

**RICHMOND REGIONAL PLANNING DISTRICT COMMISSION**  
**MINUTES OF MEETING**  
**March 9, 2006**

**Members/Alternates Present**

Chris W. Archer (M)..... County of Henrico  
Edward B. Barber (M), Treasurer .....County of Chesterfield  
W.R. Britton, Jr. (A) ..... County of Charles City  
Malvern R. Butler (M), Chairman .....County of Goochland  
Amy M. Cheeley (M).....County of Hanover  
Robert R. Cosby (M).....County of Powhatan  
Richard W. Glover (M)..... County of Henrico  
John E. Gordon, Jr. (M) .....County of Hanover  
Kathy C. Graziano (M) .....City of Richmond  
John C. Grier (M).....City of Richmond  
Jerilynn T. Grigsby (M) ..... County of Henrico  
Brooke D. Hardin (A) .....City of Richmond  
Harvey L. Hinson (A) ..... County of Henrico  
Russell E. Holland (M), Vice Chairman.....County of Powhatan  
William Russell Jones, III (M).....City of Richmond  
R. M. “Dickie” King, Jr. (M) .....County of Chesterfield  
Kelly E. Miller (M) .....County of Chesterfield  
Elizabeth W. Moorhouse (M) .....County of Hanover  
Patricia S. O’Bannon (M) ..... County of Henrico  
William J. Pantele (M) .....City of Richmond  
George K. Roarty (M).....County of Chesterfield  
Robert R. Setliff (M).....County of Hanover  
Frank J. Thornton (M)..... County of Henrico  
Stran L. Trout (M)..... County of New Kent  
Arthur S. Warren (M) .....County of Chesterfield  
David T. Williams (M) .....County of Powhatan

**Members Absent**

James B. Donati (M)..... County of Henrico  
Thomas W. Evelyn (M) ..... County of New Kent  
Frank M. Hartz (M).....County of Goochland  
Michael L. Holmes (M), Secretary ..... County of Charles City  
Renny B. Humphrey (M) .....County of Chesterfield  
Angela L. LaCombe (M).....Town of Ashland  
Sherman W. Litton (M).....County of Chesterfield  
David A. Kaechele (M)..... County of Henrico  
Eugene A. Mason (M).....City of Richmond  
Ellen F. Robertson (M) .....City of Richmond

**Others Present**

John Amos ..... RRPDC Legal Counsel  
George Homewood ..... County of New Kent

**Staff Present**

Paul E. Fisher ..... Executive Director  
Jo A. Evans ..... Assistant Executive Director  
Julie H. Fry ..... Executive Secretary  
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

**Call to Order**

Chairman Butler called the regularly scheduled March 9, 2006, RRPDC meeting to order at approximately 1:10 p.m. in the RRPDC conference room. At this time, Chairman Butler led the Commission in the pledge of allegiance to the flag. He thanked members of the Commission for attending.

**I. ADMINISTRATION**

**A. Certification by Commission Executive Director of Meeting Quorum**

Mr. Fisher certified that a majority of the voting members/alternates (26) was present to constitute a quorum.

**B. Requests for Additions or Changes in Order of Business**

Chairman Butler asked if there would be any changes to the order of business. Mr. Fisher indicated an addition will need to be made to the agenda under New Business in order for Mr. Pantele to present a report from the Office Space Subcommittee. This will be the first item under New Business.

**C. Open Public Comment Period**

As there were no requests to address the Commission, Chairman Butler closed the public comment period.

**D. Approval of Minutes, February 2, 2006 Meeting**

Mr. Holland, Vice Chairman, presented the minutes of the RRPDC meeting held on February 2, 2006, on behalf of Mr. Holmes who was unable to attend. On

motion made by Mr. Holland and seconded by Ms. O'Bannon, the minutes were approved as presented.

#### **E. Approval of January 2006 Financial Reports**

Mr. Barber, Treasurer, presented the financial reports for January 2006. On motion made by Mr. Barber and seconded by Mr. Setliff, the January financial reports were unanimously approved as presented and accepted for audit.

