

**Richmond Regional Planning District Commission**  
**Minutes of Meeting**  
**March 8, 2001**

**Members/Alternates Present**

Joseph E. Brooks (M), Chairman.....City of Richmond  
Patricia S. O'Bannon (M), Vice Chairman.....County of Henrico  
Rebecca M. Ringley (M), Treasurer.....County of New Kent  
Richard W. Ayers (M).....County of Powhatan  
Gregory R. Baka (M).....County of Henrico  
Edward B. Barber (M).....County of Chesterfield  
W. R. Britton, Jr. (A).....County of Charles City  
Malvern R. Butler (M).....County of Goochland  
Mark S. Daniel (M).....County of New Kent  
James B. Donati (M).....County of Henrico  
Richard W. Glover (M).....County of Henrico  
John E. Gordon (M).....County of Hanover  
Russell J. Gulley (M).....County of Chesterfield  
Roy J. Harrison, Jr. (M).....County of Powhatan  
Joseph T. Lacy, Jr. (M).....County of Goochland  
John L. McHale, III (M).....County of Chesterfield  
Joseph D. O'Connor (M).....County of Hanover  
Allen J. Taylor (M).....County of Henrico  
James T. Taylor (A).....County of Goochland  
Arthur S. Warren (M).....County of Chesterfield

**Members Absent**

Angela L. LaCombe (M), Secretary.....Town of Ashland  
John G. Dankos (M).....County of Hanover  
Thomas F. Giles (M).....County of Hanover  
Gwen C. Hedgepeth (M).....City of Richmond  
Renny B. Humphrey (M).....County of Chesterfield  
William Russell Jones, III (M).....City of Richmond  
David A. Kaechele (M).....County of Henrico  
Timothy M. Kaine (M).....City of Richmond  
Delores L. McQuinn (M).....City of Richmond  
Floyd H. Miles, Sr. (M).....County of Charles City  
Kelly E. Miller (M).....County of Chesterfield  
George K. Roarty (M).....County of Chesterfield

**Others Present**

John R. Amos..... RRPDC Legal Counsel  
Jo Ann Hunter.....County of Henrico

**Staff Present**

Jo A. Evans .....Assistant Executive Director  
Katherine E. Barrett .....Executive Secretary  
Larry J. McCarty.....Director of Planning  
Peter M. Sweetland ..... Finance and Contracts Administrator  
Jackie S. Stewart .....Principal Planner  
Patricia A. Villa ..... Communications Coordinator  
Chéster A. Parsons .....Senior Planner  
Christine Holt.....Associate Planner

Chairman Joseph E. Brooks called the regular monthly meeting of the Richmond Regional Planning District Commission to order at 1:00 p.m. on March 8, 2001.

**I. ADMINISTRATION**

**A. Certification by Commission Assistant Executive Director of Meeting Quorum Including Required Majority of Elected Officials**

Ms. Evans certified that a majority of the Richmond Regional Planning District Commission members were present to constitute a quorum of 17 members—10 elected and seven non-elected.

**B. Approval of Minutes of February 8, 2001 Meeting**

There being no corrections or additions, on motion of Mr. Butler, seconded by Mr. Allen Taylor, the Richmond Regional Planning District Commission unanimously approved the minutes of the February 8, 2001 meeting.

**C. Open Public Comment Period**

There were no requests to address the Richmond Regional Planning District Commission at this time and Chairman Brooks closed the public comment period.

#### **D. Approval of January 2001 Financial Report**

Ms. Ringley presented the financial report for January 2001. There being no corrections, on motion of Mr. Butler, seconded by Mr. McHale, the Richmond Regional Planning District Commission unanimously accepted the financial report for audit.

#### **E. Chairman's Report**

Mr. Brooks reported that the National Association of Counties (NACo) held its 2001 Legislative Conference on March 2-6, 2001 in Washington, DC. At the Chairman's request, Ms. O'Bannon, who also attended, gave a brief overview on the legislative updates, priorities and presentations by key national leaders. She noted that one of the big issues at the federal and state level was accessing government papers and activities on-line.

