

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
Minutes of Meeting
May 12, 2016

Members and Alternates (A) Present

Parker C. Agelasto.....City of Richmond
Chris ArcherHenrico County
Karin CarmackPowhatan County
Timothy M. DaveyChesterfield County
Steve A. ElswickChesterfield County
Richard W. GloverHenrico County
Kathy C. Graziano, Treasurer.....City of Richmond
Gloria L. FreyeChesterfield County
Leslie Haley.....Chesterfield County
Jimmy Hancock.....Henrico County
Wayne Hazzard (A).....Hanover County
James M. Holland.....Chesterfield County
Angela Kelly-WiecekHanover County
Floyd H. Miles, Acting ChairmanCharles City County
Tyrone E. Nelson, Secretary.....Henrico County
Larry Nordvig.....Powhatan County
W. Canova PetersonHanover County
Edward W. PollardNew Kent County
George SpagnaTown of Ashland
Randy Whittaker.....Hanover County
Christopher Winslow.....Chesterfield County

Members Absent

Jonathan T. BalilesCity of Richmond
Tommy BraninHenrico County
Evan Fabricant.....Hanover County
Dorothy Jaeckle, Vice Chairman.....Chesterfield County
Susan LascoletteGoochland County
Michelle Mosby.....City of Richmond
Patricia S. O'Bannon.....Henrico County
Rodney PooleCity of Richmond
Frank J. ThorntonHenrico County
C. Thomas Tiller.....New Kent County
Carson TuckerPowhatan County

Others Present

John AmosRRPDC Legal Counsel
Cyane Crump Historic Richmond
Elizabeth Hancock Greenfield Richmond Association of Realtors
Laura McFarland..... Powhatan Today

Staff Present

Martha Shickle Executive Director
Jo Evans.....Assistant Executive Director
Julie Fry Executive Secretary
Anne Darby Senior Planner
Tiffany Dubinsky Principal Planner
Billy Gammel Senior Planner
Chuck Gates Manager, Community Affairs
Barbara Jacocks.....Director of Planning
Jin Lee Senior Planner
Barbara Nelson Director of Transportation
Sarah Rhodes Principal Planner
Kathy Robins Senior Planner
Greta Ryan..... Senior Planner
Sarah Stewart..... Senior Planner
Jackie Stewart..... Manager, Special Projects
Peter Sweetland Finance and Contracts Administrator

Call to Order

Acting Chairman Miles, called the regularly scheduled May 12, 2016 RRPDC meeting to order at approximately 9:10 a.m. in the RRPDC Board Room. He asked Mr. Nelson to lead members in the pledge of allegiance to the flag.

I. ADMINISTRATION

A. Certification by Commission Executive Director of Meeting Quorum

Ms. Shickle, RRPDC Executive Director, reported that a quorum of members was present.

B. Request for Additions or Changes to the Order of Business

Acting Chairman Miles asked if there were any requests to change the agenda or order of business. No requests from members were received and Acting Chairman Miles indicated the agenda would stand as presented.

C. Open Public Comment Period

Acting Chairman Miles opened the public comment period, noting that if anyone wished to address the members, to please come to a microphone and provide his or her name, locality of residence, and if appropriate the name of any organization being represented. Acting Chairman Miles asked that any citizen speaker please limit comments to three minutes, and organizations should limit their comments to five minutes.

As there were no requests from the public to address members of the Board, Acting Chairman Miles closed the public comment period.

D. Approval of April 14, 2016 Meeting Minutes

Acting Chairman Miles asked Mr. Nelson to present the minutes of the April 14, 2016 to members for their consideration.

Mr. Nelson asked if there were any changes or corrections to be made to the minutes. There being none, Mr. Peterson moved for approval of the April 14, 2016 minutes as presented. The motion was seconded by Ms. Graziano. There was no additional discussion and the minutes of the April 14, 2016 meeting were approved unanimously as presented.

E. Acceptance of March 2016 Financial Report

Acting Chairman Miles asked Ms. Graziano to present the financial report for March 2016.

Ms. Graziano said if there were no questions or corrections, she would ask for a motion to accept the March 2016 financial report as presented. Mr. Nordvig so moved and the motion was seconded by Ms. Graziano. There was no further discussion and the motion carried unanimously.

F. Acting Chairman's Report

Acting Chairman Miles reported that during this morning's Executive Committee meeting, members reviewed discussions held during the February meeting regarding the current slate of offers serving in FY16 and the process by which these current officers will be elected to continue in their positions through FY17.

