

**Richmond Regional Planning District Commission
Minutes of Meeting
March 14, 2002**

Members/Alternates Present

Patricia S. O'Bannon (M), ChairmanCounty of Henrico
Rebecca M. Ringley (M), Vice Chairman County of New Kent
Angela L. LaCombe (M), TreasurerTown of Ashland
Chris W. Archer (M).....County of Henrico
Richard W. Ayers (M)County of Powhatan
W. R. Britton, Jr. (A) County of Charles City
Joseph E. Brooks (M)City of Richmond
Malvern R. Butler (M)County of Goochland
John G. Dankos, Jr. (M).....County of Hanover
James B. Donati (M).....County of Henrico
Timothy Ernst (A).....County of Hanover
Roy J. Harrison, Jr. (M)County of Powhatan
Harvey Hinson (A).....County of Henrico
Michael L. Holmes (M) County of Charles City
William Russell Jones, III (M)City of Richmond
David A. Kaechele (M).....County of Henrico
M. D. "Pete" Stith (A)County of Chesterfield
James Taylor (A)County of Goochland
Frank J. Thornton (M)County of Henrico
J. T. "Jack" Ward (M).....County of Hanover
Arthur S. Warren.....County of Chesterfield

Members Absent

John E. Gordon, Jr. (M), SecretaryCounty of Hanover
Gregory R. Baka (M)County of Henrico
Edward B. Barber (M)County of Chesterfield
Mark S. Daniel (M).....County of New Kent
Richard W. Glover (M).....County of Henrico
Russell J. Gulley (M)County of Chesterfield
Gwen C. Hedgepeth (M).....City of Richmond
Renny B. Humphrey (M)County of Chesterfield
Joseph T. Lacy, Jr. (M)County of Goochland
John L. McHale, III (M)County of Chesterfield
Delores L. McQuinn (M)City of Richmond
Kelly E. Miller (M).....County of Chesterfield
Joseph D. O'Connor (M)County of Hanover
George K. Roarty (M).....County of Chesterfield

Others Present

John R. Amos..... RRPDC Legal Counsel
Floyd H. Miles, Sr..... Virginia House of Delegates
Sylvina Poole Richmond Voice Newspaper

Staff Present

Paul E. Fisher Executive Director
Katherine E. BarrettExecutive Secretary
Jo A. EvansAssistant Executive Director
Daniel N. Lysy Director of Transportation
Jackie S. Stewart.....Director of Planning and Information Systems
Peter M. Sweetland Finance and Contracts Administrator
Patricia A. Villa Communications Coordinator
Daniel RudgePrincipal Planner
Christine Holt..... Associate Planner

Call to Order

Chairman Patricia O'Bannon called the regularly scheduled March 14, 2002 meeting to order at 1:00 p.m. As a reminder, Chairman O'Bannon stated that the acoustics of the Commission room are such that side conversations make it difficult for the Chair and staff to hear discussions relevant to the issue on the table. Therefore, Chairman O'Bannon asked members to refrain from side discussions which may be disruptive to others.

I. ADMINISTRATION

A. Certification by Commission Executive Director of Meeting Quorum

Mr. Fisher certified that a majority of the members (19) were present to constitute a quorum.

B. Requests for Additions or Changes in Order of Business

Chairman O'Bannon requested that Item III. B., Presentation of Resolutions of Appreciation to The Honorable Floyd H. Miles, Sr., The Honorable Charles D. McGhee, and Mr. Allen J. Taylor, be moved to the Chairman's Report.

Mr. Ward noted that Mr. Tim Ernst was present as an alternate for Mr. John Gordon.

C. Approval of Minutes of February 14, 2002 RRPDC Meeting

There being no corrections or additions, on motion of Mr. Brooks, seconded by Mr. Butler, the Richmond Regional Planning District Commission unanimously approved the minutes of the February 14, 2002 meeting.

D. Open Public Comment Period

There were no requests to address the Commission at this time and Chairman O'Bannon closed the public comment period.

E. Approval of January 2002 Financial Report

Ms. LaCombe presented the financial report for January. There being no corrections, on motion of Mr. Butler, seconded by Mr. Warren, the financial report for January 2002 was unanimously accepted for audit.

F. Chairman's Report

Chairman O'Bannon introduced and welcomed Ms. Sylvina Poole from Richmond Voice Newspaper.

