakeholder meetings for receiving input from community leaders; explained the Comp Plan is a "Guide" for zoning and is required by State Law since the City has zoning; reported that two main products will be presented upon completion of the update – a Future Land Use Plan and an Action Plan for Implementation.

Council member Grier indicated that more time may be needed for receiving public input and perhaps the survey and public workshop notice should be placed on the city website, facebook page, flyers posted at the Rec Center, Library and Post Office. Janson will deliver to businesses on the Square and information will be placed onto this month's utility bills.

Council and Planning & Zoning Commission members participated in a SWOT Analysis conducted by Janson by submitting what they feel are the city's Strengths, Weaknesses, Opportunities and Threats in the categories of Beautification, Development and Mobility.

Janson finished by reviewing the upcoming meetings or workshops that will be held in the process of the Comp Plan Update as follows; July 22nd & ongoing-Stakeholder meetings; August 30th – Public Input Workshop; September 22nd – Steering Committee meeting.

Motion Sandersfeld, 2nd Grier to adjourn the meeting at 6:22 p.m. – all aye. Motion Walters, 2nd Osweiler to adjourn the meeting at 6:22 p.m. – all aye.

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Shelley Annis, City Clerk/Treasurer