Acting Chairman Miles said that unless any members have questions or concerns regarding this process as outlined on the agenda, elections will proceed as planned; during the June meeting the current slate of officers will be elected to serve in the same position during FY17. All members were in agreement that the process should move forward as discussed during the February meetings. He indicated the normal rotation of jurisdictions to serve as officers will resume for FY18.

G. Executive Director's Report

Ms. Shickle brought members' attention to the staff activity report, which is included in the agenda book under Tab 3 and details key projects being advanced by staff on behalf of the localities. This month's report highlights work recently completed by staff for Chesterfield County with regard to eastern Midlothian Turnpike, a summary of environmental and intergovernmental reviews completed over the past month, and a brief update on activities of the Virginia Association of Metropolitan Planning Organizations (VAMPO).

She said staff will be happy to address any questions on what is included in the report. Ms. Shickle said staff hopes that as the new report format evolves, it will provide more useful information to members than the previous reports.

II. CONSENT AGENDA

Acting Chairman Miles noted there is one item on the Consent Agenda this month:

- A. Authorization to File and Execute FY17 Federal and State Grant Applications and Agreements on Behalf of the RRPDC for the Richmond Area TPO's FY17 Unified Work Program

Ms. Shickle said these two resolutions are an annual request for the RRPDC Executive Director to execute and file applications on behalf of the TPO for the Unified Work Program. She noted the TPO policy board and the TPO Technical Advisory Committee have both reviewed and approved the programs associated with the funds to be requested. Ms. Nelson is in attendance and can answer any questions.

Acting Chairman Miles asked if anyone would like to remove this item from the Consent Agenda for discussion.

As there was no request to remove the item from the Consent Agenda, Ms. Graziano made a motion that the Consent Agenda be approved as presented. The motion was seconded by Mr. Peterson. There was no discussion and the motion carried unanimously.

Acting Chairman Miles said at this time, he would like to ask Ms. Kelly-Wiecek to introduce a new RRPDC member.

Mr. Kelly-Wiecek reminded members that Mr. Padgett retired from the Hanover County Planning Commission when his term expired. The Planning Commission has appointed Mr. Randy Whittaker to replace Mr. Padgett as its representative to the RRPDC Board. Mr. Whittaker is Mr. Peterson's appointee and joined the Planning Commission about five years ago. Ms. Kelly-Wiecek said Mr. Whittaker has been an outstanding resource for the entire County and she has been pleased to work with him. Ms. Kelly-Wiecek said Mr. Whittaker is practical and thoughtful and will be a great asset to the RRPDC.

Acting Chairman Miles welcomed Mr. Whittaker to the RRPDC and thanked him for agreeing to serve on the RRPDC Board.

III. UNFINISHED BUSINESS

There was no Unfinished Business to bring before members.

IV. NEW BUSINESS

A. Regional Forum Series: Powhatan County – Winterfield Phase II

Acting Chairman Miles asked Mr. Nordvig if he would introduce today's speaker.

Mr. Nordvig noted that before the recession, Powhatan County was experiencing tremendous growth as more people moved into the County. He said that pre-recession, homes in the County sold very quickly.

Now that the economy has begun to recover, Powhatan County is putting a new emphasis on growth. The County recently approved a new position for a Director of Economic Development and Community Development.

Mr. Nordvig said until the new hire is in place, Mr. March Altman has been marshalling economic and community development efforts in the County in addition to his other duties as Deputy County Administrator. Mr. Nordvig said the County has particular interest in three different areas, which he noted Mr. Altman would touch on during his presentation.

The project that Mr. Altman will present today is within one of the three emphasis areas with regard to addressing the County's revenue shortage. The shortage is due in large part to a lack of commercial development revenue that is used for such things as school textbook purchases, safety equipment, etc. Mr. Nordvig indicated that one bit of information that Mr. Altman will present may be somewhat of a surprise to members.

Mr. Altman thanked Mr. Nordvig for his introduction and for the opportunity to speak with members this morning.

Mr. Altman said the County does have a renewed interest in growth to address the need for additional commercial, retail, and office development to balance out the County's tax base. In the 2010 Comprehensive Plan, the County declared three Economic Development Areas (EDA): one in the Courthouse area, one along Rt. 360 at the Chesterfield County line, and a third area that's east of Rt. 288. All three areas were illustrated on a map shown by Mr. Altman.