#### **F. Chairman's Report**

Chairman Butler encouraged members of the Commission to contact their state legislators and urge them to establish dedicated funds for transportation projects. Currently in the House version, there are no provisions in proposed transportation plans for central Virginia, favoring northern Virginia and Tidewater. He stated that with new businesses and industries recently announcing relocation to the Richmond region, transportation issues should remain a top priority.

#### **G. Executive Director's Report for February 2006**

Mr. Fisher presented the written staff status report, a copy having been included in the agenda. He urged the Commission members to read the report which details activities staff has undertaken in each of the localities.

### **II. NEW BUSINESS**

#### **A. Office Space Sub-Committee (new item)**

Chairman Butler asked Mr. Pantele to report on the recent meeting of the Office Space Sub-Committee. Mr. Pantele noted that the committee (including himself, Mr. Barber, and Mr. Holland) had asked staff to issue Requests for Proposals from area real estate brokers in anticipation of the current lease expiring in May 2007. Three brokers responded (Thalhimer/Cushman & Wakefield; CB Ellis, Inc.; and, GVA Advantis), and representatives from each were interviewed by the committee and staff.

The committee had recommended to the Executive Committee earlier today that RRPDC enter into a contract with Thalhimer to explore options for RRPDC office space. This will include purchase and lease options within the region in addition to renegotiation of the current lease. Consideration will also be given to housing Central Virginia Waste Management Authority with RRPDC. Other factors being considered will be conference facilities, accessibility, and parking. All study costs will be absorbed by Thalhimer and compensation to the broker will be made by the subsequent leasing/selling entity.

Mr. Jones asked why a building had not been purchased when the Commission moved into its current location. Chairman Butler replied the building in question was not as accessible as the current location.

Following discussion, and clarification from Mr. Amos, RRPDC legal counsel that the Commission was voting only on approval of a broker, on motion made by Mr. Pantele and seconded by Mr. Jones, the Commission authorized staff to execute a Memorandum of Agreement (MOA) with Thalhimer. This MOA will be presented to the Commission at its April meeting for approval. Chairman Butler thanked members of the sub-committee for their work.

At this time, Chairman Butler recognized and welcomed Henrico County's new citizen representative to the Commission: Jerilynn Grigsby, from the Tuckahoe District.

#### **B. 2007 Virginia Community Development Block Grant Program Regional Priorities**

Mr. Fisher stated that each year the Virginia Department of Housing and Community Development (DHCD) offers funding assistance to non-entitlement localities statewide. Since development of the Regional Priorities List, a change in the list had been requested by Charles City County. A copy of the revised list was provided to members of the Commission at this time. Following clarification by staff regarding the change, on motion made by Mr. Britton and seconded by Mr. Barber, the priority list was adopted as amended by the Commission and will be submitted to DHCD. A copy of the revised list and resolution will be filed with these minutes.

#### **C. Grant Application – Virginia Coastal Resources Management Program**

Mr. Fisher stated that a grant for next fiscal year's Virginia Coastal Resources Management Program had become available. It will provide \$27,500 for coastal program planning in the region and requires that the PDC provide matching funds of \$27,500. On motion made by Ms. Graziano and duly seconded, the Commission endorsed the Executive Director's request for coastal funding. A copy of the resolution will be filed with these minutes.

#### **D. Request to Apply for Rural Transportation Planning Program Funds**

Information was presented by Mr. Fisher on the FY 07 scope of work for non-MPO portions of Charles City, Goochland, New Kent, and Powhatan counties. VDOT will provide \$48,000, and the PDC will provide \$12,000 of in-kind staff services for a total program budget of \$60,000. On motion made by Mr. Britton and seconded by Ms. O'Bannon, the Commission authorized the Executive Director to submit the scope of work to VDOT for approval. A copy of the resolution will be filed with these minutes.