Chairman O'Bannon presented the following resolution of appreciation to Mr. Allen J. Taylor, outgoing Richmond Regional Planning District Commission members, representing Henrico County:

WHEREAS, Mr. Allen J. Taylor provided valuable public service to the Richmond Regional Planning District Commission from January 2001 to December 2001; and

WHEREAS, he offered significant support to the Richmond Regional Planning District Commission, providing worthy assistance through his dedication to serving the citizens of our Region; and

WHEREAS, his dedicated commitment to advancing the Richmond Regional Planning District Commission's visions and goals was demonstrated admirably, serving the region and advocating community involvement for the good of the Region;

NOW, THEREFORE BE IT RESOLVED, that the Richmond Regional Planning District Commission sincerely appreciates his important contributions and leadership;

AND, BE IT FURTHER RESOLVED, that the Richmond Regional Planning District Commission, this 14th day of February 2002, acknowledges and commends his dedicated efforts.

Mr. Taylor thanked the Commission for the resolution of appreciation.

Chairman O'Bannon presented the following resolution of appreciation to The Honorable Floyd H. Miles, Sr., outgoing member of the Richmond Regional Planning District Commission, representing Charles City County.

WHEREAS, The Honorable Floyd H. Miles, Sr. provided his valuable leadership and insight to the Richmond Regional Planning District Commission from January 1996 to December 2001; and

WHEREAS, he provided immeasurable guidance to the many Richmond Regional Planning District Commission standing committees, fostering regional cooperation, enhancing civic responsiveness, and building consensus for action; and

WHEREAS, his unwavering public commitment to advancing the Richmond Regional Planning District Commission's visions and goals was demonstrated wholly and sincerely, serving the region with dedication and advocating community involvement for the good of the Region;

NOW, THEREFORE BE IT RESOLVED, that the Richmond Regional Planning District Commission sincerely appreciates his important contributions and leadership;

AND, BE IT FURTHER RESOLVED, that the Richmond Regional Planning District Commission, this 14th day of February 2002, acknowledges and commends his dedicated efforts.

Mr. Miles thanked the Commission for the resolution of appreciation.

The Honorable Charles D. McGhee was unable to attend the meeting to also receive a resolution of appreciation for his service while a member of the Richmond Regional Planning District Commission, representing Hanover County.

Ms. Angela LaCombe, Chairman of the Richmond Metropolitan Planning Organization (MPO), also presented a resolution of appreciation on behalf of the MPO to The Honorable Floyd H. Miles, Sr., outgoing member of the MPO representing Charles City County.

G. Executive Director's Report for February 2002

In addition to the written report included in the agenda, Mr. Fisher reported on the following items:

1. Attended area Planning Directors meeting on February 22, 2002 hosted by the Town of Ashland with topics of discussion being legislation and final arrangements for Planning Commissioner's Forum.
2. Mr. Fisher and Ms. Stewart as alternate continue to serve on the Steering Committee for the preparation of the Richmond Regional Metropolitan Medical Response System Plan. On February 8, 2002, an emergency response planning workshop was held at the RRPDC. Approximately 35 emergency first responders attended and discussed issues which should be addressed by the RRPDC Regional Emergency Response Technical Advisory Committee at its meeting on March 22, 2002.
3. The first Annual RRPDC Area Planning Commissioner's Forum was held on March 8, 2002, hosted by the City of Richmond at the new Greater Richmond Convention Center. There were 49 planning commissioners and staff registered with 43 of the 49 attending. Every jurisdiction had at least one planning commissioner in attendance and several jurisdictions had multiple planning commissioners in attendance. Mr. Fisher noted it was a very successful event. At the conclusion of the Forum, there was a consensus to make it an annual planning commissioner's forum, and Henrico County volunteered to host the event in 2003.

Several current and former Board members (Mr. Archer, Mr. Taylor, Mr. Ayers, Mr. Jones) who attended the Forum stated it was a worthwhile endeavor and spoke in favor of continuing the meeting on an annual basis.

II. OLD BUSINESS

A. Regional Competitiveness Program Update

Mr. Roy Harrison, Chairman of the Regional Competitiveness Committee, reported that the Sector Leaders met Thursday, March 7, 2002 and discussed evaluation of the six applications requesting a total of \$1.8 million for FY 03 funding. Since that meeting, Mr. Harrison has learned the outcome of the State Budget Conference Committee action as it pertains to the Regional Competitiveness Program. The Regional

Competitiveness Program funding as constituted in the past has been eliminated. In place of Regional Competitiveness Program funds, the Conference Committee made the following amendment:

“Included in this Item shall be \$2,000,000 the first year and \$2,000,000 the second year from the general fund for a workforce services program. Regional partnerships qualified under the provisions of Section 15.2-1306 through 15.2-1310, Code of Virginia, may apply for the funds under an application process prescribed by the Department of Housing and Community Development. In evaluating the applications, the Department shall consider the number of program participants, the availability of jobs within the region for the specific workforce services provided, the median income and the unemployment rate of the region, the participation and contributions of local governments, local Workforce Investment Boards, the private sector, and others in proposed workforce services projects, and other related factors.”