Mr. Altman said the process to develop the 2010 Comprehensive Plan began in 2006, with the plan being adopted in 2010. This plan set up the County for continued growth based on what was happening in the County prior to the recession. The County is currently reviewing the plan to ensure it's still viable.

Amendments to the zoning ordinances were also implemented in order to allow the County to move the Plan forward in each of the EDAs.

Today's presentation will focus on the area along Rt. 288, at Rt. 711. He said contrary to popular belief, this area is not located in Chesterfield County; it's in Powhatan County. Mr. Altman said he believes this is the surprise that Mr. Nordvig referenced. He provided a map to show the location of Winterfield Place Phase I. Mr. Altman provided a listing of current tenants at Winterfield Place Phase I, as well as photos of some of the buildings. He said this development sets the tone for Phase II.

Mr. Altman noted that due to pending legislation, proffers may or may not be available after July 1. He indicated that discussions with the developer regarding Phase II offers an example of why proffers work. Mr. Altman said that during the discussions, there was give and take with the developer that allowed the County the ability to influence the physical appearance of the buildings, landscaping, etc.

Mr. Altman provided a map of Phase I and its proximity to Phase II. The developer proposed a mixed use development for Phase II. The County's zoning ordinance, adopted a couple of years ago, allowed for village center and village residential densities. Before the adoption of the zoning amendments, the smallest lot size allowed was about two acres residentially. Now about four units per acre are allowed and with a plan development, eight units per acre can be built.

Mr. Altman said the developer is proposing 200 apartment units in Phase II. The original proposal had 80 townhouse/condominium units and about 65,000 to 70,000 square feet of retail, commercial, and office space.

The challenges faced by the County during the planning stages of Phase II included:

- availability of potable water to support the project
- access management / timing of Rt. 711 widening project
- public safety – fire and EMS service
- community opposition

Mr. Altman said throughout the process the developer has met with County staff as well as with members of the Board of Supervisors and Planning Commission. The developer deferred his application by about eight months to allow time for all concerns to be addressed. Additionally, there were several community meetings with residents of adjoining neighborhood associations.

As a result of these meetings, the developer altered his plans to accommodate access concerns along Founders Creek Court. The final proposal included 21 additional units. There was discussion about the need for a secondary access point to meet the zoning requirements. However, this additional access point was not needed with only the 21 additional units, which kept the total at 50 units – the cut-off level that necessitates the need for the second access point.

Mr. Altman provided a map showing the location of the condos/golf villas, apartments, and retail/commercial space. Additional landscape buffering around the apartments was included to address concerns of neighboring residential areas. The retail/commercial space will include a gas station and convenience store. Mr. Altman noted that he believes the gas station and convenience store will do very well as there is currently nothing similar in the immediate area.

Mr. Altman said the County is anticipating additional tax revenues with the development of commercial and retail space.

The golf villas will be an adult only neighborhood and will not put any additional stress on the County's school system. After evaluating all of the residential area east of Rt. 288, there will be only about seven additional students entering the Powhatan County school system. There will be no family amenities in the development. The golf villas have been accepted into the Founders Bridge Homeowners Association and will need to comply with all Association rules.

With regard to the apartments, these will include only one- and two-bedroom units. Mr. Altman provided an illustration of the building and floor plans. During discussions with the developer, the County was allowed to have final say on the design of the buildings. Again, this is an example of how proffers can work. This will allow the development to retain the quality look of surrounding development. The apartments will also be an adult community, and the units will range from 700 to 1,200 square feet. Outdoor living amenities will include a pool, fireplace, grilling area, etc. The footprint will be less than 15,000 square feet and meet zoning requirements. Part of the overall community plan will include a trail system that will connect into Founders Bridge Court and Founders Creek Court.

Mr. Altman also provided illustrations of the retail and commercial buildings design.

Huguenot Trail (Rt. 711) is currently on track to be widened as it approaches Rt. 288. Mr. Altman thanked the RRTPO for authorizing resources that should allow the project to be fully funded. He said the County hopes construction will begin in the spring of 2017. This will also allow additional development around the exchange of Rt. 288 and Rt. 711 to help alleviate traffic concerns and provide the County with additional tax revenues.

