



**PlanRVA Commission Meeting Minutes
 October 13, 2022 – 9:00 a.m.
 James River Board Room- PlanRVA and Via Zoom**

Members Present (A = Alternate)

Charles City County		Town of Ashland		Goochland County	
Byron Adkins		Brent Chambers	X	Neil Spoonhower (A)	X
		Dr. Daniel McGraw	X		
		Kathy Abbott (A)			
Chesterfield County		City of Richmond		Hanover County	
Kevin Carroll		Andreas Addison		Sean Davis, Chair	X
Tara Carroll	X	Jacob Giovia	X	Canova Peterson	X
Tim Davey	X	Ann-Francis Lambert		Faye Prichard (A)	
Gloria Freye	X	Stephanie Lynch		Charlie Waddell	X
James Holland	X	Dr. Cynthia Newbille (virtual)	X	Randy Whittaker	
Jim Ingle	X	Rodney Poole			
Chris Winslow		Ellen Robertson (A)			
Henrico County		New Kent County		Powhatan County	
Gregory Baka (virtual)	X	John Lockwood (A)		Michael Byerly, Vice Chair	X
Tyrone Nelson	X	Patricia Paige, Treasurer (virtual)	X	Steve McClung	
Patricia O'Bannon	X	Amy Pearson		Bobby Hall (virtual)	X
Frank Thornton	X				
Melissa Thornton (virtual)	X				

The technology used for the PlanRVA Commission meeting was a web-hosted service created by Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. A recording of this meeting is available on our [Plan RVA YouTube Channel](#). Virtual participation of this meeting by members of the Commission is authorized under the City of Richmond Res. No. 2020-R025, - declaration of a local emergency due to the potential spread of COVID-19, adopted March 16, 2020. The resolution is available [here](#).

1. Welcome and Introductions

Chair Davis called the meeting to order at approximately 9:00 a.m.

a. Pledge of Allegiance

The Pledge of Allegiance was led by W. Canova Peterson, IV.

b. Roll Call of Attendees and Certification of a Quorum

Janice Firestone, PlanRVA, called the roll and certified that a quorum was present.

c. Public Comments

There were no public comments received or requests to address the Commission.

2. Consent Agenda

a. Agenda Amendments / Approval

b. Approval of September Meeting Minutes

On motion by W. Canova Peterson, seconded by Cynthia I. Newbille, the members of the PlanRVA Commission voted to approve the Consent Agenda (voice vote).

3. Standing Committee and Other Reports

a. Executive Committee & Chairman's Report

1) CVTA MOU Update

Ms. Heeter reported on the details of the MOU.

On motion by James M. Holland, seconded by Cynthia I. Newbille, the members of the PlanRVA Commission voted to approve the CVTA Support MOU as amended and presented (roll call vote, see Appendix A).

2) Key Imperatives – FY2023

Ms. Heeter reviewed the key imperatives. Commissioners had comments and questions and Ms. Heeter offered clarification on efforts to secure various grant funds as well as efforts to increase participation with VACo.

On motion by Neil Spoonhower, seconded by Gloria Freye, the members of the PlanRVA Commission voted to approve the FY2023 Key Imperatives (roll call vote, see Appendix A).

3) Policy for All Virtual Public Meetings

Mr. Gregory provided an overview of the proposed policy.

On motion by Cynthia I. Newbille, seconded by Charlie Waddell, the members of the PlanRVA Commission voted to adopt the policy for all virtual public meetings (roll call vote, see Appendix A).

4) Policy for Remote Participation of Members

Commissioners discussed the level of specificity that would be required for remote participation due to a personal reason.

On motion by Daniel McGraw, seconded by Cynthia I. Newbille, the members of the PlanRVA Commission voted to adopt the Policy for Remote Participation of Members (roll call vote, see Appendix A).

Mr. Davey left the meeting at approximately 10:24 a.m.

W. Canova Peterson made a motion that the PlanRVA Commission begin operating under the newly adopted policies, rather than continue to follow

the allowances provided through the City of Richmond Emergency Declaration. After discussion of upcoming off-site meeting locations, Mr. Peterson withdrew his motion and indicated he would like commissioners to consider the matter as he intends to ask for action on it at the November meeting.

b. Audit, Facilities & Finance Committee Report

James M. Holland and Ms. Heeter provided this report, which included the following:

1) New Office Space Update

Ms. Heeter reported that the office construction is progressing on time and under budget. The Certificate of Occupancy is expected to be issued November 29th. A walk-through is scheduled for October 25th, prior to the Audit, Facilities & Finance Committee meeting.

c. Public Outreach & Engagement Committee Report

1) Brand Implementation Update

Ms. Heeter reported that a set of deliverables is being developed.

d. Executive Director's Report

1) Intergovernmental and Environmental Reviews

Ms. Heeter provided a summary of the Intergovernmental and Environmental Reviews and noted the reviews were included in the packet for member review.