As a result of the General Assembly action, Mr. Harrison stated that he has suspended action by the Sector Leaders and Competitiveness Committee until a decision is made by the Department of Housing and Community Development regarding the application process and criteria for applications.

Mr. Ward asked if he was correct by stating that funds could only be used for workforce development. Mr. Fisher responded that it was his interpretation from the Conference Committee report that funds would be used for workforce services programs.

Ms. LaCombe asked if the Regional Competitiveness Committee were to only receive \$100,000, then is it possible to not receive/accept any funds. Mr. Harrison said he could not answer the question at this time.

B. Legislative Updates, Including Transportation Funding

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

III. NEW BUSINESS

A. The Retail Institute – FY 2002 2nd Quarter Progress Report

Mr. Fisher reported that the Commission, at its February meeting, requested that staff provide additional information to accompany the second quarter reimbursement request from The Retail Institute which was approved by the Commission at that meeting.

The second quarter progress report detailed the activities of the project with emphasis on the number of individuals placed in various retail positions in and around the Richmond area. The report also described The Retail Institute's on-going development of their program.

The Retail Institute continues to provide computer-assisted self-paced retail career training. Additionally, they have been selected as a charter site to offer professional certification under a program available through the National Retail Federation. They will also host retail training seminars and workshops outside Richmond allowing easier access for individuals in the surrounding counties of Goochland, Powhatan, New Kent, Charles City and the town of Ashland.

Mr. Fisher noted that accompanying the progress report is an income statement showing expenses during the second quarter as well as an Income Detail report which shows year-to-date expenses for the program through December 31, 2002.

Mr. Fisher stated that this item was for information only.

B. FY 03 Rural Transportation Planning Program Scope of Work and Resolution for Adoption

Mr. Fisher reported that since July 1993, the Richmond Regional Planning District has adopted an annual work program for rural transportation planning. Rural transportation planning is provided for the non-MPO portions of Charles City, Goochland, New Kent and Powhatan counties. The work in this program is largely paid for by a grant from the Virginia Department of Transportation (VDOT). As in past years, VDOT provides \$48,000 and the PDC provides \$12,000 of in-kind service for a total program budget of \$60,000. PDC staff worked with local planning staffs, RideFinders, and VDOT to develop the scope of work for FY03. This year for the first time, the scope of work includes projects that are planned to take several years to complete. This allows staff the flexibility to begin working on lower priority projects when time is available.

Mr. Fisher requested that the commission endorse the work plan and authorize the Executive Director to submit the required documentation to VDOT to request \$48,000 in funding.

On motion of Mr. Roy Harrison, Jr., seconded by Mr. Malvern Butler, the Richmond Regional Planning District Commission unanimously adopted the following Resolution:

WHEREAS, supplemental Federal Highway Planning and Research (HPR) funds are being made available by the Virginia Department of Transportation for transportation planning in rural localities; and,

WHEREAS, the purpose of the HPR funds shall be to provide transportation planning assistance in the counties of Charles City, Goochland, New Kent and Powhatan; and,

WHEREAS, the HPR funded planning activities will be administered in accordance with the provisions of 23 CFR Part 420, Highway Planning and Research Program Administration; and,

WHEREAS, the Richmond Regional Planning District Commission has reviewed the proposed Scope of Work for this project; now, therefore,

BE IT RESOLVED, that the Richmond Regional Planning District Commission formally accepts the responsibility to administer the HPR funds for rural transportation planning; and,

BE IT RESOLVED, that the Commission directs its staff to administer the HPR funds, and to provide transportation planning assistance as specified in the Scope of Work; and,

BE IT FURTHER RESOLVED, that the Commission authorizes the Executive Director to execute all necessary documentation to carry out the intent and purpose of this resolution.

C. Recommended Regional Priorities for FY 02 – Virginia Community Development Block Grant (CDBG) Program

Mr. Fisher presented a brief report regarding the CDBG regional priorities for FY 02.

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 Planning District Commission (PDC) to submit a 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. This list is typically due to DHCD by mid-March.

To prepare the regional list, Richmond Regional PDC staff asked each non-entitlement locality to prepare and submit their own priority ranking of CDBG categories. At this time, none of the non-entitlement localities are planning to apply for a CDBG project this year. However, because DHCD now allows applications to be submitted year round, a locality may submit an application later in the funding cycle.