Mr. Altman said the County has realized, as have other localities in the region, that if more commercial and retail development is desired, then the locality will need to change the way in which it allows growth to happen. He noted that the County loses about \$190 million annually because the County's residents spend their dollars in other localities. The County's objective is to recapture some of those monies and increase its tax base. He said that Powhatan County intends to continue its relationships with Chesterfield County to share resources, and he believes that the Rt. 711 widening project will benefit the surrounding localities as well as Powhatan County.

Mr. Altman said he has been very glad the development was able to take shape and form while proffers are still available. He said he does not think the same outcome would be possible after July 1 when proffers will no longer be part of the discussion.

Mr. Altman thanked members for their attention and said he'd be glad to answer any questions.

Mr. Hazzard asked what other types of proffers, such as ones to benefit schools, were used other than the aesthetic proffers Mr. Altman mentioned. Mr. Altman said that because of Powhatan County's proximity to Chesterfield County and location of James River High School, Powhatan County realized that many residents would choose to live in Chesterfield County. Mr. Altman said Powhatan County was able to obtain proffers in the amount of \$500 per unit that will go toward the purchase of a ladder truck for Powhatan Fire/EMS.

The developer also proffered that there would be no vertical construction on site until he could prove to Powhatan County that there is adequate water supply to serve the additional construction. The developer had purchased a water allocation of 68,000 gallons per day that was being used by Founders Bridge to meet its water needs. Mr. Altman said the developer is now working with Founders Bridge and the Chesterfield County Department of Utilities to build a well that will provide additional water to the system. The proposal was submitted to both Powhatan and Chesterfield Counties for approval and is currently being reviewed by the Virginia Department of Health. The water will need to be treated to the same standards as required in Chesterfield County. Founders Bridge is currently using water restrictions that may curtail the need for supplemental water; however, the well will prevent the continued use of the developer's water allocation.

Ms. Freye asked if there has been any guarantee as to when retail revenue will begin versus the needs generated by new residents. Mr. Altman said there were no guarantees, but there was discussion with the developer regarding construction timing. The golf villas will be constructed first, followed by commercial, and then the apartments. Mr. Altman said the County does not have a concern about service because the development will not include additional children. No site or construction plans have been approved at this time.

Mr. Nordvig said the plan preserves the rural feel of Powhatan County, which is why residents choose to move into Powhatan County. He said his constituents voiced a desire for pleasing architecture and maintaining the rural sense while providing services found in larger jurisdictions. Mr. Nordvig said this development eliminates sprawl yet provides a cluster where residents can live, work, and play. He said the County needs to aggressively pursue commercial growth in order to increase the tax base. The increased tax base will allow infrastructure to be built in order for residential development to take place. Mr. Nordvig said the County wants to rebalance its commercial and residential tax base.

Acting Chairman Miles asked if the County's fire/EMS is volunteer or paid, or a combination. Mr. Altman said the fire system is volunteer-based and EMS is handled through a contract service during the day and by volunteers in the evening. He noted that Powhatan County does have an agreement with Chesterfield County to assist with

providing safety services. He said the County does realize it will need to move to a better system as the service needs expand.

Acting Chairman Miles said Charles City County is experiencing some of the same issues and is currently researching how to provide paid fire/EMS services.

Mr. Altman said Powhatan County has applied for a Staffing Adequate Fire and Emergency Response (SAFER) grant to supplement its paid/volunteer system. He said the County would like to have a paid combination of fire/EMS to cover both needs.

Acting Chairman Miles thanked Mr. Altman for his time and presentation.

B. Final FY16 Budget and Preliminary FY17 Budget and Work Program

Acting Chairman Miles asked Ms. Shickle to provide this information to members.

Ms. Shickle reminded members that FY16 runs from July 1, 2015 through June 30, 2016.

She said when members reviewed the FY16 budget in December, staff projected being able to add approximately \$118,000 to the undesignated fund balance at the end of FY16, on June 30, 2016. Revenues over the past five months have been reduced and now there will be a need to use approximately \$12,800 from the undesignated fund balance to cover agency operating costs.

She pointed out that this revenue is not actually lost to the agency but is being transferred into FY17. During last month's RRTPO meeting, the TPO Board took action to authorize the transfer of some funds to FY17. This transfer is a result of a Transportation Planner position that had been previously approved to begin in January 2016 not being filled until the first of May. As a result, associated grant reimbursements could not be captured. Additionally, the Bus Rapid Transit (BRT) project has been extended into FY17; these funds are provided through a special assessment from the City of Richmond.