**E. Request to Apply for Rural Transportation Planning Program Funds for Charles City County Route 5 Corridor Overlay Plan**

Mr. Fisher asked Ms. Stewart to report on this item. She stated that along with local planning staff, PDC staff has developed a grant letter of intent for funds from the Virginia Rural Transportation Planning Program. The proposed project will result in the development of an overlay corridor plan for the portion of Route 5 that is outside the MPO study area. On motion made by Mr. Britton and seconded by Mr. Trout, the Commission authorized the Executive Director to submit the grant letter of intent to VDOT. A copy of the resolution will be filed with these minutes.

**III. OLD BUSINESS**

**A. Legislative Update**

Chairman Butler recognized Ms. Villa, RRPDC Communications Coordinator, who gave the Commission an update on pending legislation of interest being considered during the current General Assembly session (list included in the agenda packet).

**B. Special Work Session Follow-Up**

Chairman Butler asked Mr. Fisher to review for Commission members information included in the agenda packet regarding the Special Work Session held in November, 2005. Mr. Fisher stated that during the Commission's February meeting, Chairman Butler had asked for time to be set aside during the March meeting for continued dialogue on future work programs of RRPDC as determined by the Commission members. He further stated that based on input from staff members of local jurisdictions, current work programs were on target.

Chairman Butler recognized Mr. Miller, who asked, based on one of the noted common threads in the Work Session summary ("What does the RRPDC do well?" – Provides legislative liaison/monitoring assistance), why the Commission had not worked together to develop a unified voice to state its position on pending legislation. Specifically, he noted SB 374, which will affect all member jurisdictions. [This proposed legislation would require localities to establish ordinance standards, conditions, and criteria for the clustering of single-family dwellings and the preservation of open space developments.] Chairman Butler reminded members that last year they had voted not to submit a list of regional legislative priorities to the regional legislative caucus.

Mr. Fisher clarified that last year when the legislative agenda was discussed, the Commission took the position not to have a legislative agenda on all items presented to the legislative caucus with the exception of land use legislation. The Commission decided at that time to have a standing position to oppose all land

use restrictions; Ms. Villa has taken this position to General Assembly members as applicable. Following further discussion, on motion made by Mr. Thornton and seconded by Mr. Miller, the Commission directed staff to contact the governor and local legislators in both the Senate and House regarding the Commission's objection to land use restrictions being imposed on localities by this particular piece of legislation (SB 374).

Mr. Hinson suggested that Ms. Villa should meet with legislative liaisons from the member jurisdictions prior to next year's General Assembly session to develop a list of general items (such as land use and transportation) on which the Commission should state a position. Chairman Butler agreed this would be taken into consideration in preparing for the next legislative session. Mr. Britton pointed out this had been done for past and current legislative sessions.

Continuing with the Work Session review, Mr. Fisher noted items that had been identified previously by members of the Commission for inclusion in future work programs included implementation of economic development projects (data and GIS projects) and coordination of regional emergency management efforts

At this time, Chairman Butler asked staff to be excused from the meeting to allow a more candid discussion by Commission members of future work program direction.

#### **IV. OTHER BUSINESS**

##### **A. Announcements**

There were no announcements.

##### **B. Committee Reports**

There were no committee reports.

##### **C. For Your Information**

Items included for the Commission's information:

1. Letter of thanks from Jim Dunn (Greater Richmond Chamber of Commerce) to Chairman Butler on his efforts regarding gaining approval of the Regional Mass Transit Study by the MPO
2. Letter of thanks from Cynthia Buchanan (Metro Jackson Mississippi Chamber of Commerce) to Mr. Fisher regarding that city's visit to Richmond and participation in a local government panel discussion.

V. **ADJOURNMENT**

There being no further business to come before the Commission following the Work Session review, Chairman Butler adjourned the meeting at approximately 3:15 p.m.

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Paul E. Fisher  
Executive Director

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Malvern R. Butler  
Chairman