Michael Byerly left the meeting at approximately 10:30 a.m.

4. Special Program - PlanRVA's Data Analysis Capabilities

This item was not heard. It will be moved to the December meeting agenda.

Mr. Spoonhower addressed the Commission and reported that the memorial service for Don Sharpe will be held Saturday at Ragland Memorial Baptist Church at 2:00 p.m. The service will be livestreamed.

5. Adjourn

Chair Davis adjourned the meeting at 10:37 am.

Commission Votes
34

**Motion
Passed**

Approve the CVTA Support MOU as
amended and presented

Quorum 18

2/3 Quorum 23

Present

1 0 0

Member
Votes

Quorum Met

2/3 Quorum Met

23

Votes
Present

Meeting
Votes

Yay

Nay

Abstain

		2				
Town of Ashland		2		2		
1	Elected Official	McGraw, Daniel	Present	1	1	1
0	Elected Official	Abbott, Kathy (A)	Absent	0	0	
1	Commissioner	Chambers, Brent	Present	1	1	1
Charles City		1	0	0		
1	Elected Official	Adkins, Byron	Absent	0	0	
0	Elected Official	Vacant (A)	Absent	0	0	
Chesterfield County		7	7	7		
1	Elected Official	Winslow, Chris	Absent	0	0	
1	Elected Official	Holland, Jim	Present	1	3	1
1	Elected Official	Carroll, Kevin	Absent	0	0	
1	Elected Official	Carroll, Tara	Present	1	1	1
1	Elected Official	Ingle, Jim	Present	1	1	1
0	Elected Official	Vacant (A)		0	0	
1	Commissioner	Freye, Gloria	Present	1	1	1
1	Citizen Member	Davey, Tim	Present	1	1	1
Goochland County		1	1	1		
1	Elected Official	Spoonhower, Neil (A)	Present	1	1	1
0	Elected Official			1	0	
Hanover County		5	4	4		
2	Elected Official	Davis, Sean (Chair)	Present	2	2	1
1	Elected Official	Peterson, Canova	Present	1	1	1
0	Elected Official	Prichard, Faye (A)	Absent	0	0	
1	Commissioner	Whittaker, Randy	Absent	0	0	
1	Citizen Member	Waddell, Charlie	Present	1	1	1

Henrico County		7	4	4			
2	Elected Official	Nelson, Tyrone	Present	2	2	1	
2	Elected Official	O'Bannon, Pat	Absent	0	0		
1	Elected Official	Thornton, Frank	Present	1	1	1	
0	Elected Official	Vacant (A)		0	0		
	Planning						
1	Commissioner	Thornton, Melissa	Virtual	1	1	1	
1	Citizen Member	Baka, Greg	Absent	0	0		
New Kent County		2	1	1			
1	Elected Official	Paige, Patricia	Present	1	1		
0	Elected Official	Lockwood, John (A)	Absent	0	0		
	Planning						
1	Commissioner	Pearson, Amy	Absent	0	0		
Powhatan County		3	2	2			
1	Elected Official	Byerly, Mike (Vice Chair)	Present	1	1	1	
1	Elected Official	McClung, Steve	Absent	0	0		
0	Elected Official	Vacant (A)	Absent	0	0		
	Planning						
1	Commissioner	Hall, Bobby	Virtual	1	1	1	
City of Richmond		6	2	2			
1	Elected Official	Newbille, Cynthia	Virtual	1	1		
1	Elected Official	Addison, Andreas	Absent	0	0		
1	Elected Official	Lambert, Ann-Francis	Absent	0	0		
1	Elected Official	Lynch, Stephanie	Absent	0	0		
0	Elected Official	Robertson, Ellen (A)	Absent	0	0		
	Planning						
1	Commissioner	Poole, Rodney	Absent	0	0		
1	Citizen Member	Giovia, Jacob	Present	1	1		
		34		23	23		

Commission Votes

34

Motion

Passed

Approve the FY2023 Key Imperatives

Quorum 18

2/3 Quorum 23

Present

1

0

0

Member
Votes

Quorum Met

2/3 Quorum Met

23

Votes
Present

Meeting
Votes

Yay

Nay

Abstain

Town of Ashland

2

2

2

- 1 Elected Official McGraw, Daniel
- 0 Elected Official Abbott, Kathy (A) Planning
- 1 Commissioner Chambers, Brent

Present	1	1	1		
Absent	0	0			
Present	1	1	1		

Charles City

1

0

0

- 1 Elected Official Adkins, Byron
- 0 Elected Official Vacant (A)