Mr. Brooks reported that he is scheduled to attend the National League of Cities Conference on March 9-13, 2001.

Mr. Brooks also reported that the Executive Committee met earlier today and discussed the Regional Competitiveness Program. Also discussed were the MPO regional priority transportation projects, which the Executive Committee will present a recommendation for the five projects at the next meeting. Ms. O'Bannon, Chairman of the MPO, will handle the matter through the MPO.

Mr. Brooks also announced the resignation of Mr. Larry McCarty, RRPDC Director of Planning and Information Systems, effective May 31, 2001.

Ms. Ringley reported that Dr. de Voursney, Center for Public Service, has received 51 applications for the RRPDC Executive Director's position. Dr. de Voursney will send a letter to acknowledge and thank those applicants who are not qualified for their interest in the position. He will begin screening the qualified applicants for the Chief Administrative Officers of each locality to review and make recommendations to the Executive Committee and then to the Commission.

#### **F. Assistant Executive Director's Report for February 2001**

Ms. Evans presented the written status report for February 2001, a copy having been included in the agenda.

Ms. Evans also gave a report on the following items:

1. A draft lease proposal has been received from the Management Company, and Legal Counsel will review the document.
2. The minutes of the PDC meetings will be put on the web site.
3. The National APA Conference will be held on March 10-14, 2001 in New Orleans. Those Board members and staff attending are as follows:

Board

Rudy Butler  
Floyd Miles  
Angela LaCombe  
John Gordon

Staff

Jo Evans  
Jackie Stewart  
Chet Parsons  
Dan Rudge

Mr. Brooks also reported that he would be attending the Intercity Visit, sponsored by the Greater Richmond Chamber of Commerce, in Seattle on March 31-April 2, 2001.

Mr. Brooks thanked the staff for the manner in which they are continuing to carry on the work of the Commission under the guidance of Jo Evans.

**II. OLD BUSINESS**

**A. Legislative Update**

Ms. Villa distributed a copy of the legislative report, and updated the Board on bills and their positions at present.

**III. NEW BUSINESS**

**A. Recommended Regional Priorities for FY 01 – Virginia Community Development Block Grant (CDBG) Program**

Ms. Christine Holt, RRPDC Associate Planner, reported that each year the Virginia Department of Housing and Community Development (DHCD) offers funding assistance to non-entitlement localities statewide.

This region's non-entitlement localities are the Town of Ashland and the counties of Charles City, Goochland, Hanover, New Kent, and Powhatan. Localities may submit projects that benefit low- and moderate-income persons to DHCD for funding assistance.

DHCD ranks local projects by merit and uses a point system to determine which projects will be funded. As part of the ranking, DHCD asks each PDC to submit a regional list that prioritizes the CDBG project types. DHCD uses each region's ranking to allocate points to local projects, with the Group 1 projects receiving the highest number of points.

To prepare the regional list, PDC staff asked each locality to prepare and submit their own priority ranking of CDBG categories. Goochland County has indicated they will submit a CDBG application for the construction of a water line in the Centerville area. PDC staff will be assisting the county in preparing their application.

Ms. Holt presented the following proposed CDBG priority regional list, and requested Commission approval:

Priority 1

Comprehensive Community Development  
Economic Development – Job Creation and Retention  
Housing – Housing Rehabilitation

Priority 2

Economic Development – Development Readiness  
Community Facilities  
Economic Development – Entrepreneurship Development

Priority 3

Community Service Facilities  
Economic Development – Economic Environment Enhancement  
Housing – Housing Production Assistance

On motion of Mr. Butler, seconded by Ms. Ringley, the Richmond Regional Planning District Commission unanimously approved the CDBG priority regional list as submitted.