There being no questions or comments, on motion of Mr. Roy Harrison, seconded by Mr. Malvern Butler, the Richmond Regional Planning District Commission unanimously adopted the following FY 02 CDBG regional priorities.

Priority 1

Comprehensive Community Development
Economic Development – Development Readiness
Community Facilities

Priority 2

Housing – Housing Rehabilitation
Economic Development – Job Creation and Retention
Economic Development – Economic Environment Enhancement

Priority 3

Economic Development – Entrepreneurship Development
Community Service Facilities
Housing – Housing Production Assistance

D. Jackson Ward Parking Study

Mr. Dan Rudge, RRPDC Principal Planner, presented a brief overview of the Jackson Ward Parking Study.

Mr. Rudge reported that the Planning District Commission staff has completed a study of parking conditions for the Jackson Ward community

in the City of Richmond. The study examined existing parking utilization rates for both on-street and off-street spaces, developed estimates for future parking demand within Jackson Ward, and provided recommendations to solve parking concerns within the community. The study also addressed two major issues: 1) how to stimulate more parking for Jackson Ward businesses by keeping existing long-term parking close to the business and not relocating it further away; and 2) developing survey methodology and recommendations that can dovetail into the city's larger downtown parking study. Study results and the final document have been provided to both the City of Richmond and the Historic Jackson Ward Civic Association at the Civic Association's monthly meeting on February 19th. Also, a copy of the report can be found on the Richmond Regional Planning District Commission web site.

Mr. Rudge then gave a PowerPoint presentation on the Jackson Ward Parking Study which is an illustration of technical assistance provided by staff and summarized below:

Study Area Boundaries

- ✍ Broad Street
- ✍ Interstate 95/64
- ✍ 3rd Street
- ✍ Belvidere Street
- ✍ Original boundary at 5th Street

Parking Inventory Methodology

- ✍ Area divided into 48 blocks
- ✍ Field observation conducted from 8-5
- ✍ Each block by space type observed
- ✍ Observed parking vs. available spaces
- ✍ 80 percent and higher occupancy rate is considered "of concern or critical"

Projecting Parking Demand

- ✍ Within Jackson Ward
 - ? Most pressure on 1st, 2nd, and 3rd Streets
 - ? About 250,000-500,000 potential square feet
 - ? Expect need for 625-1500 new spaces
- ✍ Development adjacent to Jackson Ward

? Used projections from North CBD Study

- Net loss of 688 spaces due to development
- Projected new demand for additional 2,500 spaces
- About 15 percent or 300 spaces needed in Jackson Ward

Parking Recommendations

- ✍ Area-wide recommendations
- ✍ Improvements for specific sections
- ✍ Recommendations for specific blocks

Area-wide Recommendations

- ✍ Form parking authority
- ✍ Improved enforcement
- ✍ Improved parking signage
- ✍ Residential parking permit program
- ✍ Coordination of special events with Ridefinders
- ✍ Shuttle service during major events

Specific Section Recommendations

- ✍ Education of merchants
- ✍ Reduction in maximum parking time
- ✍ Employer encouragement of transit
- ✍ Shared parking

Special Consideration for Major Events

- ✍ Affects blocks 7, 8, 13, 14, 27 28, 32, 33, 46, 47, and 48
- ✍ Recommendations include:
 - ? Improved enforcement
 - ? Improved signage
 - ? Coordination with Ridefinders
 - ? Shuttle service

E. Census – Regional Data Book

Mr. Fisher stated that staff has prepared a Census Data Book for the Metropolitan Statistical Area, which includes the basic demographic and housing data released by the U.S. Census Bureau. A copy of the report was included in the agenda mailout. Mr. Fisher asked that any member or

local government staff who would like to receive additional copies to contact Christine Holt, RRPDC Associate Planner.

IV. OTHER BUSINESS

A. Announcements

Ms. LaCombe announced that invitations will be mailed soon regarding the MPO's Regional Bicycle and Pedestrian Study to be held on May 8 with a workshop at Virginia Commonwealth University featuring nationally known guest speaker Dan Burden an expert on pedestrian issues. She said there would be local elected officials and planning commissioners, local staff, and citizens participating in the workshops throughout the day.

B. Committee Reports

There were no committee reports at this time.

C. For Your Information

Mr. Fisher noted informational items included in the agenda.

V. ADJOURNMENT

There being no further business, Chairman O'Bannon adjourned the meeting at 2:10 p.m.

Paul E. Fisher
Executive Director

Patricia S. O'Bannon
Chairman

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