Ms. Shickle said the FY17 Work Program is included in the agenda packet. She said the Work Program has been reorganized this year as part of an effort to better reconcile the Work Program to the budget. She said her goal is to align the FY18 budget and Work Program so members can see how staff work tasks are tied to specific revenue sources. Ms. Shickle said for FY17, there will be four core work effort areas:

- regional staffing, coordination, and collaboration
- data and technical assistance
- planning and programming
- community affairs and strategic partnerships

Revenue sources in FY17 are projected as follows:

Urban Transportation	57.1%
Local Member Dues	27.1%
State Appropriations	4.2%
Community Indicators /	
Special Projects	4.4%
Emergency Mgt.	3.8%
Rural Transportation	2.2%
Environmental	1.3%

Ms. Shickle brought members' attention to Table A for FY17, noting that only confirmed revenue sources are included in this table. Those sources are:

- state funding under Regional Cooperation Act
- member dues based on population estimates released by Weldon Cooper in January 2016
- RRTPO adoption of UPWP on May 5
- Capital Region Collaborative
- regional community indicators
- Hazard Mitigation Planning Grant

The following funds are annual applications for funding that are to be submitted or are pending following submission. Ms. Shickle said she has no reason to believe that these funds will not be forthcoming; however, they are not included in the budget figures for FY17.

- VDOT rural transportation
- DHS/VDEM emergency management planning
- NOAA/DEQ CZM coastal management

FY17 operating expenses are estimated to be as follows:

Personnel	79.7%
Rent	9.9%
IT Operations	3.3%
Professional Devel.	2.4%
Legal, Audit, Ins.	1.3%

Ms. Shickle said with the preliminary FY17 budget as presented, staff anticipates being able to return approximately \$2,900 to the undesignated fund balance at the end of FY17 on June 30, 2017. She noted there are additional grant opportunities that staff is pursuing that could increase revenue and potentially allow more funds to be returned to the undesignated fund balance. Ms. Shickle said she feels the undesignated fund balance should be at a higher level and her focus will be to manage operations of the agency in a fiscally responsible way so that additional funds may be returned to the undesignated fund balance whenever possible.

Ms. Shickle said that during FY17, staffing should remain stable, noting that one staff position for additional Transportation support has been programmed into the budget. The costs for this position will be offset by a current contract position that is scheduled to end later in the summer. In December, during the mid-year budget review, Ms. Shickle said she hopes revenues have recovered enough so that a merit-based salary adjustment can be provided to staff that will be effective on January 1, 2017. This will continue the path set last year by members to adjust staff salaries to meet market competitiveness. Other areas that will be reviewed mid-year, depending on revenue sources, include:

- increase support for training and professional development priorities
- initiate agency infrastructure improvements

Ms. Shickle said she will be glad to answer any questions, noting that the Executive Committee took action during their meeting this morning to recommend both the final FY16 budget and preliminary FY17 budget and Work Program for approval by the Commission.

Mr. Holland said he is very supportive of additional training and professional development for staff. He said he would like to suggest that the funds allocated for printing be reviewed to see if any of the costs can be reduced by using technology. Mr. Holland said any funds saved by reducing printing costs could be reallocated to staff training.

Mr. Peterson said he would suggest that the sound system in the Board Room be addressed as soon as possible. Ms. Shickle said staff has been meeting with vendors regarding improvements to the AV/sound system. She reported that cost estimates received so far have been very high. Ms. Shickle said the agency has opportunities to host other meetings in the room, but the current configuration of the room is not amenable to other meeting needs. She said this is a top priority for the agency, but it is a big ticket item. She noted that staff will continue to research a solution that will meet the agency's needs while being as cost effective as possible.

Ms. Graziano made a motion that the final FY16 budget and the preliminary FY17 budget and Work Program be approved as presented. Mr. Holland seconded the motion. There was no additional discussion and the motion carried unanimously.

V. OTHER BUSINESS

Acting Chairman Miles announced that Mr. Amos, RRPDC legal counsel, will provide a report to members next month regarding the conflict of interest financial reporting that was discussed during last month's meeting.

VI. ADJOURNMENT

As there was no additional business to bring before the Board, Acting Chairman Miles adjourned the meeting at approximately 10:10 a.m.

Martha Shickle
Executive Director

Floyd H. Miles, Sr.
Acting Chairman