



**Monthly Meeting Minutes
Thursday, August 3, 2017
Crozet Library
11:00 am – 1:00 pm**

Present:

Meg Holden, Brenda Plantz, Suzanne Reid, Pat Groot, Joe Fore, Dave Stoner, J.C. Smith, Paul Grady, Doug Bates, Heidi Carlstedt, Frank Stoner, Cynthia Armstrong, Jennie More

The meeting was called to order by Meg Holden, President, at 11:10 am

Follow-up:

- Doug Bates and Dave Stoner, members of the Crozet Community Advisory Committee (CCAC), reported the CCAC recommendation for the County's Neighborhood Initiative Funding Initiative (NIFI) was to invest the allocated \$200,000 in improvements to The Square which is County owned property. A secondary project is the Western Park at Old Trail. Supervisor Ann Mallek is working with CCAC to refine the list in preparation for the fall meeting of the Board of Supervisors where a final decision on the use of funds will be made.
- Pat Groot announced that the deadline for the County to apply for Revenue Sharing funds from VDOT is November 1, the same due date as Transportation Alternatives funds. She noted it was important to remember that match for those grants must be expended until after a grant agreement has been executed and that funds spent before that date would not be reimbursable or likely to be considered a match. It will be beneficial to keep this in mind when expending County NIFI funds which could be used as match. VDOT is holding trainings for grant applications and award administration.
 - August 17, 10:00 – 12:00: VDOT "how to apply" workshop for the Transportation Alternatives money will be held in Culpeper; contact VOT Local Assistance Division to register – no fee
 - September 12 -14: VDOT Local Programs Workshop at the Founders Inn in Virginia Beach
- It was noted that Lee Catlin, Communications Director at the County is retiring in October; replacing her will not be easy and her departure will leave a substantial loss of institutional memory.
- It was recommended that Alison DeTuncq, Culpeper District Representative for the Commonwealth Transportation Board (CTB), be made aware of the Crozet project and the community's interest in pursuing VDOT grant funding. She is also the President/CEO of the University of Virginia Community Credit Union in Charlottesville. The CTB is the governing body overseeing VDOT.
- Frank Stoner reported on the status of the Barnes Lumber project and County zoning issues. The rezoning application is due November 19; the County is working with Frank to resolve the timing of the rezoning and the site plan applications. Before constructing the roadways, there are right-of-way issues that need to be resolved among property owners, VDOT and the County.
- Importance of making sure that Planning Commission members understand that the proposed design for the Plaza does not include pervious surfaces whose maintenance costs are higher than asphalt. However, there is a strong community interest in utilizing a different surface treatment. We expect the County, the community and VDOT will select a material that will be durable, low maintenance, snow-plow friendly and aesthetically pleasing.
- The County continues to work with Frank to utilize potential public financing methods for the Barnes Lumber project. A meeting is planned for the end of August to discuss the Municipal study and the County infrastructure plans.

Progress on DCI 501(c)(3)

- Steps taken to form the 501(c)(3) were discussed. At the July DCI meeting the mission of the group and how it evolved was discussed. Stemming from that meeting, a small subcommittee met immediately following the DCI meeting to take steps to move the group to incorporation as a nonprofit. Since that subcommittee meeting, a PO Box was opened, a temporary address was identified, information about opening a bank account was obtained and an attorney has volunteered to review the bylaws and articles of incorporation. To meet the SCC rules for incorporation requires 2 Directors; Meg Holden has agreed to be President and Brenda Plantz has agreed to be Secretary/Treasurer. Suzanne Reid has agreed to also serve as scribe at the meetings. Additional Directors will be recruited striving for a Board of 5 to 10 Directors. Refer to July 13, 2017 minutes for more detail.
- A decision was made to make minutes available on the website and for now, to email minutes to participants who regularly attend meetings. Once the Board is fully recruited, minutes will be emailed to Board members and posted to the website.

Marketing/PR plan:

- A discussion about how to market DCI, Inc. and raise start-up funds. A lengthy discussion was held around setting up a kiosk to collect donations for parking on the lot adjacent to the Square and Piedmont Place. The funds collected would be used for DCI, Inc. initial operations. Currently the property is owned by Frank Stoner who is open to allowing us to collect donations from those who use the space for parking. Other fundraising options were discussed – such as selling pens like the event used by the Library to raise funds. Or planning a specific event. Generally, the group thought the “donations for parking” was an interesting idea and that the implementation of it needed further discussion.
- In the interim roughly \$1,200 is needed to pay for fees associated with opening the bank account, paying the SCC for incorporation and filing the federal 501(c)(3) application. Asking Board members to each commit a \$100 donation to establish start-up funds was a recommended route.
- Frank Stoner offered to turn over the current DCI website and Facebook page maintenance responsibility and donate to DCI, Inc. the \$400 a month he now pays to support the social media.
- Meg Holden did talk to the Crozet Park Board President and established that at this time, they are not interested in managing the Plaza once it is constructed.

Other Related Matters:

- Paul Grady reported he conducted a face-to-face survey at the Farmers Market on Saturday, asking vendors their thoughts about moving to the Plaza once it was built. Of the 12-20 vendors typically at the market
 - 25% wanted to move because of the lack of protection from rain and the blacktop makes it hot.
 - 20% did not want to move, citing the same location offered ease of selling out of vendor trucks, ease of loading and unloading, good parking, and good exposure to traffic.
 - 55% of the vendors would consider setting up the Market at the Plaza on another day except for Thursdays where many vendors sell that day at Stonefield in Cville.United Methodist Church benefits from the Market, collecting 5% of proceeds. Regarding the exposure to traffic, the group discussed the likelihood of that changing when the road infrastructure downtown is constructed as it will open additional traffic patterns.

Next meeting:

The next meeting of the DCI group will be September 7 from noon to 1:30 at the Crozet Library. The nonprofit subcommittee will meet prior to then, meeting date to be set by Doodle poll.

Tasks:

- Schedule meeting room with Library at the close of each meeting, extending the Library’s maximum 3-month reservation limit; this will ensure we will be able to consistently meet from noon to 1:30

Actions:

There being no further business, the Meeting was called to a close at 12:50.

Respectfully submitted, Pat Groot and Suzanne Reid, Acting Secretary