Absent	0	0			
Absent	0	0			

Chesterfield

County

7

7

7

- 1 Elected Official Winslow, Chris
- 1 Elected Official Holland, Jim
- 1 Elected Official Carroll, Kevin
- 1 Elected Official Carroll, Tara
- 1 Elected Official Ingle, Jim
- 0 Elected Official Vacant (A) Planning
- 1 Commissioner Freye, Gloria
- 1 Citizen Member Davey, Tim

Absent	0	0			
Present	1	3	1		
Absent	0	0			
Present	1	1	1		
Present	1	1	1		
Absent	0	0			
Present	1	1	1		
Present	1	1	1		

Goochland County

1

1

1

- 1 Elected Official Spoonhower, Neil (A)

Present	1	1	1		
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Elected Official

0

1

0

Hanover County

5

4

4

- 2 Elected Official Davis, Sean (Chair)
- 1 Elected Official Peterson, Canova
- 0 Elected Official Prichard, Faye (A) Planning
- 1 Commissioner Whittaker, Randy
- 1 Citizen Member Waddell, Charlie

Present	2	2	1		
Present	1	1	1		
Absent	0	0			
Absent	0	0			
Present	1	1	1		

Henrico County

7

4

4

- 2 Elected Official Nelson, Tyrone
- 2 Elected Official O'Bannon, Pat
- 1 Elected Official Thornton, Frank
- 0 Elected Official Vacant (A) Planning
- 1 Commissioner Thornton, Melissa
- 1 Citizen Member Baka, Greg

Present	2	2	1		
Absent	0	0			
Present	1	1	1		
Absent	0	0			
Virtual	1	1	1		
Absent	0	0			

New Kent County

2

1

1

- 1 Elected Official Paige, Patricia
- 0 Elected Official Lockwood, John (A)

Present	1	1			
Absent	0	0			

Planning
 1 Commissioner Pearson, Amy

Powhatan County **3**

1 Elected Official Byerly, Mike (Vice
 1 Elected Official McClung, Steve
 0 Elected Official Vacant (A)
 Planning

1 Commissioner Hall, Bobby

City of Richmond **6**

1 Elected Official Newbille, Cynthia
 1 Elected Official Addison, Andreas
 1 Elected Official Lambert, Ann-Francis
 1 Elected Official Lynch, Stephanie
 0 Elected Official Robertson, Ellen (A)
 Planning

1 Commissioner Poole, Rodney
 1 Citizen Member Giovia, Jacob

34

Absent	0	0			
2			2		
Present	1	1	1		
Absent	0	0			
Absent	0	0			
Virtual	1	1	1		
2			2		
Virtual	1	1			
Absent	0	0			
Absent	0	0			
Absent	0	0			
Absent	0	0			
Absent	0	0			
Present	1	1			
23			23		

Commission Votes
34

**Motion
Passed**

Adopt Policy for remote participation of
members

Quorum 18

2/3 Quorum 23

Present

1 0 0

Member
Votes

Quorum Met

2/3 Quorum Met

23

Votes
Present

Meeting
Votes

Yay

Nay

Abstain

Town of Ashland

2

2

2

- 1 Elected Official McGraw, Daniel
- 0 Elected Official Abbott, Kathy (A)
Planning
- 1 Commissioner Chambers, Brent

Present	1	1	1		
Absent	0	0			
Present	1	1	1		

Charles City

1

0

0

- 1 Elected Official Adkins, Byron
- 0 Elected Official Vacant (A)

Absent	0	0			
Absent	0	0			

Chesterfield

County

7

7

7

- 1 Elected Official Winslow, Chris
- 1 Elected Official Holland, Jim
- 1 Elected Official Carroll, Kevin

Absent	0	0			
Present	1	3	1		
Absent	0	0			

- 1 Elected Official Carroll, Tara

Present	1	1	1		
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- 1 Elected Official Ingle, Jim

Present	1	1	1		
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- 0 Elected Official Vacant (A)
Planning

Absent	0	0			
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- 1 Commissioner Freye, Gloria

Present	1	1	1		
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- 1 Citizen Member Davey, Tim

Present	1	1	1		
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Goochland County

1

1

1

- 1 Elected Official Spoonhower, Neil (A)

Present	1	1	1		
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- Elected Official

0

1

0

Hanover County

5

4

4

- 2 Elected Official Davis, Sean (Chair)

Present	2	2	1		
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- 1 Elected Official Peterson, Canova

Present	1	1	1		
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- 0 Elected Official Prichard, Faye (A)
Planning

Absent	0	0			
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- 1 Commissioner Whittaker, Randy

Absent	0	0			
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- 1 Citizen Member Waddell, Charlie

Present	1	1	1		
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Henrico County