**B. Request to File a Grant Application for Virginia Coastal Resources Management Funds**

Mr. Larry McCarty, RRPDC Director of Planning and Information Systems, reported that for several years the RRPDC has participated in the Virginia Coastal Resources Management Grant Program. This program is funded by federal funds made available through the Department of Environmental Quality (DEQ). These funds allow the RRPDC to provide a variety of services to designated coastal localities in the region-Charles City, Chesterfield, Hanover, Henrico and New Kent, the Town of Ashland and the City of Richmond. Activities include assistance to local governments in developing and updating land use plans and ordinances, the provision of environmental workshops for local government staffs, providing information to the Commission and member governments regarding the Chesapeake Bay Agreement, and the preparation of environmental reviews as requested by federal and state agencies.

This year, DEQ is proposing to make \$25,000 available to the RRPDC to continue its technical assistance program. This will be matched with \$25,000 in in-kind services from PDC staff.

Mr. McCarty requested Commission approval authorizing the Assistant Executive Director to apply for funds to do the tasks as outlined in the agenda attachment.

On motion of Mr. Barber, seconded by Mr. Britton, the Richmond Regional Planning District Commission unanimously approved the Assistant Executive Director to file a grant application for Virginia Coastal Resources Management funds.

**C. Second Reading and Adoption of RRPDC Bylaws Revision**

Mr. Malvern Butler, Chairman of the Charter and Bylaws Committee, read and briefly explained the proposed amendments to the Bylaws as follows:

ARTICLE IX Meetings of the Commission

Section 5

No action shall be taken upon any new business at the meeting in which it is introduced unless full information pertaining to same shall have been ~~delivered~~**mailed** to each COMMISSION member at least ten (10) days prior to the meeting at which such business is proposed to be acted upon. This requirement may be waived only by the majority consent of the commissioners present at the meeting in which such business is introduced and at which a quorum is present.

Section 6

A regular meeting of the COMMISSION may be cancelled in either of the following ways:

- (a) By a two-thirds (2/3) vote of the membership present at any prior regular meeting of the COMMISSION, provided that a quorum is present at such prior meeting, and further provided that those members voting in favor of canceling a future COMMISSION meeting must constitute at least a majority of the entire COMMISSION.
- (b) By *the Chairman* ~~a two thirds(2/3) vote of the COMMISSION membership responding by mail~~ to a special request to cancel a future regular meeting, provided that **notices of the cancellation must be** ~~such a request must be initiated by the Chairman, and further provided that mailed notices must be received by~~ **to** all members ~~not later than~~ **at least** ten (10) days prior to the date of the regular meeting.
- (c) ~~By a two third (2/3) affirmative vote of the membership responding to a poll by telephone, upon the initiation of the Chairman or Vice-Chairman, that a regular meeting may be postponed. However, two regularly scheduled meetings in succession may not be cancelled.~~

On motion of Mr. Butler, seconded by Mr. Harrison, the Richmond Regional Planning District Commission unanimously approved the amendments to Article IX – Meetings of the Commission, Section 5 and Section 6 (a) (b) and (c) of the Commission Bylaws to read as follows:

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- (b) By the Chairman responding to a special request to cancel a future regular meeting, provided that notices of the cancellation must be mailed to all members at least ten (10) days prior to the date of the regular meeting. However, two regularly scheduled meetings in succession may not be cancelled.

**IV. OTHER BUSINESS**

**A. Announcements**

Ms. O'Bannon noted that she is the local government representative on the Advisory Council of the Chesapeake Bay Commission. Today, they are having an Implementation Committee meeting for the Chesapeake Bay program. One of the items on the agenda is the Chesapeake Bay 2000 (C2K) Agreement. In the Chesapeake Bay 2000 Agreement, there are 83 things required for local governments to do because of the Chesapeake Bay Act, one

of which is, beginning with the Class of 2005 provide a meaningful bay or stream outdoor experience for every school student in the watershed before graduation from high school. The Implementation Committee meeting today is to determine the definition of “meaningful” and “outdoor.” This program is an unfunded mandate.

**B. Committee Reports**

There were no Committee Reports at this time.

**V. ADJOURNMENT**

There being no further business, Chairman Brooks adjourned the meeting at 1:50 p.m.

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Jo A. Evans  
Assistant Executive Director

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Joseph E. Brooks  
Chairman

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3/15/01