



e: [PlanRVA@PlanRVA.org](mailto:PlanRVA@PlanRVA.org)  
 p: 804.323.2033  
 w: [www.PlanRVA.org](http://www.PlanRVA.org)

**PlanRVA Commission Meeting Minutes**  
**April 13, 2023 – 9:30 a.m.**  
**PlanRVA James River Boardroom, 424 Hull Street, Suite 300,**  
**Richmond, VA 23224 and via Zoom**

**Members Present (A = Alternate)**

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

**Welcome and Introductions**

Chair Davis called the meeting to order at approximately 9:10 a.m.

**Pledge of Allegiance**

The Pledge of Allegiance was led by Vice Chair Byerly.

**Roll Call of Attendees and Certification of a Quorum**

Janice Firestone, Program Manager, called the roll for attendance and certified that a physical quorum was present.

## **1. Administration**

### **a. Confirmation of Member Participation from a Remote Location**

Chair Davis asked remote participants to request approval and state their reason for participating remotely. The following members requested approval to participate remotely:

- Kevin Carroll. Reason: personal matter, specifically a scheduling conflict that prevents his attendance in-person.
- Jim Ingle. Reason: personal matter, specifically a scheduling conflict that prevents his attendance in-person.
- John Lockwood. Reason: personal matter, specifically a scheduling conflict that prevents his attendance in-person.
- Patricia O'Bannon. Reason: personal matter, specifically a scheduling conflict that prevents her attendance in-person.
- Charlie Vaughters. Reason: personal matter, specifically a scheduling conflict that prevents his attendance in-person.

Chair Davis announced his approval of the requests to participate remotely.

On motion by Michael W. Byerly, the PlanRVA Commission voted to confirm that the Chair's decision to approve the members' requests to participate from a remote location were in conformance with the PlanRVA Policy for Remote Participation of Members; and, the voice of the remotely participating members could be heard by all persons at the primary or central meeting location (voice vote).

The quorum was updated to show the presence of the remote members.

### **b. Public Comments**

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

## **2. Agenda Amendments/Approval**

On motion by Cynthia I. Newbille, seconded by Daniel McGraw, the members of the PlanRVA Commission voted to approve the agenda as presented (voice vote).

## **3. Approval of March 9, 2023, Meeting Minutes**

On motion by Jim Holland, seconded by Cynthia I. Newbille, the members of the PlanRVA Commission voted to approve the meeting minutes as presented (voice vote).

## **4. Standing Committee and Other Reports**

### **a. Executive Committee & Chairman's Report**

#### **i. May Meeting Schedule**

Martha Shickle explained that Richmond Region Tourism's 40<sup>th</sup> Anniversary Celebration is scheduled for May 11<sup>th</sup>, which is in conflict with the regular Executive Committee and full Commission meetings. Possible options were

discussed. There was a consensus to move the meetings to May 18<sup>th</sup> following the rescheduled RRTPO meetings.

**ii. 2023 Washington Policy Conference Report**

Chair Davis and Ms. Shickle reported on the NADO Washington Policy Conference in March, which included several sessions focused on the president's administration priorities, status of the infrastructure bill and other funding opportunities.

VAPDC also hosted a congressional briefing with representatives from the US Senate and House of Representatives. Senator Kaine and Congresswoman McClellan's offices were both represented.

**iii. State and National Association Updates:**

**1) David Blount, Executive Director VAPDC**

Mr. Blount addressed the Commission and provided updates on the Virginia Association of Planning District Commissions. He reported on the relationship with Virginia Association of Counties (VACo) and the Virginia Municipal League (VML) and VAPDC's recent involvement in those organizations' events. He also described the role of other state agencies and organizations, including Virginia Transit Association, Virginia Association of MPO's, Department of Housing and Community Development (DHCD), Department of Environmental Quality (DEQ) and Virginia Housing.

**2) Joe McKinney, Executive Director NADO**

Mr. McKinney addressed the Commission and described the role of the National Association of Development Organizations (NADO) and its involvement in other state and federal organizations. He shared some of the recent legislative successes and current legislative efforts of NADO. The presentation is posted on the [meeting web page](#).

Jim Ingle and Patricia O'Bannon left the meeting at approximately 10:30 a.m.

**b. Audit, Finance & Facilities Committee Report**

**i. PlanRVA Office Relocation Budget Update**

Ms. Shickle provided this report.

Relocation Budget Update:

The project and move-in were completed on time and within budget:

- The total approved project budget was \$1,054,691.14 of which the Commission contributed \$297,055.56 from the Fund Balance. The remainder was funded through tenant improvement allowance and converted rent abatement and rebates from Thalhimer.
- Construction costs represented 68% of the total project and were 0.22% over the line-item budget, or \$1,602.49, following results of Value Engineering.
- Design costs represented 7% of the total project and were 84% of its line-item budget, or \$8,242 below, which offset increased costs in moving and miscellaneous expenses.

To-date expenditures represent 98% of total budget with a few remaining orders to finalize and complete. Outstanding expenditures of ordered items include:

- Final billing for the mural in the large conference room
- Delivery and installation of large display monitor in the large conference room
  - The order has been signed and delivery is estimated in 3-5 weeks.

PlanRVA is awaiting final design and cost proposals for the following (the budget for these items is \$13,058.42):

- Suite signage
- Meeting room door films
- Chair's recognition wall
- Portable signage
- Building signage

**ii. Next Meeting April 25 @ 1:30 p.m.**

**c. Public Outreach & Engagement Committee Report**

**i. FY2024 Work Program Priorities**

Ms. Shickle reported that the Committee met last on March 23<sup>rd</sup> and reviewed the status of brand implementation activities. Committee members also opened a discussion on FY2024 priorities, including outreach opportunities and partnerships with local governments for specific events (litter cleanup, etc), leveraging networks for coordination, advocacy, resource materials and Commission engagement.

**ii. Next Meeting April 17 @ 9 a.m.**

**d. Executive Director's Report**

**I. Intergovernmental and Environmental Reviews**

Chair Davis reminded members that the report was included in the meeting agenda packet.

**II. Bipartisan Infrastructure Law: Competitive Funding Opportunities**

Ms. Shickle reported that in FY23, the Commission approved a "pilot" program to hire a Wilder Fellow from VCUs master's in Urban and Regional Planning Program to support various local technical assistance projects identified by our small and rural localities.

One of the first requests last fall was from Goochland County to support tracking of funding opportunities available through the infrastructure bill.

Barbara Jacocks, PlanRVA, was introduced. She has been leading an exploration of designing a local technical assistance program at the Commission. Her teammate, Trinity Waldron, Wilder Fellow, and candidate for her master's degree at VCU, was also introduced. Ms. Waldron has been on the team since August 2023, and has been the chief researcher for this information.

Ms. Jacocks and Ms. Waldron gave a presentation and overview of the pilot program. The presentation is posted on the [meeting web page](#).

**5. Adjourn**

Chair Davis adjourned the meeting at 11:14 am.