7

4

4

2	Elected Official	Nelson, Tyrone	Present	2	2	1			
2	Elected Official	O'Bannon, Pat	Absent	0	0				
1	Elected Official	Thornton, Frank	Present	1	1	1			
0	Elected Official	Vacant (A)		0	0				
	Planning								
1	Commissioner	Thornton, Melissa	Virtual	1	1	1			
1	Citizen Member	Baka, Greg	Absent	0	0				
	New Kent County	2	1		1				
1	Elected Official	Paige, Patricia	Present	1	1				
0	Elected Official	Lockwood, John (A)	Absent	0	0				
	Planning								
1	Commissioner	Pearson, Amy	Absent	0	0				
	Powhatan County	3	2		2				
1	Elected Official	Byerly, Mike (Vice Chair)	Present	1	1	1			
1	Elected Official	McClung, Steve	Absent	0	0				
0	Elected Official	Vacant (A)	Absent	0	0				
	Planning								
1	Commissioner	Hall, Bobby	Virtual	1	1	1			
	City of Richmond	6	2		2				
1	Elected Official	Newbille, Cynthia	Virtual	1	1				
1	Elected Official	Addison, Andreas	Absent	0	0				
1	Elected Official	Lambert, Ann-Francis	Absent	0	0				
1	Elected Official	Lynch, Stephanie	Absent	0	0				
0	Elected Official	Robertson, Ellen (A)	Absent	0	0				
	Planning								
1	Commissioner	Poole, Rodney	Absent	0	0				
1	Citizen Member	Giovia, Jacob	Present	1	1				
		34		23	23				

Commission Votes

34

Quorum 18

2/3 Quorum 23

Motion

Passed

Present

Adopt Policy for All Virtual Meetings

1 0 0

Member
Votes

Quorum Met

2/3 Quorum Met

23

Votes
Present

Meeting
Votes

Yay

Nay

Abstain

		2		2			
Town of Ashland							
	2						
1	Elected Official	McGraw, Daniel	Present	1	1	1	
0	Elected Official	Abbott, Kathy (A)	Absent	0	0		
	Planning						
1	Commissioner	Chambers, Brent	Present	1	1	1	
Charles City							
	1						
1	Elected Official	Adkins, Byron	Absent	0	0		
0	Elected Official	Vacant (A)	Absent	0	0		
Chesterfield							
	7						
County							
	7						
1	Elected Official	Winslow, Chris	Absent	0	0		
1	Elected Official	Holland, Jim	Present	1	3	1	
1	Elected Official	Carroll, Kevin	Absent	0	0		
1	Elected Official	Carroll, Tara	Present	1	1	1	
1	Elected Official	Ingle, Jim	Present	1	1	1	
0	Elected Official	Vacant (A)		0	0		
	Planning						
1	Commissioner	Freye, Gloria	Present	1	1	1	
1	Citizen Member	Davey, Tim	Present	1	1	1	
Goochland County							
	1						
1	Elected Official	Spoonhower, Neil (A)	Present	1	1	1	
0	Elected Official			1	0		
Hanover County							
	5						
2	Elected Official	Davis, Sean (Chair)	Present	2	2	1	
1	Elected Official	Peterson, Canova	Present	1	1	1	
0	Elected Official	Prichard, Faye (A)	Absent	0	0		
	Planning						
1	Commissioner	Whittaker, Randy	Absent	0	0		
1	Citizen Member	Waddell, Charlie	Present	1	1	1	
Henrico County							
	7						
	4						

2	Elected Official	Nelson, Tyrone	Present	2	2	1			
2	Elected Official	O'Bannon, Pat	Absent	0	0				
1	Elected Official	Thornton, Frank	Present	1	1	1			
0	Elected Official	Vacant (A)		0	0				
	Planning								
1	Commissioner	Thornton, Melissa	Virtual	1	1	1			
1	Citizen Member	Baka, Greg	Absent	0	0				
	New Kent County	2	1		1				
1	Elected Official	Paige, Patricia	Present	1	1				
0	Elected Official	Lockwood, John (A)	Absent	0	0				
	Planning								
1	Commissioner	Pearson, Amy	Absent	0	0				
	Powhatan County	3	2		2				
1	Elected Official	Byerly, Mike (Vice Chair)	Present	1	1	1			
1	Elected Official	McClung, Steve	Absent	0	0				
0	Elected Official	Vacant (A)	Absent	0	0				
	Planning								
1	Commissioner	Hall, Bobby	Virtual	1	1	1			
	City of Richmond	6	2		2				
1	Elected Official	Newbille, Cynthia	Virtual	1	1				
1	Elected Official	Addison, Andreas	Absent	0	0				
1	Elected Official	Lambert, Ann-Francis	Absent	0	0				
1	Elected Official	Lynch, Stephanie	Absent	0	0				
0	Elected Official	Robertson, Ellen (A)	Absent	0	0				
	Planning								
1	Commissioner	Poole, Rodney	Absent	0	0				
1	Citizen Member	Giovia, Jacob	Present	1	1				
		34		23	23				