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**PlanRVA Public Outreach & Engagement Committee**  
**Meeting Minutes**  
**August 29, 2024 – 9:00 a.m.**

Locality	Committee Members	Present
Town of Ashland	Brent Chambers	
Chesterfield County	Tim Davey, Chair	X
Chesterfield County	Frank Petroski (virtual)	X
Chesterfield County	Jessica Schneider (virtual)	X
Goochland County	Dwain Cosby	X
Hanover County	Larry Leadbetter	X
Hanover County	Charlie Waddell	
Henrico County	Chris Bast	X
New Kent County	Rev. Milton Hathaway	X
City of Richmond	Cameron George	

Staff Present	
Janice Scott	Sidd Kumar
Phil Riggan	Martha Shickle
Holly Gordon	Ken Lantz

*The technology used for the 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](#).*

**1. Welcome, Roll Call and Introductions**

Chair Davey welcomed everyone and called the meeting to order at 9:00 a.m.

**2. Roll Call of Attendees and Certification of a Physical Quorum**

Janice Scott, PlanRVA, called the roll call of attendees. A quorum was not present.

**3. Meeting Minutes**

The previous meeting minutes were included in the agenda packet.

**4. Outreach Recap**

**a. Commissioner and Locality Engagement**

Martha Shickle provided a summary of recent outreach activities. She reported that a survey will be sent out soon to member jurisdictions to gauge the level of satisfaction with the agency.

## **5. FY2025 Work Program Priorities**

### **a. Connecting with our Localities**

Ms. Shickle outlined the work program priorities that were approved by the Commission. She described the plans and studies that are being done that will tie into the Regional Strategic Plan.

The goal is for the committee members to provide input on how to engage the community and on how the agency is doing. The survey that is being developed will be sent to committee members for their input prior to the Executive Committee's review of the survey.

### **b. Connecting With Our Community**

Holly Gordon described the recent efforts to connect with the localities and the public. There was a discussion about recent and upcoming surveys and what other efforts are made to engage members of the public. She asked for committee members' assistance getting the word out in their communities about several projects that community input is being sought.

For the Rural Public Transportation Analysis, a project Steering Committee has already been formed of the smaller jurisdiction representatives from the Public Transportation workgroup of the TPO Technical Advisory Committee. These members include Austin Goyne and Josh Gillespie (Goochland), Amy Inman (New Kent) Bret Schardein and Ligon Webb (Powhatan), Sheri Adams (Charles City); Debra Preston and Susan Richards (Hanover DASH). The first phase of the study will identify relevant stakeholders who will work with the steering committee throughout the 6-month engagement process, including transportation providers, community organizations and advocacy groups, local business and major employers, educational institutions, healthcare providers and residents.

The Long-Range Transportation Plan (LRTP) is beginning the update process, with a timeline that will stretch over the next two years. The update team is working now to develop the public outreach scope for the LRTP, building off the Public Engagement Plan adopted by the TPO. One key element for the process again will be the formation of an LRTP Advisory Committee. The LRTP Advisory Committee (LRTP-AC) has autonomy to make decisions guiding the process and outcomes. As in the past, it is expected that this Advisory Committee would include a variety of representatives including local government and federally recognized tribes; state and federal partners (ex. DRTP); regional partners (ex. GRTC); and others. Examples in the last category from previous years include representatives of groups organized around particular transportation modes, and representatives of specific population groups. In addition, there may be one or more members of the Community Transportation Advisory Committee (CTAC) who also serve on the LRTP-AC. The update team is planning for community engagement across the phases of the update process, using a variety of methods. In accordance with federal regulations, the effort will include concerted effort to seek input from specific groups, including people with low-income, people categorized as minority population, people with limited English proficiency, and people in zero car households

For the Housing Market Value Analysis (Virginia Housing and CDBG Planning Grant), two funding sources for the 2025 MVA update can be managed by establishing one steering committee that will be made up of planners or designees from the CDBG non-entitlement jurisdictions (Ashland, Charles City, Goochland, Hanover, New Kent and Powhatan) + the larger jurisdictions' revitalization or community development officers (City, Henrico, Chesterfield) + key housing partners (PHA, CDCs) + lenders + foundations. This steering committee will serve during the 12-month period anticipated to complete the MVA and Housing Study. The committee will meet on a quarterly basis. A smaller core group of the steering committee made up of the smaller jurisdictions participating in the CDBG planning grant will constitute the project management team working directly through New Kent as the lead applicant and PlanRVA on regular status updates for the Department of Housing & community Development.

For the Comprehensive Economic Development Strategy, a steering committee made up of representatives from the economic development offices all nine jurisdictions + regional roundtable data team + business and industry and/or local EDA representatives + minority interests + MVA team member + LRTP steering committee member + educators. Ideal size would not exceed 15, and plans would be to meet quarterly during the course of the 12-month CEDS process. Annual updates of the CEDS may require this steering committee to reconvene at least one time each year for up to five (5) years.

**c. Discussion Items and Action Steps**

Committee members discussed the various ways they can bring these matters to the attention of the citizens in their localities. Contacting members of active citizens groups and enlisting the help of the economic development staff were two ideas that were explored.

**6. Upcoming Events**

- a. Flying Squirrels Game-RVA Community Night- September 4, 2024**
- b. [Civic Action Series \(linked\)](#) – September 18, 2024**
- c. Port of Virginia Visit- October 3, 2024**
- d. Joint Annual Meeting – December 5, 2024**
- e. Major Event (PlanRVA Day) – March 2025**

Ms. Gordon and Ms. Shickle reviewed the upcoming events.

**7. Adjournment**

The meeting was adjourned at approximately 10:10 a.m.